



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Govt Home Science College Hoshangabad
• Name of the Head of the institution	Dr Kamini Jain
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07574254072
• Mobile No:	9425044500
• Registered e-mail	heghsgpgchos@mp.gov.in
• Alternate e-mail	kaminijain2929@gmail.com
• Address	In front of Govt SNG H Sec School Hoshangabad
• City/Town	Hoshangabad
• State/UT	Madhya Pradesh
• Pin Code	461001

2. Institutional status

• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12 (B)
• Name of the Affiliating University	Barkatullah University Bhopal
• Name of the IQAC Coordinator	Dr Rashmi Shrivastava
• Phone No.	07540254072
• Alternate phone No.	07540254072
• Mobile	9827240008
• IQAC e-mail address	rashmisanjay28@gmail.com
• Alternate e-mail address	sisodiyamanoj11@gmail.com
3. Website address (Web link of the AQAR (Previous Academic Year)	http://www.mphighereducation.nic.in/hoshangabad
4. Whether Academic Calendar prepared during the year?	Yes

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.25	2015	21/02/2015	02/03/2020

6. Date of Establishment of IQAC 18/08/2020

7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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Nil	Nil	Nil	Nil	Nil
8. Whether composition of IQAC as per latest NAAC guidelines	Yes			
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 				
9.No. of IQAC meetings held during the year	12			
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes			
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded			
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No			
<ul style="list-style-type: none"> If yes, mention the amount 				
11. Significant contributions made by IQAC during the current year (maximum five bullets)				
<p>1 Workshop and Seminar S.No Topic Detail 1 Workshop Faishon Designing, Basic Life Support, Harbal Plant their Protection 2 Seminar History of Hoshnagabad District, Effect of Dengue and Chikengunia 2 Interaction and Collabaration 1 Resham Kendra, Malakhedi Road Raipur District Hoshangabad 2 Mushroom Pradan Sansthan Kesla 3 Mahila Bal Vikas Department Hoshangabad 4 Govt. and Pvt. Hospitals 5 Fitness Center 6 Industries 7 Sant Hirdaram College Bhopal 3 Rederessal Cell 1 Antiragging Committee 2 Dicipline Committee 3 Women Grievance Cell 4 Sexual Harassment Committee 4 Quality Extension Activity 1 Pratibha Bank 2 SWOC Analysis 3 Zero and Bridge Classess 4 Club Debate and Group Discussion , Creative Writing Club, Book Reading Club, General</p>				

Knowlwdge Club, Computer Awareness Club, Language Club, Publication and Media Club, Enviornment Awarness Club, Idea, Internet, Performing and Visual Art Club, Yoga Club, Social Activity Club, Marshal art Judo Karate Club, Sports, Athelitic club, Adventure sports club 5 Publications 1 College Megzine Pratayasha 2 NEWS Letter Samachar Darshan 3College International Journal Shodh Samagra with ISSN No. 23952725 , Publication Free for Students

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

Plan of Action	Achievements/Outcomes
Seminar, Workshop, Webinar, Educational Tour, Different Activities of Govt and Non Govt Institutions	Webinar - 4 , Educational Tour - 4, Different Activities - 10

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
Nil	Nil

Extended Profile

1. Programme

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

29

File Description	Documents
Data Template	No File Uploaded

2. Student

2.1 Number of students during the year

4794

File Description	Documents
Data Template	View File

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

1803

File Description	Documents
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Data Template	No File Uploaded
2.3 Number of outgoing/ final year students during the year	1724
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	65
File Description	Documents
Data Template	No File Uploaded
3.2 Number of Sanctioned posts during the year	76
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	54
4.2 Total expenditure excluding salary during the year (INR in lakhs)	
4.3 Total number of computers on campus for academic purposes	200

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

College does its curricular planning by adopting an academic Calendar for UG and PG Classes prescribed by Department of Higher Education (M.P.) and Barkatullah University Bhopal. We make Weekly planner for the curriculum and display it on the departmental notice board ensure the preparedness of the students. PPT is prepared by the teachers on various curriculum topics and distributed to student to enhance their learning beside teacher selected curriculum related educational material from you tube and distribute students through Whatsapp group. Teachers procure free books/reference material from Gutenberg.org website and make the available to the student through email and Whets app sharing. Our College has initiated the practice of teaching by meritorious students in case the teacher is leave. The Meritorious students of

the department prepare their lecture in the absence of teacher a deliver it in front of the class the boosts their learning and also their confidence. Our College Has adopted the practice of Group Discussion to enhance and deepen the learning of the students. GD is conducted under the supervision of the teacher and it covers most of the topic of the curriculum. Virtual classes are conducted in the college covering various topic of the curriculum. Department enhance the understanding and learning of the students of the curriculum through educational tours and fields visit/survey. Teacher makes charts and posters to simplify the complex topic for the benefit of the students. After delivering each lecture, the teacher asks the students some short questions about the topics ensure that they have fully comprehended the subject material. For effective implementation of curriculum the syllabus have been modularized, class timing extended. Special classes for the SC/ST I Weaker student have been organized and ensured. Completion of teaching assignment ensured as class room teaching is principally subjected specific in order to sensitive the learner to cross cutting Areas. The college organizes awareness programmed in forms of seminar/ special lecture/ workshop throughout the year more and more number of learners is being involved in project work. Which facilities the scope of self learning The feedback mechanism of the instill is strong & diverse. Analyzing feedback as well as utilizing it for the propose of improvement is done meth methodically. The general feedback is disused at ac/ staff meeting and necessary action taken.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

CCE- In the guest improve quality of education , assessment help different stakeholder in multiple way. The main objective of CCE is quality

improvement.

Learning and Evaluation are the two sides of the same coin An effective evaluation methodology always results in a better and long lasting learning. To match the global standards in terms of quality of Govt. of India has introduced comprehensive, continuous Evaluation CCE in Education system of Higher Education

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

5

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

0

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

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

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

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum****KEY INDICATOR - 1.3 CURRICULUM ENRICHMENT****Metric No. 1.3.1.**

Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum.

1. The college offers foundation course for undergraduate students which includes proper understanding of basic language, entrepreneurship development, environmental awareness and basic computer learning in all three years course respectively.

2. Moral values are taught as Foundation Course paper 1'' in all the

three years along with Hindi and English language.

3. Environmental awareness management is a paper M.Sc.

Resource Management.

4. The syllabus of PG Diploma in dietetics includes paper related to nutrition and dietician which is meant for healthy diet plan for

women, children and grown-ups.

5. Market consumer education, Advertising and Marketing, financial nianagement, hospitality, Mass Communication, are some of the papers in various semesters of M.Sc. Resource Management.

6. Students are trained by experts for self-defense under martial arts.

7. Special programs are organized from time to time by different departments to impart gender education, awareness regarding environment sustainability, human values and professional ethics to the students.

8. Poster making and exhibition on moral, ethical, and inspirational

thoughts are held from time to time.

9. The college celebrates important dates like World Women's Day, Human Rights Day, International Yoga Day, International Youth Day, ParyavaranPakhwada, etc.

10. The Department of Clinical Nutrition and Dieteticsorganizes various programs such as lecture, film shows, poster, slogan, cooking competition in Nutrition Week, Breast Feeding Day, Save Girl Child, Balika Diwas and providesconcurrent nutrition counseling,

11. Experts from various sectors of society such as Pratibha bank, are invited to give lectures on professional ethics.

12. Vivekananda career guidance cell conducts various training programs addressing human values and professional ethics.

13. The Personality Development Cell conducts various expert lectures according to the time table for overall development of students.

14. The Science Department and the Eco Club of the college adopts programs to create awareness about the environment and sustainability

The college wants its students to be successful in personal as well as

social sphere. This is possible if only the students can get scope in the

institution not only to acquire good subject knowledge but also to.

develop general awareness about cross-cutting issues. For this purpose, emphasis has been laid on interdisciplinary knowledge.

Tho-institution regularly tries to integrate these cross-cutting social

issues to the curriculum by periodically organizing lectures, seminars,

workshops on gender equality, environment sustainability, human values and professional ethics.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded

MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

478

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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

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

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

4794

2.1.1.1 - Number of sanctioned seats during the year

2788

File Description	Documents

Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

1803

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Nil

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1494	65

File Description	Documents
Any additional information	No File Uploaded

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

2.3 TEACHER LEARNING PROCESS

2.3.1 Students centric methods: - The learning is made student centric by effective and interactive teaching and organizing various academic and co-curricular activities. Sincere efforts are made by teachers to explain the subject in an easy and interesting manner. The lectures conducted by teachers are interesting interactive and encouraging. They ensure equal participation of slow and advance learners in all classroom activities there by making learning students centric. The college has adopted various activities for inculcating self management of knowledge development of skills in students participatory learning

activities are carried out at department level though various activities clubs and at college level by collective participation of students.

The various activities organized are as follows-

1. Seminar paper presentation by advance learners.
2. Publishing of college magazine.
3. Completing Assignments/ Projects.
4. Preparing charts/ Posters.
5. Participating in Quiz & Group Discussion.
6. Event managements on various occasions like youth festivals/ Social gathering, Sports college, Prize Distribution, NCC, NSS functions camps and various activities of club.
7. Mentoring by teacher guardian from time to time also inspire the students for bringing their problems and getting them solved.
8. Suggestion / complaint Box is an added features though which students can bring forth their suggestions / dissatisfaction regarding teaching learning.

Experimental Learning

1. Analysis of experiments after practical classes (science & Home sci. dept).
2. Compilation and analysis of survey data (Geography, Economics & Home sci. Department).
3. Evaluation of social survey (sociology & MSW department).
4. Discussion on Author & Books (English & Hindi department).

Participating Learning

1. Participation in youth Parliament (PolSci. Department)
2. Group Discussion & Paper Presentation(All PG Department)
3. Quiz Competition (Part of Prize distribution prog. & by various NGO & other departments like mahila bal vikas, Red Cross Society, Red Ribbon club)
4. Presentation by students during stall exhibition (All department)
5. Understanding field survey by students (Social science department)

Problem Solving Learning

1. Inviting students to solve a problem which involves critical thinking (Maths department)
2. Eliciting multiple responses to a problematic topic (All departments)
3. Making students aware of the best solutions of their situations (Teacher guardian schemes of all classes)

File Description	Documents
Upload any additional information	View File

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

List Attach

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

65

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

65

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

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

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

39

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

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

2.4.3.1 - Total experience of full-time teachers

1341

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

2.5 - Evaluation Process and Reforms

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

Mechanism of internal assessment is transparent & robust in teams of frequency and variety.

Response:-

1. The whole mechanism of internal assessment is transparent students are informed beforehand about the mechanism of assessment how they will be listed and on what topics. The time table of CCE was display in department as well as or main Notice Board of college.
2. A time table of internal assessment is prepared class & subject wise and displayed prominently.
3. After CCE the marks of CCE are shown to students so that they are satisfied and in case they are not satisfied their answer sheets are shown to them and there is a discussion in it.
4. In case the student is still unsatisfied about the marks given by the teacher the student can appeal to the head of the department but in case of single person department the students can directly appeal to the principal for remedial action. The head of the department and principal are bound to decide on the same in seven days.
5. The college gives wide publicity of CCE exam. If students failed to give CCE with in date line of any genuine problem the college give student second chance to give CCE.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

2.5.2 Mechanism of internal assessment is transparent & robust in teams of frequency and variety.

Response :-

1. The whole mechanism of internal assessment is transparent students are informed beforehand about the mechanism of assessment how they will be listed and on what topics. The time table of CCE was display in department as well as or main Notice Board of college.
2. A time table of internal assessment is prepared class & subject wise and displayed prominently.
3. After CCE the marks of CCE are shown to students so that they are satisfied and in case they are not satisfied their answer sheets are shown to them and there is a discussion in it.
4. In case the student is still unsatisfied about the marks given by the teacher the student can appeal to the head of the department but in case of single person department the students can directly appeal to the principal for remedial action. The head of the department and principal are bound to decide on the same in seven days.
5. The college gives wide publicity of CCE exam. If students failed to give CCE with in date line of any genuine problem the college give student second chance to give CCE.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

2.6.1 Program out come

The college has worked out the programmer outcomes, programmer specific outcome & course outcome of each course. The same has been posted on college website for faster and universal communication.

Course	Course outcome	Programmer outcome

Other modes of Communication.

1. Copy of programmer outcome (PO) programmer specific outcomes (PSO) & course outcome (CO) has been kept in the Library for consultation.
2. Copy of PO, PSO & CO has been kept help desk for new admitted students and their parents.

3. Copy of PO, PSO & CO was sent to all respective departments HOD.
4. The mentors have been asked to share them with the mentees.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Attainment of program outcome PSO & CO are evaluated by the institution.

Response:- The academic growth of students is continuous comprehensive evaluation test, viva on projects, practical and main examination thirteen modes are identified for CCE though which the proficiency of students are evaluated such as assignments, group discussion, poster making, class test, Library consultations preparation of multiple choice questions, biography of scientist, solution of old question paper etc. Complete growth of student is ensured by their participation in sports, cultural literary, social and academic activities. Participation in various departmental activities like publishing of wall magazine, managing events, charts, posters, models, organizing quiz, debate, seminar though activity club in each department is another method of evaluating course outcome. The summaries of the result are evaluated by the principal who decides the necessary strategies for ungraduation (if any).

Attainment of course outcome is finally evaluated though results of main examination. If the student fails to attain the minimum required marks for passing she is made to appear in ATKT/ Supplementary examination in the respective subjects (theory & practical).

Placement in various sector public and private progression to higher education setting up of self employment units by students also serves as a means of measuring attainment of POS, PO and CO.

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

2.6.3 - Pass percentage of Students during the year

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

1724

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution

during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****34**

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****25**

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year****5**

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities**3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year**

Swachhata Jagrukta Program Covid 19 ke roktham me swayam sevika ki bhumika Eassy Competition, Online slogan, painting, quiz competition and distribution of certificate online

File Description	Documents
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Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

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

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2397

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded

Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File
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3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

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.

The institution has adequate facilities for teaching learning via class room laboratories, computing equipment etc.

Response

The institution has over the year built up adequate facilities for teaching learning as would be clear from a glance at the table below

Sr.No		Unit
1.	Class room	1.

1.	Laboratory	15 with all essential requirements fulfilled according to syllabus
1.	Smart Class	1.
1.	Auditorium	1.
1.	Computer Laboratory	1.
1.	Language Laboratory	1.
1.	Reading Room	1.
1.	•	1.
1.	Departmental Staff Room	1.
1.	Gymnasium	1.
1.	Photo Copy Center	1.
1.	Parking Place	1.
1.	Green Generator	1.

Each PG Department has its own departmental Library & Laboratories (well equipped according to their syllabus) for practicals.

The college computer laboratories under CPE with 42 and 27p IV computers with internet facilities. All students, faculty and the office staff have access to these. The college does not charge any fees for these ICT facilities from its users. Every department has its own computer with internet facility. The language department has one computer lab for FC V & VI semester. There is also a computer in the hostels for hostel students.

The college library includes reading room and e-library research scholars can use internet for their work. Membership of DELNET, INFLIBNET and N-LIST has been taken which is renewed every year various journals, magazine, news paper are available in the reading room Books for competition exams is available for all students enrolled in college.

Facilities in Library

1. Books
2. Large number of Books for all subjects both in Hindi & English
3. Library is automated SOUL software is used
4. Students are given library membership card
5. Class wise schedule for Issue or return of books
6. Free Books for SC/ST students

7. Separate corner & queue for differently able students. Photo copy facilities are available for students.

The Gymnasium apart from catering to the needs of the physical education department is open to use for all students of the institution.

8. Photo copy facilities are available for all students.

The college has personality Development Cell who organizes various lectures all to their calendar by various experts member of pratibha bank. These lectures lay an important role in personality development of students.

File Description

FACILITIES

1. Experience faculty
 2. UG & PG syllabus based on UGC model curriculum approved by respective BOS & Central Board of Studies, Department of Higher Education of MP
 3. Publication of Research Journal Shodh Samagra.
 4. Publication of college magazine
 5. Publication of college Prospectors.
 6. Computer based Add on Courses
 7. Central Computer laboratory with Broad band facility
 8. Well equipped Laboratories.
 9. Computerized library image
- E- library
 - Special arrangements for differently able students in library
 - Reading room
 - Photo Copy facility
10. Use of working models, OHP, Laptop, LCD and Projector for teaching.
 11. Well lighted and ventilated class room.
 12. Class rooms and premises are monitored with close cure it cameras.
 13. Purified drinking water on each floor
 14. Toilets on each floor.
 15. Ramps
 16. Rest Room with the medical help
 17. All department and office are connected though structured Local Area Network

18. All department and office are connected through intercom.

19. Broad Band Connectivity to all computer, laboratories & Departments.

20. Various Scholarships

21. UGC sponsored coaching.

(A) Remedial coaching for all students: - The institution provides remedial coaching to academically weak students demands from students of the topic to be taught are called for and accordingly the classes are conducted. The list of subject experts is provided by the heads of all departments. The set up of remedial classes comprises of lecture capturing system. Test is taken at regular interval & feedback from the students is collected.

(B) NET /SLET Coaching

(C) Coaching for entry to services

22. Placement Cell

23. Vivekananda Career Guidance Cell: - The cell organizes various training programmes such as opportunities and self employment for the students. Expert from govt & corporate sectors are invited for providing guidance in their respective fields. The students are given special guidance for competition exam, campus interviews, and Personality Development & communication skills. This cell provides opportunities for the college students for campus selection with in & out side the institution. A report of all activities conducted by this cell is forwarded to higher authorities.

24. Yoga & Meditation: - the college has special emphasis on yoga. Therefore yoga training programmer is organized from time to time for students as well as the staff. Every year "Youth Day "that is 12th of January and 21st June World Yoga Day celebrated by the students & staff. An expert is invited on these to light on the importance of yoga.

A meditation class was run once in a week by the help of Heart fullness Group. Which give complete knowledge about meditation to students & staffs and also solve their queries.

25. Sports: - All indoor & outdoor games basket ball, volley ball, badminton, table tennis, Kho-kho etc.

26. Hostel with mess

27. Parking Areas for students & staff.

28. Canteen

29. Teacher Guardian Scheme.

30. Common Room**31. Ramp & Special toilets****32. Redressed L3 College for CM Helpline.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

A sports form on integral part of the curriculum for students there by the college provides various facilities for indoor and outdoor games. Sports infrastructure facilities comprises of a sports complex for indoor games like badminton, table tennis. Chess carom. Its dimension is - L60×W40×H21 (scale in feet).

An ideal size court for outdoor game like basket ball, volley ball is available for the students & staff for practices. The dimension of the same is L95×W50 (scale in feet) plus 5-5 feet recovery (free) zone from all sides with a spectator capacity of 300 approx. There is also an open ground of dimension 75 mts × 35 mts for bigger activities like kho-kho, kabaddi and annual sports meet with events like athletes, slow& fast race and various jumps and throws.

Given below is a list of items used by our sports enthusiasts.

SPORTS EQUIPMENT

Sr.no	Name of Equipment	Quantity
1	Cricket Bat, Ball, Wicket	6, 6, 6
2	Badminton, Racket, Shuttle cocks, Net	1, 6, 12, 1
3	Discus, Javelin, Shot	2, 11, 4
4	Handball, Football, Volleyball	5, 17, 1
5	Mat Yoga, Gymnastics	29, 1
6	Measuring tapes, weighing machine	3, 3
7	Starting Block, High jump stands, hurdles	4, 1, 2

GYMNASIUM EQUIPMENT

Sr.no	Name of Equipment	Quantity
1	Tread Mill, Jogger, Waist twister	1, 1, 1
2	Exercise Cycle	1
3	Gym ball , Push up bar	1, 1
4	Weight scale (150 kg)	2
5	Cross Trimmer	1

YOGA:-The college have PG Diploma in Yogic Science Department which provide adequate facility for yoga and self defense courses like Judo karate, Special yoga are organizes, special training, Educational visit are provided to the students of the college.

CULTURAL: - The college holds a big auditorium accommodating approx 500 students it is well filled with audio & visuals. The stage is also well furnished.

Various event like solo and group dance, Drama, skit, mimicry, solo & group songs, Literary activities etc are organized during youth festival, special trainers for students. These activities begin from college, District, State and finally University Level.

The Auditorium is also used for Seminars, Workshops and Celebration of important dates. The college auditorium is also hired by private and government institutions for the conduction of their programmer.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

13200575

File Description	Documents
Upload any additional information	No File Uploaded

Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

Name of ILMS Software - SOUL

Nature of automation - Fully

Version - Software 2.0

Year of Automation - 2015

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

550456

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

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

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

265

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Institution frequently updates its IT facilities including wifi

The college lays stress on the use of IT. In every department / section of the college that is principal chamber, office, library, examination cell,

laboratories, class rooms, teaching departments etc, the Principal Chamber is fitted

with monitor through which live pictures of the class rooms, office, college campus,

hostels and the entire premises are monitored. The college has established a

structured local area networking which has SWAN and Railwire nodes with

manageable and Non manageable switches. All the department, library, reading

room, office, examination cell and seminar rooms are connected through the main

server which provides access to Broad band 50 mbps and application software.

It has web enabled application software for the college management with various

modules like

1. Admission
2. Students
3. Attendance
4. Academic
5. Scholarship
6. Hostel

7. Examinations

8. Faculty

The college has subject specific computer laboratories with computer

in labs. Where compulsory computer courses (Add on) are carried out. Every

department is equipped with Desktops through which the college server is accessed.

The Library and office are partially automated. The entire management of the

hostel is done through computers. Teaching learning process is carried out through

the use of IT various software are available in the college.

(1) The IT facilities are updated from time to time by the addition of the number

of computers, computer labs, CCTV cameras etc. New software is purchased

by the respective department as per their requirements.

(2) Existing systems are upgraded.

(3) E-Library is also upgraded by the installation of DELNET in the session.

(4) The students are provided INFLIBNET password.

(5) The institution has two smart classes for better teaching learning process.

(6) The computers and printers of most of the departments have pre installed

software and the Hardware is also maintained by local vendors from time to

time.

(7) The college website is monitored & updated from time to time by the IT cell

of the college.

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

4.3.2 - Number of Computers

210

File Description	Documents
Upload any additional information	No File Uploaded
Student - computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the InstitutionA. \geq 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

49908

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

There are establishment systems and procedures for maintaining and utilizing physical academic and support facilities - Laboratory, Library, Sports, complex, computer class room etc.

Response:- Different committees are Constituted at the beginning of the academic

Session which take care of the maintenance of the college, hostel, infrastructure,

campus equipments, furniture etc. Being a Govt. institution the maintenance of

infrastructure construction repair, white wash etc. is carried out in co-ordination

with the PWD, electrical fitting and repairs are done by the electrical wing of the

PWD. The Committee in charge looks after the requirement of the same. The

college also has a generator for power backup. The Sports complex and

gymnasium are maintained by the Sports Officer. The entire maintenance of the

Library rests with the librarian and her staff. SOUL 2.0 Software in the library is

maintained by its developer INFLIBNET.

1) There is a building committee to look after the maintenance, repair and

constructional work related to the building construction, repair and

maintenance of the main building, science building. Infrastructure like

water, power supply and gas supply is looking after by this committee. All

works are done through web tender & system as per standard norms.

2) During all maintenance and upgradation related work to civil and electrical

committee is assigned by the college authority to verify work done by the

contractor.

3) All minor faults are attended repaired by carpenters, electrician and plumber

etc.

4) The college has a generator system for uninterrupted power supply.

5) Maintenance of the toilet & service areas are outsourced through various

external agencies.

6) Each development and maintenanceing manages in a stock Register regularly to keep an account of the non functional equipments and machinery.

7) Maintenance and upgradation of computers are looked after by the computer

maintenance committee from time to time.

8) Gas Connection pipe line is checked regularly for any leakage by lab

technicians.

9) Stock register in laboratory for keeping list of chemicals, glass ware and any

other instruments used in laboratory is maintained.

10) There is a committee to look after the maintenance, of repair work of

furniture and other physical infrastructure. It brings in to the notice of the

authority of the need of repair work and certifies after the work has been

completed

11) At the end of session physical verification is done by the professors of all

departments & the report of verification is submitted in the office with a

certificate of checking of the Equipments of the stock register. The

Committee also gives a list of equipments.

12). RO drinking water facility is available for teachers and students RO water

plant has been installed with fund allocated by Janbhagidari samiti

The water tank is cleaned regularly. All gardens are watered and maintained.

Academic Standards are maintained by holding training programmers, workshops & seminars. The principal constantly monitors the academic

standard and take necessary action when required. The IQAC also shoulders the

responsibility of academic reforms. The Library and reading rooms serve as big

sources of teaching, learning with lots of books, magazines, newspaper &

journals. It has been opened with self system and INFLIBNET, SOUL software

for library management. The students are provided with user ID & library card.

A day is fixed for all faculty students for issue & return of their books.

The Library receives funds from various sources which are distributed subject

wise and demands of books are then called from different departments. Annual

verification of books is carried out and damage books are sent for write off &

for binding

The college website is updated at regular intervals. It begins with time table,

results and new committee of staff followed by the departmental and college

activities like club activity competitions, workshops, seminars, youth festivals,

sports activities, programmer outcome, future plan, activities--- conducted by

the IQAC like national seminar conferences are also published on the website

from time to time.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

4207

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

1700

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

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

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

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

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

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

Presence of an active student council and representation of students on academic

and administrative bodies committee of the institution.

Response: - Student representation is an indispensable part of academic and administrative

bodies/committees of the institution such as the governing body IQAC & alumni association of

the college. Student plays crucial part in the academic activities of every department's posters,

models and club activities of college. PG students hold seminar and workshops of their

respective departments. They play an active part in reviewing the progress of the syllabus and

teaching learning, their grievances to the heads of the department. If the students are not

satisfied with the results they apply for revaluation/ retotalling thus maintaining the standards

of valuation through experts. Student also serves as advance learner and teaches their subject to

their class. Student union elections were held on 2017-18 through which class representatives

elected, who in turn voted for the four posts of the union that is president, vice president,

secretary and joint secretary. These office bearers represent the students in terms of

upgradation / grievances demands. The members of student union also play an important and

active role in the implementation of schemes for student welfare. The NCC students shoulder

the responsibilities of giving guard of honor to eminent guests visiting the college on special

occasions.

The Responsibilities of maintaining discipline in the college rest with the members of NCC &

NSS. The members of NSS strive to maintain cleanliness in the campus. The students of the

college work for maintaining the environment of the college through plantation of trees, and

also their maintenance, keeping polythene free campus by exhibiting, posters, holding quiz,

nukkar natak, slogans etc.

Since college students are grown up individuals capable of rational behavior, the institution

thinks that for running the administration effectively they should be involved in the decision

making process. Hence in our college provision has been made for representation for the major

academic and administration bodies. Each PG department has a group of best students as star

group which actively participated in all activities of department as well as institution.

Students are actively participated in cultural, sports, magazine, and welfare committee.

File Description	Documents

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

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

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

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

ALUMNI ENGAGEMENT

The institution has a registered Alumni Association with Register no 36547/20

Amrita the college alumni association was formed to assemble the ex student for forming

advisory body for preparing the roadmap of development. The association is commendably

the college on second Saturday and work for the development of

active. The members meet

the college.

Amrita has contributed to the all round development of the college. It gives feedback on the

functioning of the college. The college authority collected a membership forms which has

complete detail of alumni. At present the association has 100 members an average 14 meeting

of the association per year held during the last 5 yrs.

Activities of AMRITA

1. Organization of health checkup camp for students.
2. Financial assistance to students of economically weaker section in every year.
3. Alumni hold eminent positions in society and preside over as chief guest on various occasions such as human right day, women's day & prize distribution day etc.
4. As members of Janbhagidari they help in implementation of various development schemes for the college.
5. Guidance for placements and training is also provided by the alumni.
6. They serve as observers during the examinations and also as external examiners for practical examinations.
7. They are also invited as subject experts for lecture in Vivekananda cell as well as in personality development cell.
3. Alumni placed in higher positions in the society share their experience and discuss strategies for future course of action for the overall development of the institution.
9. Alumni members holding eminent positions promote the image of the college.
10. Help in cultural programmers, NSS camp as an advisor as well as judges.
11. Besides wall clocks in every class room, the Alumni also donated computer to home science department. Books and other useful items are also given by them to the institution.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents

Upload any additional information

No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

INSTITUTIONAL VISION & LEADERSHIP

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

Response: - Govt home science college established in 1961 is one of the pioneering institute for women, which aim to cater to the needs of women students belonging to diverse socio economic background and cultivates moral, intellectual, spiritual, social, emotional and all round development of its students. Over the years it has emerged as a potential educational center offering bachelors and master degree in traditional and vocational subject of arts, science, and home science stream.

VISION: - Govt Home Science College will be the college of opportunities for women coming from diverse background by offering quality education for their overall personal and professional development to meet the challenge of fast developing society.

MISSION: - To make women self reliant and self sufficient by imparting quality education along with excellence in extracurricular activities.

1. To provide access, equity and quality in higher education.
2. To create congenial atmosphere for development of character, personality, soft skills, ethical values, courage and self confidence.
3. To train young women for their future life.
4. To make best use of information and communication technology.

The VISION & MISSION Statement of the college clearly reflect a multidimensional approach to education which contributes to national development. It helps in inculcating global competence, value system and quest for excellence. Our mission is realized through the inclusion of topics related to women empowerment in the syllabi. Lectures are arranged on important topics by eminent professors on thrust issues.

Educational tours are organized for students to gain field experience.

Unlimited internet facility is provided free of cost. There is one CPE lab with about 100 computers. Providing compulsory add on course for all I and II yr students.

The VISION & MISSION of the institution is in adherence with the objectives of Higher Education. The effective leadership of the principal ensures the same by good governance of all academic,

administrative and extracurricular activities. The college observes a democratic setup for planning of academic and administration activities. The college has constituted the following major committees for effective governance.

1. Staff Council
2. Standing Committee
3. Academic Council
4. Finance committee
5. Governing body
6. Janbhagidari Samiti

----- Minor committee of faculty member are constituted for the proper execution of all academic, administrative and extracurricular activities.

GOALS AND OBJECTIVES

1. To develop new academic courses and revise current academic programmers to keep pace with the changing scenario.
2. To vocationalize courses.
3. To enhance and promote excellence in teaching and learning.
4. To enhance the ICT infrastructure according to academic and administrative needs.
5. To promote to a spirit of community service among student, faculty and staff.
6. To support and encourage staff for personal academic growth.
7. To support and encourage students for co-curricular activities.
8. To provide a clean and accessible environment that meets the need of students, faculty and staff.

PERSPECTIVE PLAN

1. Introduction of greater number of PG courses.
2. Full digitalization and making the office paperless.
3. Signing MOU with Institution.
4. Introduction of online exam system.
5. Ensuring employability to all learners though skill development
6. Setting up instrumentation center.
7. Building up a network of alumni.
8. Setting up indoor sports complex.
9. Publications of online journals.
10. Creating provision for elevator for the physically challenged.
11. Digitalization of all reference books.
12. Opening bank window for providing education loan to admitted students
13. Computer Literacy for all office staff.
14. Braille for the visually impaired learners.

PARTICIPATION OF FACULTY IN DECISION MAKING BODIES

Teachers play major role in decision making and all decision making bodies have representation from teaching community, IQAC & NAAC committee headed by experienced faculty teachers participated in.

1. Identifying benchmarks & analyzing feedback (IQAC).
2. Adopting policy for conducting admission (Admission committee).
3. Preparation of time table (Routine committee).
4. Setting standard, selecting articles and proof reading (magazine committee)
5. Framing policy for & conducting evaluation of student performance (result committee).
6. Identifying brand, specification /configurations of articles (purchase committee).
7. Identifying issues of social relevance and arranging sensitization programmers (seminar committee).
8. Finalizing policy about maintenance, upgradation, licensing and phasing out of the computer and electronic gadgets (ICL committee).
9. Outlining annual action plan and scheduling awareness programmers 7 day Residential camps (NSS advisory committee)
10. Determining standard and publishing college journals shodh samagra (Research committee).

Principal act as its chairperson along with senior teachers, students, entrepreneurs, alumni, community members and administrative staff. Heads of Departments monitor the activities of their respective departments. For proper functioning and fulfilling the objectives, the important committee is as follows—

1. Purchase committee
2. Student's welfare fund committee.
3. Write off committee.
4. UGC committee.
5. Anti ragging committee.
6. Student union committee.
7. Discipline committee.
8. Library Advisory committee.
9. NSS committee.
10. Sports committee.
11. Time table committee.
12. Scholarship committee.
13. Grievances Redressal cell committee.
14. Committee for Guest faculty appointment committee.
15. Audit committee.
16. Youth festival committee.
17. Career Counseling Cell committee.
18. Semester cell committee.
19. Teachers students Guardian cell
20. Janbhagidari samiti.

File Description	Documents
Paste link for additional information	Nil

Upload any additional information	View File
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6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

6.1.2 The institution practices decentralization and participative management approach in all its activities, initiatives and decision making involving the principal head of the departments, faculty members and the office staff at all levels. Various committees are constituted for the smooth functioning of academic and administrative activities. These committees review the progress of the assigned work and report regularly to the principal. Decentralized arrangement results in effective and efficient governance of the college.

CASE STUDY

The entire staff of the college is involved in the management of student's attendance which plays an essential role in the performance of the students. Each subject teacher takes attendance in the class which is calculated at the end of the month mentioned in the attendance register. The department compiles the attendance of all students enrolled in the subjects and publishes list of those with short attendance and a post card with duly signed by teacher guardian and principal was send to short attendance student. They are given chance to bring forward their reasons for short attendance which when found genuine extra classes was given by teachers of the respective subject. All the members are available in the department to resolve the grievance regarding short attendance. Attendance management creates awareness among the students regarding their punctuality in their classes. Examination coordinator is appointed by the principal who looks into examination related activities. Semester cell incharge is accountable for holding CCE examination, Internship works, Practical and submission of marks online.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

6.2.1 The college being under the department of higher education Madhya Pradesh Government most of the plans and policy matters are decided by higher education authority and by the affiliating university that is Barkhatullah University Bhopal. Academic calendar, calendar for career counseling activities, examination schedules, CCE and practical examinations schedules, are decided by the Department of higher education and by Barkhatullah University Bhopal. These are followed and implemented by college administration. Yet the institution enjoys some freedom in

deciding certain things relating to exact dates venue of programmer's utilization of budgets for different purposes etc. As per norms of the state government. Time table committee plans the time table considering the convenience of the students, teacher, availability of rooms etc.

IQAC holds meeting at least three times a year and plans are made for quality assurance. These plans are executed by the teachers and concerned unit. In the AQAR report perspective plans for the next academic session have been written every year. These are available on the website. Plans are also made in RUSA for utilizing the budgets under different heads and also in utilization of grant from the World Bank fund.

Strategy: - To implement the policy of the government for paperless transaction.

1. The institution has adopted the above mentioned policy in all its transaction, starting with admission where the student fills the forms online followed by the online payment of fees. Later the same practice has been implemented for college examination management.
2. This has brought awareness among the students regarding paytm and other method of online banking. The guardian too reaps the benefits as its saves time and money to travel.
3. It has also enabled people from rural areas to get firsthand knowledge about this latest Technology.
4. All the office work is carried out online with minimum use of paper. Entire purchase and other monetary work like the payment of bills, salary, remunerations etc are done online.
5. The college holds 2 blocks of hostels accommodating about 250 students. The entire process beginning from the admission payment of monthly fee, mess charges, payment of salary etc is carried out online.
6. The examination cell also follows the practice of paperless transaction, where in the students are now required to fill the forms of their examination online.
7. E-mail ID for the college magazine as well as research journals are made where in the students and the staff can send their articles / research papers online. This practice of online transaction being transparent serves an added benefit of doing away with the role of mediator.

File Description: - Strategic plan and deployment documents on the website.

1. Departments of Higher Education MP
2. Administration - MP Higher Education quality improvement project.

1. College profile
2. Staff details on PIN only format
3. Student information (section/batch wise report)
4. Student admission and support E pravesh format.
5. Finance and Accounts.

6. Examination management.

8. Through college chalo abhiyan the institute motivate the students of 12th class to seek admission in college for the higher education and make them aware about the facilities provided by the college for their development.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.2.2 Organization structure of the institution including governing body, administrative setup and function of various bodies, service rule, and procedures recruitment, promotional polices as well as grievance redressed mechanism.

RESPONSE: - The Principal is the head of the institution and ex-officio chairperson of the Academic council, Finance committee and Governing body and Secretary of Janbhagidari. The principal forms various committees at the beginning of the session and decentralizes responsibility and accountability. Each committee has a coordinator and some members who work under the overall supervision of the principal.

Every department has a head who is generally the senior most professor of the concerned department. It monitors the academic activities and discipline related to his department. Different unit in the college such as NCC, NSS and Career Counseling cell sports department, Red Cross, youth Festival cell, Grievance redressal cell, women equity cell, RUSA, World Bank activities cell, NAAC related activities and UGC have in charge or coordinator who work on behalf of the principal and are accountable to him.

IQAC (Internal Quality Assurance Cell) and janbhagidari samiti are two important set up in the institution for the policy decision. IQAC is an important decision making body and is represented by the principal as its chairperson and senior teacher, students, an entrepreneur alumni, community member and administration staff as its members. Decisions are taken in its meeting and are executed by different units. As per guidelines of UGC following committee has been constituted.

Composition of Academic Counsel

S.No	Members	Category
1	Principal	Chairperson
2	All the heads of departments in the college	Member
3	4 teacher of the college	Different categories

of teaching staff.

Composition of IQAC

Members	Category

Composition of Finance Committee

S.No	Members	Category
1	Principal	Chairperson
2	1 Senior teacher of the college	Nominated by the principal

1. Academic council provides suggestions regarding syllabi, teaching, evaluation method, extension activities and research activities etc.
2. Regulations regarding admission, sports extracurricular activities and new academic programmers are made by academic council.
3. Finance committee is an advisory body to the principal and its deals with budget estimates relating to the grant received from the UGC & Fee.

The college has well established grievance redressal cell, which solves all the problems faced by the students. Any grievance or complaint can be brought to the notice of the principal by direct contact or by letter dropped in the complaint or suggestion box placed in the main building are redressed by the committee. The committee works for the redressal of all the complaints & suggestion brought to the notice of the principal.

Under the student guardian scheme concerned teachers are required to solve the complaints / grievance of the student.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File

Details of implementation of e-governance in areas of operation, Administration etc (Data Template)

[View File](#)

6.3 - Faculty Empowerment Strategies

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

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

Response - The average teaching load of teacher is 4 period per day so that faculty members get sufficient time for other activities like checking of assessments, monitoring committee activities, teacher guardians meeting, preparing aids for lecturer using ICT, Regular attendance in main Library invective time in their own research activities & higher studies.

1. The faculty is free to use the ICT infrastructure.
2. For the faculty members pursuing higher education Library facility, computer printers and stationary are made available.
3. Seminar & workshops are conducted which provide updating & exposure.
4. Healthy and hygienic work environment.
5. Well maintained departments with necessary equipments.
6. Annual increments and 3 additional increments to those who get PhD awarded.
7. Casual, optional and medical leaves are given as per policy.
8. Necessary alternate arrangements made in case of a long leave by a staff member.
9. Separate parking for two & four wheelers. Students & staff parking are separate.
10. Green, clean, pollution free environment.
11. Security inside the campus round the clock.
12. Availability of pure drinking water.
13. Clean & Adequate toilets with regular cleaning throughout the day.
14. A temple inside the campus.
15. A gymnasium and yoga facility.
16. Medical reimbursement facility.
17. Maternity & paternity leave.
18. Child care leave for 2 yrs for women employees.
19. GPF advance /GPF part final.
20. Gratuity and encashment of earned leave at the time of retirement.
21. General Insurance cover for all employees, subscription to it is mandatory.
22. HRA House Rent Allowance.
23. Pension scheme - Employers appointed after 2004 are covered under new pension scheme. Employees appointed prior to 2004 are covered under old pension scheme.
24. Facility of ramp for disabled students and teacher.
25. Since the institution is not autonomous and is bound by the transfer policies of department of higher education mp faculty members are retained in the college as per govt orders.

Regular faculties 06 the institutions are paid salary as per UGC norms and have job security.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

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

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

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

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

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

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

File Description	Documents
IQAC report summary	No File

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

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

Institution has performance Appraisal system for teaching and non teaching staff.

Response: - The appraisal for teaching and non teaching staff is done by concerned staff by themselves in a prescribed format provided by the state government. In the previous years it was filled offline in a prescribed proforma, which from present session is to done online in the proforma provided on the state government website for the teaching staff. Non teaching staff has to do the same offline.

These proforma have got different sections displaying various activities and their relevant marks. It when filled generates the API. Score of the individual hard copies of the same with supporting documents are submitted to the IQAC. The members of the IQAC then verify these documents. The forms of class III and IV employees are filled by the heads of the relevant departments. These forms are then signed by the principal along with the report and then sent to the higher education.

The faculty after teaching in the class room gets their self appraisal by the response of the students. The feedback given by the students also serves as a means for appraising the performance of the staff. Daily Dairy is filled by the teacher, signed by the head of the department and subsequently by principal. Impact factors and citation index of research publications, books and chapters published, PhD thesis evaluated, setting of question papers for various subject & other university also serves as a means of performance appraisal. Some other sources of performance appraisal are invitation as external examiners and resource person by seminars, master trainers for election training observers in various professional examinations etc.

PBAS (Performance Based Appraisal System) encourages accountability of the teachers and the staff to their profession. It also ensures that information on multiple activities is appropriately captured and considered for better appraisal.

File Description

1. CR form
2. Janbhagidari scoring forms for all cells (performance form)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly.

Response: - All the financial transactions carried out by various departments are done through a specified procedure. The bills are written down in stock register with full details of bill and date signed by the head of department and then they are given to the accounts section of the college, where all the entries are checked and maintained in the cashbook. These cashbooks are checked by the accounts committee (checking) of the college. If there are any discrepancies it is brought to the notice of concerned staff and then it is rectified. Thus the internal audit is carried out annually. The external audit is carried out by a team of auditors from AGMP Gwalior. The auditors conduct a test audit of a special period where the entire financial transactions of that period took place. If there is any objection it is called for an immediate rectifications. In case of any such problem which could not be rectified soon, it was done later and the report was sent. The final audit report was submitted by the principal to the additional director and then further to the department of H.E Bhopal and subsequently to AGMP, Gwalior.

At present the external audit is done by a Chartered Accountant hired by the college. He carries out audit annually & report is sent to H.E & AGMP, Gwalior.

Major Observations are as follows

1. Physical verification of Library as well as Departments
2. Drawing separate statements of accounts for the hostels.
3. Introducing internal audit system.
4. Internal committee was made to check the purchased Articles & equipment & quantitative.
5. A part from general audit the college marks special internal audit of all government grants from which ever source - UGC, RUSA, State govt & University.

Some Other Check Points for Financial Control

1. Scheme wise audits for all grants.
2. Checking of all constructions related bills by a qualified engineer.
3. Checking of bills by the voucher before payment.
4. Payment by cheque.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

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

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

Institutional strategies for mobilization of funds and the optimum utilization of resources.

Response: - Being a government college the salary and office expenditure is provided by the state government. It also provides budget for infrastructure maintenance which is directly transferred to the state public works department. The deficiency of budget is managed from non government fund. The college submits proposals for grants under various schemes of UGC. These grants are utilized as per the norms of the schemes in the stipulated period and the audited expenditure report is submitted to the UGC office for necessary actions.

The institution has made provision for purchasing committee (consisting of senior experienced professors) IQAC, UGC, Incharge NCC, NSS, Sports, Library, swami Vivekananda career counseling cell, /red ribbon, red cross and various Department heads and Janbhagidari samiti to monitor effective and efficient use of available resources. Govt rules relating to purchase are followed and transparency is maintained. Tenders are invited for important purchasing and all financial transactions are either online or by cheque. The following are the institutional strategies for resource mobilization.

1. Availing of various development schemes of the state government.
2. Accepting donations from alumni and other well wishers.
3. Collecting hiring charges for holding external examination in the college.
4. Selling of old books, files etc as per rules.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

Response: - Excellence is no destination but a marching forward is the main motto of the college. College IQAC acts as a nodal agency for quality assurance and plays proactive role in strengthening the culture of excellence by.

1. Identifying benchmarks.
2. Introducing Best practices.
3. Setting the goals higher & higher.
4. Encouraging innovation in every field of work.

Two Best practices institutionalized at the initiative of IQAC

PRACTICE 1

Title: - feedback is a tool for continuous learning.

Practice - Effective feedback both positive and negative is very helpful feedback and valuable tool to be used to make important decision. Continued feedback is important across the entire organization in order to remain aligned to goals, create strategies, development of students, improve relationships and much more.

Every year in the month of December a time table is prepared for taking feedback about the teachers and other facilities provides for the teaching learning college to the proforma for feedback in required numbers according to the students strength. The proforma covers all important aspects of the institutional service. The IQAC involves teachers in analyzing the feedback and a report is also placed at GB meeting.

Because of proactive initiative of the IQAC the feedback proforma has over the years emerged as an important practice of getting reliable data for assessing the quality of service, identifying weak points and making priority of work for further development of the institution.

PRACTICE 2

Title: - Publication of Journal Shodh Samagra

Practice: - College used to publish a journal called shodh samagra with ISSN No. ISSN 2395-2725. It is a multidisplinary International journal with excellent response from outside scholar and researchers. This journal was published once in 3 months one year. Every journal appeared with a brand new looks, with new researches & it's free for student's publication. The institution try to publish a special Issue related to seminar topics. A separate link and cash book is maintained by the committee. A membership form of 2 year is provided to the professors, research scholars. The soft copy of the articles has been hyperlinked through college website.

The journal has already been included in directory of ISSN assigned Indian serials 2015 and efforts are being made to get it enrolled in UGC journal list.

File Description IQAC

1. Feedback form
2. Shodh samagra - Registration form, ISSN No. ISSN 2395-2725

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institution review its teaching learning process structures and methodologies of operations & learning outcomes at periodic intervals though IQAC set up as per norms.

Response:- IQAC the nodal agency for quality assurance, not only set benchmarks but periodically reviews learning outcomes and constantly monitors the process structure and methodology of operation. The institution hold meeting of the teaching staff head of department, academic council members of IQAC from time to time in the teaching learning processes is evaluated. The results of various exams are analyzed and the subjects in which students are lagging behind are identified and strategies to improve them are formed.

All the departments are updated with the latest equipments, instruments and computers with advanced software. Increased number of closed cue bit cameras enabling the principal to closely monitor teaching learning examinations and other activities going on in the classrooms, laboratory sports complex auditorium etc. Other reforms facilitated by the IQAC are increased used of E Library with DELNET software, remedial classes & coaching for slow learners, scholarship etc.

It co- ordinates experts, students and companies for various activities, conduct more seminar, workshop on regular basis,

introduces new courses, use of power points presentation and other ICT tools for effective teaching etc. Internship facilities are provided to the students so that they are made more careers oriented. Regular updating of curriculum, ICT infrastructure, promotion of research and subjects related extension activities are carried out. Special emphasis is laid on faculty and staff upgradation through learning programmes. Two examples of institutional reviews with their implementation are as follows.

1. After the second cycle of accreditation the IQAC in its meeting resolved that special emphasis is to be given to ICT enabled teaching. Accordingly teachers are asked to make power point presentation on regular basis. It was then felt that having smart class room will be step ahead in facilitating the use of ICT in class room. So the college utilized the RUSA fund to set up smart class rooms. At present we have 3 smart class rooms, thus greater number of teachers could be involved in making use of ICT. The IQAC motivate teachers to deliver at least one lecture a week in the smart class room.
2. Taking into account the increased number of admission in the college a proposal for increasing the number of classroom was made. Adequate steps are taken for the realization of this objective. Thus new classrooms are constructed on all three floors. These were then fully furnished with furniture, black board, electric fitting, CCTV CAMERAS etc. These rooms were then utilized by the time table committee for allotment of classes.
3. As per the need of the time, proposal for starting new career oriented course was made in the meeting of staff council. It was decided that the course planned will be eligible for students of all streams. Thus it was unanimously decided that a course for Tourism, Nursing, Pathology & M.Sc. Food and Nutrition be started.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil

Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

7.1.1.1 Number of gender equity promotion Programmes organized by the institution year wise during the last fiveyears.

Year	15-16	16-17	17-18	18-19	19-20
Number	20	25	30	35	38

Data Requirement for last five years: (As per Data Template in Section B)

- Title of the Programme**

S.No	Date	Name of Initiatives	No. of Participants
1	12.07.16 5 Days	Nutrition Week	245
2	21.07.17	Skill Development Training for students through Swami Vivekananda Career Prakosth	305
3	05.08.17	Breast feeding day Quiz competition	435
4	21.02.18	Training on vermin compost	530
5	01.09.18 7 Days	Nutrition Week	100
6	01.02.19	Lecture on women security	750
7	01.07.19	Kuposhan & Suposhan Workshop	250
8	27.01.20	Sudhh ke liye Yuddh	365
9	04.02.20	Career Fair	1150
10	06.06.20	Webinar on role of E Library	804

- Duration (From-to) - 2015-2019**
- Number of participants-**

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

File Attache

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

To built a nation a nation of youth who are noble in their attitude and morally responsible activities to build & promote environment to ethical, cultural and spiritual values among the student & staff. To Develop the emotional and religious feeling among the staff and faculty comme morative Days are celebrated on the campus with the initiative and support of the management for not only

rereation and amusemen but also to generate the feeling of and ones and social harmoney

The college and I'ls teachers and staff jointly Celebrate the cultural and regional fesestivals like New year Day, Fresher party, teachers Day, farewell programe. Induction program , reilly oath, Plantation youth day diwali , Ganesh Chaturthi Holi malen, etc various ritual activities are performed in the

Campus. Motivational Lectures of eminent person of the field are arranged for all round development of the student for there personality development and to make them responsible citizen following the national values of social and communal harmony and national integration

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

College Undertake the different initiatives by organizing various activities to Sensitive St. & staff to the constellational obligations, values Rights duties responsibilities of the citizen by celebrating 26 November as a constitution day by inviting eminent person who narrated fundamental rights and duties as stated in constitution of india he appealed to all the member the struggle of the freedom and respect the National Anthem our constitution provide for human

dignity equality social justice, Human rights & freedom rule Law equality and respect and superiority of constitution on the National life.

Every Year Republic day Celebrate on 26 January by organizing activities highlighting the importance of Indian constitution , straggle of freedom

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

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

· Title of the Programme/Activity- Quit India Movement, Gandhi Jayanti, 70th Independence day Pakhwada, National Matdata Diwas, Akhand Bharat, Nationational Unity day, Human Rights, Eye Donation Camp, Jan Sambad, Gandhi Darshan, National Womens Day, National Yog Diwas, Sankalp Diwas Etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded

Any other relevant information	No File Uploaded
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7.2 - Best Practices

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

1 Holistic Developments of the Learners Personality.

2 Cultivation of Mushroom & Vermi Culture - A Sustainable Approach of Rural Development

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

'Padhati Nari Badhta Rastra '- To impart quality education for overall development of girls and transform them in to responsible citizen of country

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future Plans - Moving towards autonomy, augmenting faculty exchange programmes in collaboration with other institutions. Publishing international/national journals and books by all research departments, starting IGNOU Post Graduate courses, national workshop on health issues, national workshop sponsored by MPCOST, emphasis on focusing e-learning materials, more collaborative research to be taken up with research institutes of international and national repute. Courses offered in future- PG Diploma in Hospital Management, B.Sc. Nursing, BCA, MCA, MBA, Diploma in tourism, Diploma in fine art, diploma in dancing, Hotel Management, MA in home Science, M.Sc. in industrial Chemistry, Diploma in stress management, Diploma in pathology, PG diploma in YOGA Science. National Seminar, workshop, symposium in various streams.