

Report -Post Peer Team Visit

(September 2014)

A meeting of the newly constituted IQAC was held on 22/09/2014 after the NAAC Peer Team Visit on 16th, 17th and 18th September 2014. The Principal, Dr. Sudha Singh, Chairperson of IQAC expressed her satisfaction with the Peer Team that comprised of Prof. M. Gangadhara Rao, Chairperson, former Vice Chancellor, GITAM University, Vishakhapatnam, Dr. Geeta Tiwari, Member Coordinator, Former Principal, Government Science College, Raipur and Dr. J.K.Tandon, Member and former Head of the Department of Commerce, University of Rajasthan, Jaipur.

The Peer Team members were meticulous and methodical in the inspection of the college. They encouraged the faculty members with their positive approach, and emphasized the need of participation for attaining the goals of quality enhancement and sustenance. They appreciated the research environment in the campus and motivated the faculty members to take up Major Research Projects.

It was unanimously decided that all efforts would be made to comply with the suggestions given by the Peer Team. The Peer Team emphasized the importance of IQAC and it was decided in the meeting that the IQAC would be further strengthened and would function as the supreme most body of the college. It was also decided that the IQAC would continue with the role of quality enhancement. The focus would be on increasing the number of self finance courses, skill development courses, value added courses, short term courses, multi-disciplinary programmes, linkages with industries, extension activities, remedial classes, etc. for the benefit of the students.

Principal
Government Hamidia Arts and Commerce College
Bhopal

**GOVERNMENT HAMIDIA ARTS & COMMERCE
COLLEGE**

HATHIKHANA ROAD, BUDHWARA

BHOPAL (M.P.)-462001



(Accredited by NAAC with 'B+' Grade)

ANNUAL QUALITY ASSURANCE REPORT

(AQAR)

2013-2014

SUBMITTED TO

**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL, BANGALORE**

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Govt. Hamidia Arts & Commerce College, Bhopal (MP)

1.2 Address Line 1

Budhwara, Hathikhana

Address Line 2

City/Town

Bhopal

State

Madhya Pradesh

Pin Code

462001

Institution e-mail address

heghaacbho@mp.gov.in

Contact Nos.

0755-2660447

Name of the Head of the Institution:

Dr. Sudha Singh

Tel. No. with STD Code:

0755-2660447

Mobile:

+91-9977600223

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+		2004	2009
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

1.8 AQAR for the year (for example 2010-11)

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2009-10 submitted on 29/12/2012 (DD/MM/YYYY)
- ii. AQAR 2010-11 submitted on 29/12/2012 (DD/MM/YYYY)
- iii. AQAR 2011-12 submitted on 25/10/2013 (DD/MM/YYYY)
- iv. AQAR 2012-13 submitted on 25/10/2013 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Barkatullah University, Bhopal
(Madhya Pradesh)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

Nil

2.9 Total No. of members

2.10 No. of IQAC meetings held - 02

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff /Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Philosophy- The Concept of Religion in Indian Philosophical Thought.
Sports- Physical Education and Sports Among Indian Youth: Expectations, Challenges and Prospects
Sociology- The Changing Social Scenario of 21st Century and Youth (The Present Status and Future Possibilities)
Commerce- Banking and Finance -Strategies and Emerging Challenges
Drawing and Painting-Innovations in Indian Contemporary Art.

2.14 Significant Activities and contributions made by IQAC

The following were proposed by IQAC in order to enhance quality education.

- Up gradation of smart class.
- Interpersonal communication skills and personality development by the department of English, History and Sociology
- English language classes were conducted at UG Level every day for Arts and Commerce students in order to improve writing skills in English: Exercises were given on grammar, vocabulary etc.
- Resume writing and drafting of CV was practiced.
- Sessions for group discussion and personal interview were conducted.
- Efforts were made to strengthen the vocabulary of the students by pasting five new words in English with their meaning in Hindi on the notice board in each block, every week.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To introduce BBA course in college under the self- finance scheme.	BBA course introduced from July 2013
To improve verbal communication and writing skills of the students.	Special classes- English Language Teaching classes were conducted throughout the session Five words in English with their meanings in Hindi were pasted on the notice boards in each block.
To motivate the teachers for use of Audio Visual aids. To inspire teachers to give lectures in Virtual Classes.	Teachers conducted their classes in smart classroom. 10 teachers from the college conducted Virtual Classes using Power Point Presentations which were telecast all over the state of Madhya Pradesh.
To organise seminars and conferences	Five National seminars were organised.
To encourage research by encouraging staff members for Research Projects.	Many staff members submitted proposals for research projects.
To Propose workshops for language improvement.	The departments of Hindi and English organised one day workshops.
To conduct lectures on gender related issues	Lectures on gender related issues were organised in the campus.
To circulate feedback forms to the students.	Teaching techniques were improved
To motivate students for active participation in voting.	The students in The NSS Camps At <i>Bawaria Kalan</i> village organized rally to motivate and inspire people to vote, thus creating awareness in this direction. The Principal and the faculty were Nodal Officers for all the institutions of Higher Education in Bhopal.
To propose for placement and job opportunities for the students.	The Career and Placement Cell interacted with the industries and private sector, a career fair was organized in which 664 students participated, 346 students were placed by 10 companies.
Re-designing the layout of the garden facing B-Block.	The work is under progress.
To propose for canteen facility for the staff and students.	The proposal regarding canteen has been sent, the work is in pipeline.

To make efforts for digital teaching learning methods for the visually handicapped students.	Department of Hindi uploaded online study material for the benefit of these students.
To strictly enforce anti ragging measures	No incidence of anti ragging reported in the college.

* Attach the Academic Calendar of the year as Annexure. - Academic Calendar attached as

Annexure 1.

2.15 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Provide the details of the action taken

NA

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	11	-	-	-
PG	13	-	-	-
UG	05	01	03	03
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	29	01	03	03
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NA

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	77	44	-	31	02

2.2 No. of permanent faculty with Ph.D. 68

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty 05 22 --

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	08	123	08
Presented papers	11	73	14
Resource Persons	01	17	02

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Use of ICT in Teaching and learning, Audio Visual Aids.
- The study material is shared with the students

2.7 Total No. of actual teaching days during this academic year 180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) NA

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop - - 21

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	888	-	-	-	-	Result Awaited
B.Com(Comp. App.)	152	-	-	-	-	Result Awaited
BA	387	-	-	-	-	Result Awaited
BCA	170	-	-	-	-	Result Awaited
BBA	26	-	-	-	-	Result Awaited
M.A.	218	-	-	-	-	Result Awaited
M.Com	269	-	-	-	-	Result Awaited

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC suggests-

- The Heads of the department to invite subject experts and resource persons for the benefit of students.
- Encourages the faculty to use more visual and audio aids for teaching and learning. As a result 10 professors are actively engaged in conducting virtual classes which are relayed all over the state of Madhya Pradesh.
- The IQAC suggests the teachers to use innovative ways for internal evaluation. The CCE (Continuous Comprehensive Evaluation) are now done through Group Discussion, Class Teaching, Seminar, Role Play, Surprise Test, Extempore, Quiz etc.
- The IQAC has a fixed method for monitoring and evaluating the teaching and learning process. Feedback forms are given to students for quality enhancement. The students give their suggestion and on the basis of this, the IQAC interacts with the departments and brings about the necessary changes.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	13
Summer / Winter schools, Workshops, etc.	02
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	09	00	00	00
Technical Staff	02	00	00	00

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC takes keen interest in promoting research climate in the college. The Post Graduate students in the final year are motivated to register for research. There are 30 research guides who actively interact with IQAC. The college is a research centre for 11 subjects. The PhD course work was conducted in the campus in 2 subjects - History, and Philosophy. Professors from the college deliver lectures on PhD course work at Barkatullah University Bhopal. The IQAC motivated the departments to organize workshops and seminars from time to time. Two workshops were organized in the present session.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	06	05	05
Outlay in Rs. Lakhs	-	-	545000.00	382500.00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	08	-
Non-Peer Review Journals	-	-	-
e-Journals	-	05	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2 Years	UGC	545000.00	382500.00
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other (Specify) National Seminars	2-3 days	UGC	1025000.00	768750.00
Total			1570000.00	1151250.00

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		05			
Sponsoring agencies	-	UGC	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NA
	Granted	NA
International	Applied	NA
	Granted	NA
Commercialised	Applied	NA
	Granted	NA

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
08	-	02	06	-	--	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

28

179

3.19 No. of Ph.D. awarded by faculty from the Institution

16

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 03 SRF Ni Project Fellows Ni Any other Ni

3.21 No. of students Participated in NSS events:

University level 25 State level 01
National level 02 International level 00

3.22 No. of students participated in NCC events:

University level 50 State level 50
National level 16 International level 00

3.23 No. of Awards won in NSS:

University level 00 State level 00
National level 00 International level 00

3.24 No. of Awards won in NCC:

University level 00 State level 00
National level 15 International level 00

3.25 No. of Extension activities organized

University forum - College forum -
NCC - NSS 03 Any other -

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Encouraging students to engage in community services
- Sensitizing students for ecological and environmental issues.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	29012.24 Sq mt	-	-	
Class rooms	41			
Laboratories	03			
Seminar Halls	01			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

SOUL and Inflibnet in library
SWAN in Office

4.3 Library services:

	Existing		Newly Added	
	No.	Value	No.	Value
Text Books	98184	--	813	157479
Reference Books	--	--	915	462943
e-Books	Nil	Nil	Nil	Nil
Journals	08	12000	-	-
e-Journals	Nil	Nil	-	-
Digital Database	-	-	-	-
CD & Video	-	-	-	-
Others (specify)	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	36	01		01	01	01	14	-
Added	00	-	Wi fi				Library	-
Total	36	01		01	01	01	14	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

00

4.6 Amount spent on maintenance in lakhs :

i) ICT	25,000
ii) Campus Infrastructure and facilities	11,50,000
iii) Equipments	-----
iv) Others	-----
Total :	11,75,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC conducts two meetings for enhancing awareness about Student Support Services.
- The Career and Placement cell makes special efforts for providing job opportunities and placement for students.
- Guidance for competitive exams is given to meritorious students.
- Post Graduate students are motivated and guided for NET exam.
- The college provides extra help to the students from the weaker sections.
- Extra classes conducted for the weak students.

5.2 Efforts made by the institution for tracking the progression

The Principal conducts meetings with the Heads of the Departments and the convenor of the committees every month in order to know the progress of the students, especially those from the weaker sections.

The difficulties of the students are discussed in these meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1645	481	184	-

(b) No. of students outside the state

39

(c) No. of international students

00

Men	No	%	Women	No	%
	-	-		-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
895	300	80	658	10	1943	699	256	58	632	09	1645

Demand ratio 100%

Dropout 10%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Lectures through career and Placement cell are arranged for guiding students for Competitive exams.
- Information regarding news papers was given to the students,
- Books on general knowledge were made available to the students
- Doubts and queries of the students were clarified,

No. of students beneficiaries

450

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Lectures on career guidance were organized weekly throughout the session, Question-Answer sessions were held.
- Career fair was organized in the college campus.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
09	664	346	-

5.8 Details of gender sensitization programmes

- 10/12/2013 on Human Rights Day - Lecture and group discussion on gender sensitization was organized for teachers and students.
- 14/12/2013 Group discussions with staff and students on Women Empowerment, Students took oath.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students		Amount
Financial support from institution			
Financial support from government	OBC	550	2816622
	SC	293	2090246
	ST	68	556582
Financial support from other sources	02		9000 each
Number of students who received International/ National recognitions			

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision:</p> <ul style="list-style-type: none">• To impart good quality education and skills for all.• To provide employment opportunities to all.• To create a pool of responsible, cultured and enlightened citizens.• To secure the nation's future through knowledge, creation and innovation.• To inculcate the notion of equality and morality among the students. <p>Mission:</p> <ul style="list-style-type: none">• The mission of the college is to help prepare outstanding educators, scholars, and researchers and to advance the profession of education, through service, leadership and patriotism.• The effective use of technology.• To give counselling to students, creating awareness for job opportunities.• To engage the students in extracurricular activities like NCC/NSS literary programmes, cultural activities, art exhibitions etc. for their all round development of personality.• To guide the students with the contemporary issues such as gender bias, global warming, green technology, use of alternative energy and moral values so that they become good and noble citizens.• Enhance the commitment of the faculty, the staff and the students.• Sustain a caring, supportive climate throughout the college.• Enhance the effective and efficient management of the college.

6.2 Does the Institution has a management Information System

NA

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

<ul style="list-style-type: none">• Curriculum Development is done by University only.• Suggestions are sent to the University by the faculty members who are Chairpersons and Members of Board of Studies at Barkatullah University, Bhopal, for curriculum development.• Experts from different fields were invited to give lectures related to different subjects• Modification in curriculum.
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6.3.2 Teaching and Learning

<ul style="list-style-type: none">• Use of ICT for classes.• The plan of teaching for every subject is chalked out well before the commencement of each semester at the start of the academic year. Teacher's study material, for e.g. PPT slides, notes, text content, and presentations are shared with students• Meritorious students encouraged and given extra help for competitive exams.• Extra classes conducted for the benefit of weak students for better performance in exams.• Routine evaluation through CCE, and descriptive tests was done.

6.3.3 Examination and Evaluation

- CCE, Class Test, Projects, Viva were conducted.
- External Examination and Evaluation - Annual Exam and semester exams are conducted by Barkatullah University, Bhopal.

6.3.4 Research and Development

- Inlibnet is provided in the library.
- Photocopying facility is available for Research scholars and Post Graduate Students
- A Research Committee was formed.
- Faculty motivated to pursue research and publications
- IQAC motivated the staff for Minor Research Projects.
- Wi-fi facility is provided in library and most of the department have internet connectivity.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- There is a Library Committee in the college.
- The Committee suggests a list of books based on interaction with the students and faculty members, which is then forwarded to the sanctioning authority for purchase.

6.3.6 Human Resource Management

- The Principal encourages and gives permission to teaching and non teaching staff to attend various types of training programme and workshops held during the session, for enhancing their competence.
- Work is distributed as per the qualifications and experience of the teaching faculty.

6.3.7 Faculty and Staff recruitment

NA

6.3.8 Industry Interaction / Collaboration

Industry Interaction is integrated for the students through Career and Placement Cell.

6.3.9 Admission of Students

Governed and administered by the Department of Higher Education, MP as per the norms.

6.4 Welfare schemes for

Teaching	Medical Insurance, Loan Facility, Gratuity
Non teaching	Medical Insurance, Loan Facility
Students	Scholarship

6.5 Total corpus fund generated

NA

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	HOD, Principal	✓	Principal, Head of the department
Administrative	✓	Internal Audit Committee of College, Department of Higher Education, AG Office Gwalior	✓	Principal, Head of the department

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

 N

No

 N

For PG Programmes

Yes

 N

No

 N

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

- The Alumni Association of the college organizes one meeting.
- It has contributed in providing two wheel chairs for the disabled students.
- The Alumni also provided the Hindi department with "Text to Speech NVDA Software" for the benefit of the visually handicapped students.

6.12 Activities and support from the Parent – Teacher Association

- The Parents–Teachers Association conducts 02 meetings of the parents with the teachers every year, one in each semester.
- The parents of the students with less than 75% attendance are informed about the attendants status through SMS on mobile phones and post cards.
- The parents are told to encourage their wards to come regularly to the college. They are informed about the various activities like Literary and Cultural Activities, NCC, NSS, related camps and drives, job opportunities and placement through Swami Vivekanand Career Guidance Cell, Welfare schemes for the students etc.

6.13 Development programmes for support staff

- Training of 4 months duration related to accounts - 01
- The staff club of college contributed in giving financial aid to the support staff whenever required.
- Health check-up for non teaching staff was organized by the social activity club.
- Computer awareness and guidance was given to the staff
- The faculty members of Commerce department delivered lectures on policies regarding investment and plans
- Awareness and motivation for professional expertise

6.14 Initiatives taken by the institution to make the campus eco-friendly

- There are number of trees in the campus. Every year saplings are planted, Van Mahotsav is celebrated in which the teaching and non-teaching staff and the students actively participate. The natural scenic beauty of the campus naturally provides shelter to the birds. The NSS committee with the support of the students took great efforts to make the campus polythene free.
- The biological waste is disposed in the pit created near the boundary wall. Manure is used to nourish the garden of the college.
- Lectures were organised to make the student and staff aware about energy conservation

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Introduction of BBA Course
- Virtual classes
- Study material uploaded on the website

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Virtual classes
- More lecture in smart class
- Eco friendly effort
- Metal Road from Gate to block B, C, A & H
- Career Fair organized

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Quality enhancement, Inter personal communication skills and Personality Development drive by three department
- Yoga and meditation for holistic development and moral values

**Provide the details in annexure (annexure need to be numbered as i, ii, iii)*

7.4 Contribution to environmental awareness / protection

- Lectures were arranged by the faculty members to create understanding and awareness regarding the environment and its conservation.
- Various activities to conserve the trees in the campus like pruning and anti-termite treatment of trees took place during the session.
- The students of the college contributed in removing water- hyacinth from the lake that surrounds the college building
- Both the faculty members and the students took keen interest in making the college campus polythene-free.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength

1. Research work lectures (Phd course work) in the department of History and Philosophy were conducted.
2. In the virtual classes launched by the department of Higher Education about 10 members of the teaching staff delivered lectures that were telecast all through the state.
3. More use of innovative techniques for teaching and learning.
4. The idea of virtual class initiated by the department of Higher Education, was launched in the college campus.
5. For the benefit of visually challenged students the department of Hindi, Sanskrit and Sociology have been entrusted with the task of uploading subject content on the website.

Weakness :

1. Lack of self-finance job oriented courses.
2. The situational status of the college

Opportunities:

1. M.Phil courses to be opened in the departments.
2. Vocational courses
3. Languages Lab
4. Geography GIS Remote Sensing Specialized Course
5. Up-gradation of more classrooms as smart classroom
6. Better job placement
7. Free transportation for Weaker section

Threats :

1. Students are weak in communication skills.
2. The situation of the college is away from the main road.
3. Lack of student auditorium.

8. Plans of institution for next year

- For Jail inmates- Professors from the Departments of Sociology and Psychology propose to take lectures to create awareness regarding, health and hygiene, Aids, holistic development.
- Books and magazines to be contributed for jail inmates
- Sensitize students towards elderly in society.
- A workshop is proposed for the benefit of aged in old age homes.
- Donation drives to be conducted.
- Adoption of another locality close to college campus-BHOYIPURA- a locality of fishermen. - to create awareness for education, health and hygiene.
- Plans to organize motivational lectures through PPT (weekly) for the benefit of the students.
- Proposal for course in social work and Yogic Science has been given.
- Plan for computerized fee collection from the next session.
- To expand infrastructure facilities.
- Encourage faculty for more MRPs.
- To enhance involvement of faculty and student in social and committee oriented extension activities.
- To propose one more gymnasium for the benefit of students.

Name _____

Dr Sona Shukla

Signature of the Coordinator, IQAC

Name _____

Dr Sudha Singh (Principal)

Signature of the Chairperson, IQAC

_____*_*_*_____

Annexure I

Academic Calendar 2013-2014

Academic Work	First/Third/Fifth Semester	Second/Fourth/Sixth Semester
Orientation Classes / Zero Classes / SWOT analysis	01 July to 13 July 2013 (Working Days 12)	01 January to 04 January 2014 (Working Days 05)
Education and Continuous comprehensive evaluation	15 July to 09 November 2013 (Working Days 91)	06 January to 19 April 2014 (Working Days 93)
CCE work	2 nd Week of September	2 nd Week of March
Preparation Leave	10 November to 14 November 2013 (Working Days 05)	20 April to 23 April 2014 (Working Days 04)
Practical Exams (Graduation / Post Graduation)	15 October to 31 October 2013 (Working Days 03)	25 March to 10 April 2014 (Working Days 03)
Semester and ATKT Exams.	15 November to 21 December 2013	24 April to 25 May 2014
Declaration of Examination Results	15 January 2014	15 June to 2014
Semester break (for students)	22 December to 31 December 2013 (Working Days 10)	26 May to 30 June 2014 (Working Days 35)
Semester break (for teachers)	22 December to 31 December 2013 (Working Days 10)	26 May to 15 June 2014 (Working Days 21)