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S.no	Year	
01	2013-14	AQAR
02	2014-15	AQAR
03	2015-16	AQAR
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05	2017-18	AQAR
06	Formats of feedback Forms	

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(2013-14)*

1. Details of the Institution

1.1 Name of the Institution

Govt. Girls College, Sehore

1.2 Address Line 1

Bhopal Naka

Address Line 2

Sehore

City/Town

Sehore

State

Madhya Peradesh

Pin Code

466001

Institution e-mail address

heggcseh@mp.gov.in

Contact Nos.

(07562)224706

Name of the Head of the Institution:

Dr. Sarla Kasotiya

Tel. No. with STD Code:

(07562)224706

Mobile:

9424454787

Name of the IQAC Co-ordinator:

Dr.(smt.) Suman Taneja

Mobile:

9993646669

IQAC e-mail address:

heggcseh@mp.gov.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

RAR-14114

OR

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)

EC/62/RAR/134-date: January 05 2013

1.5 Website address:

www.mp.gov.in/higher education/g.gdcsehore

Web-link of the AQAR:

N.A

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	1st Cycle	B+	76.50	2007	5 years
2	2nd Cycle	B	2.84	2012	5 years
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

5-7-2009

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

AQAR _____ _____ (DD/MM/YYYY)4
AQAR_____ _____ (DD/MM/YYYY)
AQAR_____ _____ (DD/MM/YYYY)
AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State √   Private   Central   Deemed

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 [   ]

1.10 Type of Faculty/Programme

Arts [√]   Science [√] Commerce [√] Law [   ]   PEI (Phys Edu) [   ]

TEI (Edu) [   ] Engineering [   ]   Health Science [   ]   Management [   ]

Others (Specify)   [.   B.C.A, B.B.A]

1.11 Name of the Affiliating University *(for the Colleges)*   [Barkatullah University]

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

Autonomy by State/Central Govt. / University   [Nil]

University with Potential for Excellence   [Nil]   UGC-CPE   [Nil]

DST Star Scheme	Nil	UGC-CE	Nil
UGC-Special Assistance Programme	Nil	DST-FIST	Nil
UGC-Innovative PG programmes	Nil	Any other (*Specify*)	Nil
UGC-COP Programmes	Nil		

2. IQAC Composition and Activities

2.1 No. of Teachers   03

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   00

2.4 No. of Management representatives   01

2.5 No. of Alumni   00

2. 6 No. of any other stakeholder and

community representatives   01

2.7 No. of Employers/ Industrialists   00

2.8 No. of other External Experts   00

2.9 Total No. of members   07

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. | 1 | Faculty | 2 |

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   300000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 3 | International | - | National | - | State | - | Institution Level | 3

(ii) Themes

CCE, Bhasha Sudhar, Rights and Duties

2.14 Significant Activities and contributions made by IQAC

Bhasha Sudhar- to improve language Library Question

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
Completion of multi purpose sports building	Enhancement of infrastructures.
To increase the number of Journals, Periodicals and Books.	Library enriched.
To organize community awareness programme /blood donatuion.	One student participated in state level NSS camp
To organize work shops and seminars.	. College level workshop performed.
To organize Judo, Wrestting and Wieght lifting camps and to promote students for state and national level sports and other activities.	One student won Gold Medal in the Judo at division and state level. One student participated in thYuva Utsav at university level.One student won Gold medal in Table-Tennis organised for handicapts special Olympic sports competitions.
To adopt various techniques for better teaching.	Teaching through smartclasses.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ☐ √   No ☐

Management ☐ √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Approved

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	-	-	-	-
PG	-	-	-	-
UG	6	-	4	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	6	-	4	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	6
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders*   Alumni ☐ Nill   Parents ☐ Nil   Employers ☐ Nil   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.

Nil

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
7	4	-	3	

2.2 No. of permanent faculty with Ph.D. | 7 |

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
4	1	Nil	Nil	3	0	2	Nil	9	1

2.4 No. of Guest and Visiting faculty and Temporary faculty | 13 | | Nil | | 13 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	9	Nil
Presented papers	Nil	20	Nil
Resource Persons	Nil	Nil	Nil

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

1. Zero classes in the beginning.

2. Teaching through smartclasses.

3. Students visited to other education institutions.

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)

As per university

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

Nil	Nil	Nil

2.10 Average percentage of attendance of students

65 to 70

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	330	40	80	90	100	93%
BCA	53	-	30	20	03	94%
BBA	24	nil	23	Nil	Nil	96%
B.A	25		54	178	26	90%

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

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	1	Nil	1	Nil
Technical Staff	1	Nil	1	Nil

Criterion – III

3. Research, Consultancy and Extension

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

Organise Awareness Programme

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	01	01
Outlay in Rs. Lakhs	1,20,000	-	-	1,20,000

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	6	-	-
e-Journals	-	-	-
Conference proceedings	-	14	Nil

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [0.547]

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	1	UGC	1,20,000	1,00,000
Interdisciplinary Projects	Nil			
Industry sponsored	Nil	-	-	-
Projects sponsored by the University/ College	Nil	-	-	-
Students research projects *(other than compulsory by the University)*	Nil	-		
Any other(Specify)	Nil	-		
Total	1	-	1,20,000	1,00,000

3.7 No. of books published   i) With ISBN No. [Nil]   Chapters in Edited Books [1]

                 ii) Without ISBN No. [Nil]

3.8 No. of University Departments receiving funds from

UGC-SAP `Nil`   CAS `Nil`   DST-FIST `Nil`

DPE `Nil`   DBT Scheme/funds `Nil`

3.9 For colleges   Autonomy `Nil`   CPE `Nil`   DBT Star Scheme `Nil`

INSPIRE `Nil`   CE `Nil`   Any Other (specify) `2 F,12 B`

3.10 Revenue generated through consultancy.   `Nil`

3.11 No. of conferences

organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons   `1`

3.13 No. of collaborations   International `Nil`   National `Nil`   Any other `Nil`

3.14 No. of linkages created during this year   `Nil`

3.15 Total budget for research for current year in lakhs :

From Funding agency `Nil`   From Management of University/College `Nil`

Total `Nil`

3.16 No. of patents received this year

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

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
01	Nil	Best paper presentation	Nil	Nil	Nil	Nil

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

01

3

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

Nil

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

JRF   Nil   SRF   Nil   Project Fellows Nil   Any other   Nil

3.21 No. of students Participated in NSS events:

University level   N.A   State level   N.A

National level   N.A   International level   N.A

3.22 No. of students participated in NCC events:

University level   N.A   State level   N.A

National level   N.A   International level   N.A

3.23 No. of Awards won in NSS:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.24 No. of Awards won in NCC:

University level   N.A   State level   N.A

National level   N.A   International level   N.A

3.25 No. of Extension activities organized

University forum   Nil   College forum   Nil

NCC   N.A   NSS   All activities according to university calender   Any other

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

- Jewllery making course

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	6.10 Acre	Multi purposesports building	UGC	-
Class rooms	Nil	Nil	Nil	-
Laboratories	Nil	Nil	Nil	
Seminar Halls	Nil	Nil	Nil	
No. of important equipments purchased (≥ 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

Computerization of administration

Computerization of Library is under process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17694	-	693	183968	18387	-
Reference Books	5160	-	130	40,000	5290	-
e-Books	-	-				
Journals	06	-	05	-	11	-
e-Journals	-	-				
Digital Database	-	-				
CD & Video	20	-				
Others (specify)	-					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet broad band	Browsing Centres	Computer Centres	Office + Lib.	Depart-ments Smartclass	Others V.C
Existing	31	24	LAN	-	-	7	07	01
Added	-	-	-	-	-	-	-	-
Total	30	24	-	-	-		07	01

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

Smart class teaching and virtual classes

4.6 Amount spent on maintenance in lakhs :

i) ICT

20,000

ii) Campus Infrastructure and facilities

81.60

iii) Equipments

1,23,525

iv) Others

1,00,000

Total :

8403525

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Poverty scholarship scheme

Remedial class

Stationary and books provided

5.2 Efforts made by the institution for tracking the progression

Teaching through smartclasses

Provide updated knowledge.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
711	-	-	-

(b) No. of students outside the state

01

(c) No. of international students

Nil

Men

No	%
N.A	

Women

No	%
711	100%

Last Year 2012-2013						This Year2013-2014					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
146	95	18	408	03	667	150	122	16	423	05	711

Demand ratio   Dropout %

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

Student's support for Remedeial classes

No. of students beneficiaries

178

5.5 No. of students qualified in these examinations

NET   Nil   SET/SLET   Nil   GATE   Nil   CAT   Nil

IAS/IPS etc   Nil   State PSC   Nil   UPSC   Nil   Others

5.6 Details of student counselling and career guidance

Counselling at the time of admission

Career guidance committee

Guide the students towards career

No. of students benefitted

25

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	10

5.8 Details of gender sensitization programmes

Nil

5.9 Students Activities

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

State/ University level | 10 | National level | 10 | International level | Nil |

No. of students participated in cultural events

State/ University level | 01 | National level | Nil | International level | Nil |

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

Sports : State/ University level | 9 | National level | 9 | International level | Nil |

Cultural: State/ University level | 01 | National level | Nil | International level | Nil |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	835	3372542
Financial support from other sources	-	-
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level | Nil | National level | Nil | International level | Nil |

Exhibition: State/ University level | Nil | National level | Nil | International level | Nil |

5.12   No. of social initiatives undertaken by the students | 2 |

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> ❖ समाज में सकारात्मक भूमिका निभाने हेतु युवा पीढ़ी को गुणात्मक शिक्षा एवं शोध के अवसर प्रदान करना।
>
> ❖ व्यवसायिक एवं उद्यमी समाज के परिदृश्य के अनुरूप आवश्यक सभी क्षेत्रों में युवा पीढ़ी के कौशल को तराशना, दक्षताऐं प्रदान करना।
>
> ❖ युवा पीढ़ी में आत्म – विश्वास का संचार, व्यक्तित्व विकास, अनुसंधानात्मक प्रवृत्तियों, समानता की भावना तथा राष्ट्रप्रेम की भावना प्रस्फुटित करने हेतु वातावरण प्रदान करना।
>
> ❖ ज्ञानपूर्ण और कल्याणकारी समाज के सतत उन्नयन के लिये शिक्षा के सदुपयोग से मुख्य भूमिका का निर्वहन करना।
>
> ❖ महाविद्यालय के सभी शैक्षणिक एवं गैर – शैक्षणिक कार्यक्रमो की दिशा, विद्यार्थियों को समाज के नव – निर्माण, समानता के अधिकारी एवं गरिमामय व्यक्तित्व की सीख देने की ओर केन्द्रित होगी ताकि समुचित शिक्षा के आलोक से विद्यार्थी एक सुसंस्कृत, उतरदायी, संवेदनशील व्यक्ति तथा देश के श्रेष्ठ नागरिक बन सकें।

6.2 Does the Institution has a management Information System

> Nil

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

6.3.1 Curriculum Development

> Personality development
>
> Pratibha bank

6.3.2 Teaching and Learning

> Smart class and virtual class

6.3.3 Examination and Evaluation

> As per university rules

6.3.4 Research and Development

> Minor research project
>
> Research papers, participates in seminars

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Virtual class

6.3.6 Human Resource Management

> Nil

6.3.7 Faculty and Staff recruitment

> According to Govt. Rules and I.B.S rules

6.3.8 Industry Interaction / Collaboration

> Nil

6.3.9   Admission of Students

<div style="border:1px solid black; text-align:center;">711</div>

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Scholarship schemes

6.5 Total corpus fund generated | Nil |

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	√	Higher education		Departmental
Administrative	√	P.G College		Departmental

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

For UG Programmes   Yes | | No | √ |

For PG Programmes   Yes | | No | N.A |

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

| Arrange meetings |

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

| N.A |

6.11 Activities and support from the Alumni Association

> Alumni inspires students in the field of Academic, Cultural and Sports activities, support in university examinatiuon as invigilators.

6.12 Activities and support from the Parent – Teacher Association

> Encourage students in meetings.

6.13 Development programmes for support staff

> Nil

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

> Environmental awareness programmes are organised.

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.

> Bhasha sudhar activities

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

> - Enriched the library
> - Organised Judo, wrestling and weight lifting camps and promote students for national level sports activities.
> - Organise community awareness programme /blood donation.
> - Completion of multi-purpose sports building.
> - Adopt various techniques for better teaching.

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

- Assembly

- Library

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

7.4 Contribution to environmental awareness / protection

- Lectures

- Cleanliness   compaign

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

SWOT Analysis

8. Plans of institution for next year

- Extension of infrastructure

- Establishment if language lab

- To organise seminars/Workshops

- Demand for P.G classes.

- Establishment of Lab for Science subjects.

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

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, 2014 to June 30, 2015)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Govt. Girls College, Sehore

1.2 Address Line 1

> Bhopal Naka

Address Line 2

> Sehore

City/Town

> Sehore

State

> Madhya Peradesh

Pin Code

> 466001

Institution e-mail address

> heggcseh@mp.gov.in

Contact Nos.

> (07562) 224706

Name of the Head of the Institution:

> Dr. Sarla kasotiya

Tel. No. with STD Code:

> (07562) 224706

Mobile:

> 9424454787

Name of the IQAC Co-ordinator:

Dr. Suman Taneja

Mobile:

9993646669

IQAC e-mail address:

heggcseh@mp.gov.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

RAR-1414

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)

EC/62/RAR/134-date: January 05 2013

1.5 Website address:

http://www.mpcolleges.nic.in/ggdcsehore/index.html

Web-link of the AQAR:

N.A.

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	1st Cycle	B+	76.50	2007	5 Year
2	2nd Cycle	B	2.84	2012	5 Year
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

05/09/2009

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

2014-15

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

   i. AQAR _____15-01-2015_____ _____ (DD/MM/YYYY)4
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (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)   B.C.A., B.B.A.

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

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

Autonomy by State/Central Govt. / University | Nil |

University with Potential for Excellence | Nil | UGC-CPE | Nil |

Nil

DST Star Scheme | Nil | UGC-CE | Nil |

UGC-Special Assistance Programme | Nil | DST-FIST | Nil |

UGC-Innovative PG programmes | Nil | Any other (*Specify*) | Nil |

UGC-COP Programmes | Nil |

2. IQAC Composition and Activities

2.1 No. of Teachers	03
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	02
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	00
2.9 Total No. of members	11
2.10 No. of IQAC meetings held	01

2.11 No. of meetings with various stakeholders: No. | 01 | Faculty | 01 |

Non-Teaching Staff Students | | Alumni | 01 | Others | 01 |

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

If yes, mention the amount | Nil |

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 | 02 |

(ii) Themes | 1.   Bhasha Sudhar , 2. Human Rights and duties |

2.14 Significant Activities and contributions made by IQAC

| 2.   Bhasha Sudhar , 2. Library Question |

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
Completion of multipurpose sports building	Enhancement of infrastructure
To increase the number of journals ,Periodicals and Books	Library enriched
To organize community awareness program/blood donation	Two students participated in state level and one student participated in National level NSS camp, six students participated in Maa Tujhe Pranam two students donated blood

TO organize work shop and seminars	College level workshop performed
To Organized Judo, Wrestling and Weight lifting camps and to promote students for state and national level sports and other activities .	Students won third prize in yuva utsav at university level
To adopt various techniques for better teaching	Teaching through smart classes

 Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Approved

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	-	-	-	-
PG	-	-	-	-
UG	6	-	4	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	6	-	4	-

Interdisciplinary	**-**	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	6
Trimester	Nil
Annual	Nil

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.

Nil

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	08	-	3	

2.2 No. of permanent faculty with Ph.D.

8

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
7	2	NIL	NIL	3	0	2	Nil	11	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

13	2(V)	13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	23	Nil
Presented papers	2		Nil
Resource Persons	Nil	Nil	Nil

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

1. Zero Class in the beginning of the session
2. Teaching through Smart Classes
3. Teaching through Virtual Classes

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)

As per University

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

Nil	Nil	Nil

2.10 Average percentage of attendance of students

65 to 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.A	329	-	30%	20%	5%	95%
B.Com	342	40%	80%	90%	70%	94%
B.Sc.	72	NIL	10%	20%	40%	70%
B.B.A.	28	NIL	50%	40%	10%	100%
B.C.A	47	NIL	50%	40%	10%	100%

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-01
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	-
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	01	nil	-	-
Technical Staff	01	04	-	-

Criterion – III

3. Research, Consultancy and Extension

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

organize awareness programme

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	01	-	-	01
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	20	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range [　]   Average [　]   h-index [　]   Nos. in SCOPUS [0.55]

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	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	--	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. [Nil]   Chapters in Edited Books [nil]

ii) Without ISBN No. [nil]

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) [12 B, 2 F]

3.10 Revenue generated through consultancy [NIl]

3.11 No. of conferences

organized by the Institution

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

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	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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
-	-	-	-	-	-	-

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

01

03

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

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

JRF   Nil   SRF   Nil   Project Fellows   Nil   Any other   Nil

3.21 No. of students Participated in NSS events:

University level   [ ]   State level   02

National level   01   International level   [ ]

3.22 No. of students participated in NCC events:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.23 No. of Awards won in NSS:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.24 No. of Awards won in NCC:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.25 No. of Extension activities organized

University forum | - | College forum | - |

NCC | - | NSS | All activities acc. to university calendar | Any other | - |

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

- Visit to sanchi Dugdha sangh.

- College Chalo Abhiyan mela

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	6.10 AC	-	-	
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 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

Computerization of administration

Computerization of Library in process

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15290	-	1150	200000	16440	-
Reference Books	8325	-	95	25000	8420	-
e-Books	-	-	-	-	-	-
Journals	04	-	04	5000	08	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	20	20	-	40	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	31	24	LAN	-	-	07	07	01
Added	-	-	-	-	-	-	-	-
Total	31	24	LAN	-	-	07	07	01

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

Smart class teaching and virtual classes

4.6 Amount spent on maintenance in lakhs :

i) ICT   30,000

ii) Campus Infrastructure and facilities   6.37

iii) Equipments   500000

iv) Others   100000

Total :   12.67,000

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Poverty scholarship scheme, stationary, books provided

5.2 Efforts made by the institution for tracking the progression

Teaching through smart classes

provide updated knowledge

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
818	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

nil

Men
No	%
-	-

Women
No	%
818	100

Last Year 2013-14						This Year 2014-15					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
150	122	16	444	05	711	158	180	19	486	03	818

Demand ratio   Dropout %

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

NIL

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

NET [-] SET/SLET [-] GATE [-] CAT [-]

IAS/IPS etc [-] State PSC [-] UPSC [-] Others [Constable]

5.6 Details of student counselling and career guidance

Lectures organized as per calendar

Short term training program (plan 6915)

No. of students benefitted [600]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

Kanya bhroon hatya – awareness program

5.9 Students Activities

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

State/ University level [9] National level [9] International level [9]

No. of students participated in cultural events

State/ University level [03] National level [Nil] International level [Nil]

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

Sports: State/ University level | Nil | National level | Nil | International level | Nil |

Cultural: State/ University level | Nil | National level | Nil | International level | Nil |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	06	4090
Financial support from government	700	3797856
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

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 | 02 |

5.13 Major grievances of students (if any) redressed: _____Nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

1. समाज में सकारात्मक भूमिका निभाने हेतु युवा पीढी को गुणात्मक शिक्षा एवं शेध के अवसर प्रदान करना।
2. 2व्यवसायिक एवं उदमी समाज के परिदृश्य के अनुरूप आवश्यक सभी क्षेत्रों में युवा पीढी के कौशल को तराशना, दक्षताये प्रदान करना।
3. युवा पीढी में आत्म – विश्वास का संचार, व्यक्तिव विकास , अनुसंधनात्मक प्रवत्तियों समानता की भावना तथा राष्ट्रप्रेम की भावना प्रस्फुटित करने हेतु वातावारण प्रदान करना।
4. ज्ञानपूर्ण और कल्याणकारी समाज के सतत् उन्नयन के लिये शिक्षा के सदुपयोग से मुख्य भूमिका निर्वहन करना।
5. महाविद्यालय के सभी शैक्षणिक एवं ेगैर – शैक्षणिक कार्यक्रमों की दिशा, विद्यार्थियों को समाज के नव निर्माण , समानता के अधिकारी गरिमामय व्यक्तित्व की सीख देने की ओर केन्दित होगी ताकि समुचित शिक्षा के आलोक से विद्यार्थी एक सुसंस्कृत, उत्तरदायी, संवेदनशील व्यक्ति तथा देश का ॑श्रेष्ठ नागरिक बन सके।

6.2 Does the Institution has a management Information System

Nil

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

6.3.1   Curriculum Development

Personality development,

Pratibha bank

6.3.2   Teaching and Learning

Smart Class & Virtual Class

6.3.3   Examination and Evaluation

As per university rules

6.3.4 Research and Development

Minor research Project

Research papers participates in seminars

6.3.5 Library, ICT and physical infrastructure / instrumentation

Virtual class

6.3.6 Human Resource Management

Nil

6.3.7 Faculty and Staff recruitment

According to Govt. Rules and I.B.S rules

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

818

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Scholarship schemes

6.5 Total corpus fund generated

Nil

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	√	Higher Education	√	Departemental
Administrative	√	PG College	√	Departemental

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

For UG Programmes   Yes [√]   No [√]

For PG Programmes   Yes [ ]   No [ ]

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

Examination conducted within the time

Arrange meetings

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

N.A.

6.11 Activities and support from the Alumni Association

Alumni inspire students in the field of academic, cultural and sports activities support in university examination as invigorators

6.12 Activities and support from the Parent – Teacher Association

Encourage students in meeting

6.13 Development programmes for support staff

Nil

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

> Environmental awareness programs, water saving
> cleanliness awareness programs are organised, plantation
> of trees

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.

> Bhasha sudhar activities

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

> 1.Enriched the library
>
> 2.To Organized Judo, Wrestling and Weight lifting camps and to promote students for state and national level sports and other activities .
>
> 3.Organize community awareness programme/blood donation
>
> 4.Adopt various techniques for better teaching

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

> Assembly
>
> Library

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

7.4 Contribution to environmental awareness / protection

> Awareness programs and Lectures are   organized
>
> Cleanliness campaign

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

Swot analysis

8. **Plans of institution for next year**

Extension o infrastructure
Establishment of lang. Lab
To organize workshop & seminar
Demand for P.G. classes
Establishment of labs for science subject

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****

कार्यालय,आयुक्त उच्च शिक्षा मध्यप्रदेश
शहपुड़ा भवन, भोपाल 462004

दूरभाष एवं फैक्स–0755-2551574 E-mail-commhedu@gov.in/higher/education

आदेश

भोपाल,दिनांक 02 / 4 / 2013
3

कमांक 2 8 3 / 38 / आउशि / अका.प्रको / 2013, राज्य शासन एतद् द्वारा महामहिम कुलाधिपति जी के अनुमोदन पश्चात मध्यप्रदेश के शासकीय / अशासकीय महाविद्यालयों के लिये सत्र 2013–14 हेतु अकादमिक कैलेण्डर जारी करता है ।

(डॉ0 व्ही.एस.निरंजन)
सचिव / आयुक्त
उच्च शिक्षा मध्यप्रदेश

पृठकमांक284 / 38 / आउशि / अका.प्रको. / 2013 भोपाल,दिनांक 02 / 4 / 2013
3
प्रतिलिपि–
1. प्रमुख सचिव, मध्यप्रदेश शासन, उच्च शिक्षा विभाग, गंचालय, भोपाल ।
2. विशेष सहायक, मानगीय गंत्री जी, उच्च शिक्षा, मध्यप्रदेश शासन, भोपाल ।
3. कुल सचिव, भोपाल, इंदौर, जबलपुर, ग्वालियर, रीवा, सागर एवं उज्जैन, विश्वविद्यालय, मध्यप्रदेश ।
4. समस्त क्षेत्रीय अतिरिक्त संचालक, उच्च शिक्षा मध्यप्रदेश ।
5. प्राचार्य, समस्त शासकीय / अशासकीय महाविद्यालय मध्यप्रदेश ।

(डॉ0 व्ही.एस.निरंजन)
सचिव / आयुक्त
उच्च शिक्षा मध्यप्रदेश

प्रस्तावित अकादमिक कैलेंडर सत्र 2013–14

(समस्त कक्षाओं के लिए प्रभावशील)

अकादमिक कार्य	प्रथम / तृतीय / पंचम सेमेस्टर	द्वितीय / चतुर्थ / षष्ठ सेमेस्टर
आरंभिक कक्षाएं / शून्य कक्षाएं / स्वॉट विश्लेषण	01 जुलाई से 13 जुलाई 2013 (12 कार्य दिवस)	01 जनवरी से 04 जनवरी 2014 (04 कार्य दिवस)
शैक्षणिक एवं सतत् समग्र मूल्यांकन कार्य	15 जुलाई से 09 नवम्बर, 2013 (91 कार्य दिवस)	06 जनवरी से 19 अप्रैल 2014 (90 कार्य दिवस)
सी.सी.ई. कार्य	सितम्बर द्वितीय सप्ताह	मार्च द्वितीय सप्ताह
परीक्षा पूर्व तैयारी अवकाश	10 नवम्बर से 14 नवम्बर 2013 (05 कार्य दिवस)	20 अप्रैल से 23 अप्रैल 2014 (04 कार्य दिवस)
प्रायोगिक परीक्षाएँ (स्नातक एवं स्नातकोत्तर कक्षाएं)	15 से 31 अक्टूबर 2013 तक (कोई 03 कार्य दिवस)	25 मार्च से 10 अप्रैल 2014 तक (कोई 03 कार्य दिवस)
सेमेस्टर एवं एटीकेटी परीक्षा	15 नवम्बर से 21 दिसम्बर 2013	24 अप्रैल से 25 मई 2014
परिणामों की घोषणा	15 जनवरी 2014 तक	15 जून 2014 तक
सेमेस्टर अंतराल (ब्रेक) विद्यार्थियों के लिए	22 दिसम्बर से 31 दिसम्बर 2013 (10 दिवस)	21 मई से 30 जून 2014 (35 दिवस)
सेमेस्टर अंतराल (ब्रेक) शिक्षकों के लिए	22 दिसम्बर से 31 दिसम्बर 2013 (10 दिवस) *	26 मई से 15 जून 2014 (21 दिवस) *

- छात्रसंघ गठन
- खेलकूद / युवा उत्सव / अन्य गतिविधियाँ (एक सप्ताह)
- दीपावली प्रकाश
- वार्षिकोत्सव / पुरस्कार वितरण एवं वार्षिक पत्रिका का प्रकाशन एवं विमोचन

: माह सितम्बर / अक्टूबर, 2013
: माह अक्टूबर, 2013
: 01 नवम्बर से 05 नवम्बर 2013 तक
: माह फरवरी अंतिम सप्ताह / मार्च प्रथम सप्ताह, 2014 (अधिकतम 4 दिवस)

टीप :

(i) अपरिहार्य कारणवश शैक्षणिक कार्य निर्धारित मानक दिवसों से कम होने की दशा में, महाविद्यालय / विवि द्वारा पर शैक्षणिक कालखण्डों की अवधि में आवश्यकतानुसार वृद्धि कर शैक्षणिक दिवसों की पूर्ति की जावे ताकि अकादमिक कैलेण्डर का पालन समयानुसार सुनिश्चित किया जा सके।

(ii) स्नातक एवं स्नातकोत्तर प्रथम सेमेस्टर के अतिरिक्त अन्य सभी कक्षाओं में प्रवेश हेतु मार्गदर्शी सिद्धांत (2013–14) में उल्लेखित प्रवेश नवीनीकरण प्रक्रिया को अपनाते हुए शैक्षणिक कार्य प्रारम्भ करना सुनिश्चित किया जावे।

(iii) सेमेस्टर अंतराल (ब्रेक) के दिवसों में एन.एस.एस. / एन.सी.सी. के शिविरों के आयोजन को प्राथमिकता प्रदान की जावे ताकि कार्य दिवसों का मानक लक्ष्य यथावत् बना रहे। सक्षम अनुमति प्राप्त कर अकादमिक पर्यटन / एक्सपोजर / कार्यशाला / संगोष्ठी / प्रशिक्षण कार्यक्रम भी इसी दौरान आयोजित किये जावे।

(iv) उक्त सम्पूर्ण वार्षिकोत्सव, पुरस्कार वितरण एवं वार्षिक-पत्रिका का प्रकाशन तथा विमोचन 09 मार्च 2014 के पूर्व कर लिया जावे।

* सेमेस्टर अंतराल में आवश्यकतानुसार महाविद्यालय के प्राचार्य द्वारा शिक्षकों को रोका जा सकेगा।

प्रस्तावित अकादमिक कैलेंडर सत्र 2013-14

(समस्त कक्षाओं के लिए प्रभावशील)

प्रथम सेमेस्टर – कार्य दिवसों की गणना

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जुलाई 2013	31	4 रविवार + 0 अवकाश	27
2	अगस्त 2013	31	4 रविवार + 4 अवकाश	23
3	सितम्बर 2013	30	5 रविवार + 0 अवकाश	25
4	अक्टूबर 2013	31	4 रविवार + 3 अवकाश	24
5	नवम्बर 2013	30	4 रविवार + 1 अवकाश	25
6	दिसम्बर 2013	31	5 रविवार + 1 अवकाश	25
	कुल दिवस	184	184-35	149

द्वितीय सेमेस्टर – कार्य दिवसों की गणना

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जनवरी 2014	31	4 रविवार + 2 अवकाश	25
2	फरवरी 2014	28	4 रविवार + 1 अवकाश	23
3	मार्च 2014	31	5 रविवार + 2 अवकाश	24
4	अप्रैल 2014	30	4 रविवार + 4 अवकाश	22
5	मई 2014	31	4 रविवार + 1 अवकाश	26
6	जून 2014	30	5 रविवार + 0 अवकाश	25
	कुल दिवस	181	181-36	145

(डॉ0 व्ही एस निरंजन)
सचिव / आयुक्त
उच्च शिक्षा, मध्यप्रदेश

Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

   b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not

submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

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, 2014 to June 30, 2015)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

Govt. Girls College, Sehore

1.2 Address Line 1

Bhopal Naka

Address Line 2

Sehore

City/Town

Sehore

State

Madhya Peradesh

Pin Code

466001

Institution e-mail address

heggcseh@mp.gov.in

Contact Nos.

(07562) 224706

Name of the Head of the Institution:

Dr. Suman Taneja

Tel. No. with STD Code:

(07562) 224706

Mobile:

9993646669

Name of the IQAC Co-ordinator:

Dr. Diwa Mishra

Mobile:

<div style="border:1px solid black; display:inline-block; padding:4px;">9425006689</div>

IQAC e-mail address:

<div style="border:1px solid black; display:inline-block; padding:4px;">heggcseh@mp.gov.in</div>

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

<div style="border:1px solid black; display:inline-block; padding:4px;">RAR-1414</div>

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)

<div style="border:1px solid black; display:inline-block; padding:4px;">EC/62/RAR/134-date: January 05 2013</div>

1.5 Website address:

<div style="border:1px solid black; display:inline-block; padding:4px;">http://www.mpcolleges.nic.in/ggdcsehore/index.html</div>

Web-link of the AQAR:

<div style="border:1px solid black; display:inline-block; padding:4px;">N.A.</div>

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	1st Cycle	B+	76.50	2007	5 Year
2	2nd Cycle	B	2.84	2012	5 Year
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   <div style="border:1px solid black; display:inline-block; padding:4px;">05/09/2009</div>

1.8 AQAR for the year *(for example 2010-11)*   <div style="border:1px solid black; display:inline-block; padding:4px;">2015-16</div>

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

   i.   AQAR _____2013-2014_____ _____(15/01/2015)
   ii. AQAR_____2014-2015_ _____ (15/10/2015)
   iii. AQAR_____2015-2016____ _____ (25/104/2017)
   iv. AQAR_____ _____ (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)   [B.C.A., B.B.A.]

1.12 Name of the Affiliating University *(for the Colleges)* [Barkatullah University]

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

   Autonomy by State/Central Govt. / University [Nil]

   University with Potential for Excellence [Nil]   UGC-CPE [Nil]

Nil

DST Star Scheme	Nil	UGC-CE	Nil
UGC-Special Assistance Programme	Nil	DST-FIST	Nil
UGC-Innovative PG programmes	Nil	Any other (*Specify*)	Nil
UGC-COP Programmes	Nil		

2. IQAC Composition and Activities

2.1 No. of Teachers   04

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   02

2.4 No. of Management representatives   01

2.5 No. of Alumni   03

2. 6 No. of any other stakeholder and

     community representatives   01

2.7 No. of Employers/ Industrialists   00

2.8 No. of other External Experts   01

2.9 Total No. of members   13

2.10 No. of IQAC meetings held   03

2.11 No. of meetings with various stakeholders: No.   01   Faculty   01

        Non-Teaching Staff Students   Alumni   01   Others   01

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

        If yes, mention the amount   Nil

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [ ] International [ ] National [1] State [ ] Institution Level [02]

(ii) Themes | Climate change and sustainable Development |

2.14 Significant Activities and contributions made by IQAC

| Climate change and sustainable Development |

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 organise the seminar or workshop on environment related issues	National level workshop **on Climate change and sustainable Development** was organized in which experts from various streams took part
To increase the number of journals ,Periodicals and Books	Library enriched
To organize community awareness program/blood donation	one student participated in state level two students participated in MAA tujhe pranam
TO organize work shop and seminars	College level workshop performed
To Organized Judo, Wrestling and Weight lifting camps and to promote students for state and national level sports and other activities .	9 Students were selected for national level in Wrestling Weight lifting and football one student one bronze medal in open national karate championship sports officer represented state in all India civil services volleyball tournament

To adopt various techniques for better teaching	Teaching through smart classes

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Approved

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	-	-	-	-
PG	-	-	-	-
UG	5	-	3	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	5	-	3	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	6
Trimester	Nil
Annual	Nil

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.

Nil

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	07	-	4	

2.2 No. of permanent faculty with Ph.D.

9

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
7	2	NIL	NIL	4	0	2	Nil	11	02

2.4 No. of Guest and Visiting faculty and Temporary faculty   [13]   [-]   [-]

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	43	01
Presented papers		39	03
Resource Persons	-	01	Nil

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

> 1. Zero Class in the beginning of the session
> 2. Teaching through Smart Classes
> 3. Teaching through Virtual Classes

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

180

2.8 Examination/ Evaluation Reforms initiated by

As per University

the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development

Nil	Nil	Nil

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

72 to 85

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.A	361	-	10%	88%	-	98%
B.Com	343	-	65%	35%	-	100%
B.Sc.	142	NIL	70%	30%	-	100%
B.B.A.	20	14	72%	14%	-	100%
B.C.A	46	NIL	31%	69%	-	100%

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

 IQAC evaluates the teaching learning processes through feed back

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
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	04
Summer / Winter schools, Workshops, etc.	-
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	01	01	01	-
Technical Staff	05	nil	04	-

Criterion – III

3. Research, Consultancy and Extension

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

> As the college runs the programs at under graduate level , thus the awareness programs have been regularly organized to motivate students for future progression

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	01	-	-	01
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	04	01	-
Non-Peer Review Journals	04	01	-
e-Journals	02	-	-
Conference proceedings	-	01	-

3.5 Details on Impact factor of publications:

Range [   ]   Average [5.517]   h-index [   ]   Nos. in SCOPUS [0.55]

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	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	--	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. [Nil]   Chapters in Edited Books [nil]

　　　　　　　　　　　　ii) Without ISBN No. [nil]

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) [12 B, 2 F]

3.10 Revenue generated through consultancy [NIl]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	01	-	-	-
Sponsoring agencies	-	IQAC and JBS	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons [01]

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	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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
-	-	-	-	02	-	-

3.18 No. of faculty from the Institution

who are Ph. D. Guides
and students registered under them   09

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

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

JRF   Nil   SRF   Nil   Project Fellows   Nil   Any other   Nil

3.21 No. of students Participated in NSS events:

University level   02   State level   01

National level   00   International level

3.22 No. of students participated in NCC events:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.23 No. of Awards won in NSS:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.24 No. of Awards won in NCC:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.25 No. of Extension activities organized

University forum   -   College forum   01

NCC   -   NSS   All activities acc. to university calendar   Any other   -

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

- Visit to sanchi Dugdha sangh.

- College Chalo Abhiyan mela

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	6.10 AC	-	-	6.10 AC
Class rooms	12			12
Laboratories	04			04
Seminar Halls	-			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-			
Value of the equipment purchased during the year (Rs. in Lakhs)	186687			
Others	3,08,600	4,27,699		

4.2 Computerization of administration and library

Computerization   of administrative block

Computerization of Library in progress

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20244	-	460	-	20604	-
Reference Books	5437	-	300	-	5737	-
e-Books	100000	-	135000	-	235000	-
Journals	-	-	07		07	-
e-Journals	5000	-	6000	-	11000	-
Digital Database	-	-	-	-	-	-
CD & Video	20	-	-	-	20	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	37	25	LAN	-	-	07	01	04
Added	-	-	-	-	-	-	-	-
Total	37	25	LAN	-	-	07	01	04

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

> Smart class teaching technique is used by the teacher
> Training program on TELLY was organised for the students
> One day workshop on Digital locker and E-shaktikaran was attended by the students and teachers.
>
> Student and teacher can access e-journals and e-book in the library.
>
> One of the staff members took the training on METLAB

4.6 Amount spent on maintenance in lakhs :

i) ICT   19,000

ii) Campus Infrastructure and facilities   6.37

iii) Equipments   186687

iv) Others   130099

Total :   12.67,000

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Organised awareness program on various scholarship scheme of Govt. i.e- minority scholarship ,pratibha kiran scheme, Goan ki beti scheme , nirdhan chatra sahayata scholarship pratibha bank etc stationary, books provided
>
> awareness about the book bank and stationary distribution was given to the student

5.2 Efforts made by the institution for tracking the progression

> Teaching through smart classes
>
> provide updated knowledge

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
912	-	-	-

(b) No. of students outside the state

> Nil

(c) No. of international students

> nil

Men

No	%
-	-

Women

No	%
8	100

Last Year 2013-14						This Year 2014-15					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
158	180	19	486	03	818	129	236	22	525	03	912

Demand ratio   Dropout %

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

> NIL

No. of students beneficiaries

> Nil

5.5 No. of students qualified in these examinations

NET [-]   SET/SLET [-]   GATE [-]   CAT [-]

IAS/IPS etc [-]   State PSC [-]   UPSC [-]   Others [Constable]

5.6 Details of student counselling and career guidance

> Lectures organized as per calendar
>
> Short term training program (plan 6915)

No. of students benefitted | 600

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

One lecture series was organised by NSS and pratibha bank in collaboration with Raj yoga education and research center and prajapati Brama Kumari ishwariya University , abu , Rajasthan on beti bachao , Sakshar banao. In this lecture Series the expert delivered the lecture on various issues related to the empowerment of the women as well as the protection of the girl child.

On national Girl Child Week the awareness programs were organized for the students in which the experts gave information on the topic related to Self Defense, Career opportunities and cyber crime against women.

5.9 Students Activities

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

State/ University level   9   National level   -   International level   0

No. of students participated in cultural events

State/ University level   03   National level   Nil   International level   Nil

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

Sports: State/ University level   Nil   National level   Nil   International level   Nil

Cultural: State/ University level   Nil   National level   Nil   International level   Nil

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	09	4550
Financial support from government	206	10,30,000
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

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 | 06 |

5.13 Major grievances of students (if any) redressed: _____Nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

1. समाज में सकारात्मक भूमिका निभाने हेतु युवा पीढी को गुणात्मक शिक्षा एवं शेध के अवसर प्रदान करना।
2. 2व्यवसायिक एवं उदमी समाज के परिदृश्य के अनुरूप आवश्यक सभी क्षेत्रों में युवा पीढी के कौशल को तराशना, दक्षताये प्रदान करना।
3. युवा पीढी में आत्म – विश्वास का संचार, व्यक्तिव विकास , अनुसंधनात्मक प्रवत्तियों समानता की भावना तथा राष्ट्रप्रेम की भावना प्रस्फुटित करने हेतु वातावारण प्रदान करना।
4. ज्ञानपूर्ण और कल्याणकारी समाज के सतत् उन्नयन के लिये शिक्षा के सदुपयोग से मुख्य भूमिका निर्वहन करना।
5. महाविद्यालय के सभी शैक्षणिक एवं ेगैर – शैक्षणिक कार्यक्रमों की दिशा, विद्यार्थियों को समाज के नव निर्माण , समानता के अधिकारी गरिमामय व्यक्तित्व की सीख देने की ओर केन्दित होगी ताकि समुचित शिक्षा के आलोक से विद्यार्थी एक सुसंस्कृत, उत्तरदायी, सवेदनशील व्यक्ति तथा देश का ॅश्रेष्ठ नागरिक बन सके।

6.2 Does the Institution has a management Information System

yes

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

6.3.1 Curriculum Development

Curriculum is developed and recommended by central board of studies and approved by the Governor of MP

6.3.2 Teaching and Learning

Smart Class & Virtual Class (Department of higher education)

6.3.3 Examination and Evaluation

As per university guidelines

6.3.4 Research and Development

Research papers published by the teachers and they participate in seminars and workshops

6.3.5 Library, ICT and physical infrastructure / instrumentation

Virtual class and smart classes

6.3.6 Human Resource Management

Nil

6.3.7 Faculty and Staff recruitment

According to Govt. Rules and J.B.S rules

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

912

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Scholarship schemes

6.5 Total corpus fund generated

| Nil |

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	√	Higher Education	√	Departemental
Administrative	√	PG College	√	Departemental

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

For UG Programmes   Yes | √ | No | √ |

For PG Programmes   Yes | | No | |

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

Examination conducted within time as per the academic calender

Arrange meetings for examination reforms

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

N.A.

6.11 Activities and support from the Alumni Association

Alumni inspire students in the field of academic, cultural and sports activities. The association also supports in social activities.

6.12 Activities and support from the Parent – Teacher Association

Encourage students as well as parents to give their suggestions for the improvement in infrastructure and academic facilitiesin meeting

6.13 Development programmes for support staff

Nil

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

> Environmental awareness programs, water saving
> cleanliness awareness programs are organised, plantation
> of trees

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.

> Bhasha sudhar activities are carried out.
>
> Personality development programmes have been carried out.
>
> programs on water and electricity saving practices have been conducted in the campus.
>
> trees were planted in the campus by the students as well as the staff.
>
> Paper dustbin and the paper bags were made under the Polythene free campus program.
>
> Regular tes and practices for the Improvement in English and Hindi Pronunciations and grammar are being organised for the students.
>
> 40 days yoga camp was organised for the students
>
> Training program on self defence were organised for the students.
>
> Under the skill development program a job oriented training was provided to the students for making bags and artefacts to make them skilled and self dependent.
>
> College regularly sends the students in job fairs and the campuses organised by various other organisations.

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

> 1.Enriched the library
>
> 2.To Organized Judo, Wrestling and Weight lifting camps and to promote students for state and national level sports and other activities .
>
> 3.Organize community awareness programme/blood donation
>
> 4.Adopt various techniques for better teaching

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

Library automation and availability of ebooks and ejournals through NLIST

General knowledge questions are asked during assembly on regular basis and the winners are being rewarded by the MLA of the constituency

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

7.4 Contribution to environmental awareness / protection

Awareness programs through lecture and rally are organized by the student and the staff.

The student voluntarily contributed to support Cleanliness campaign in campus.

To eradicate the problem of open defecation the college is supporting the awareness program in the village Hasnabad. the college is also been organised

Tree plantation has been done in college and hostel campus.

7.5 Whether environmental audit was conducted?   Yes ☐   No √

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

Swot analysis

Strength-This is the only Government Girls College in the district. College provides an extra platform to serve the society and the support the upliftment of the weaker section of the society through NSS. The Student gets equal opportunity to perform at their best in various cultural and sport activities at college, state/ university and national level.
Weakness-The College doesn't have post graduation in any subject. The student teacher ratio is not ideal and all the departments have single teaching hand.

Opportunities: All the class rooms are equipped with smart board and internet facilities. The students also have the facility to study in the virtual class run by the department of higher education. The students are also exposed to the skill development programs, personality development and training programs.

Threats: The students are through satisfied with the present Infrastructure facility but they seek further improvement in the classrooms and lab facility. The present Student alumni and parents showed their keen interest in PG Classes for student progression.

8. **Plans of institution for next year**

Extension o infrastructure
Establishment of language Lab
To organize workshop & seminar
For the future progression opening of P.G. classes
Establishment of labs for science subjects
Construction of conference hall
Organising the expert lectures
Organising skill development programmes
Organise the training programs on health and personality development
Educational tour for the students
Installation of Solar light, solar water heater, solar cooker and water purifier

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****

Analysis of the Feedback

- College provides an extra platform to serve the society and the support the upliftment of the weaker section of the society through NSS. The Student gets equal opportunity to perform at their best in various cultural and sport activities at college, state/ university and national level.

- The students are through satisfied with the present Infrastructure facility but they seek further improvement in the classrooms and lab facility. The present Student alumni and parents showed their keen interest in PG Classes for student progression.

- The College doesn't have post graduation in any subject. The student teacher ratio is not ideal and all the departments have single teaching hand. The College should do the needful in this regard.

- The teachers are updated with the present knowledge of the subject and are skilled. The mode of teaching is also very effective. Continuous evaluation makes them well prepared for the examination.

- All the class rooms are equipped with smart board and internet facilities. The students also have the facility to study in the virtual class run by the department of higher education. The students are also exposed to the skill development programs, personality development and training programs.

- The library of the institution is rich and updated.

कार्यालय, आयुक्त, उच्च शिक्षा, मध्यप्रदेश
सतपुड़ा भवन भोपाल—462004

:: आदेश ::

भोपाल, दिनांक 15/05/2015

क्रमांक : 365/83/आउशि/शाखा—5'अ'/2015: राज्य शासन एतद् द्वारा माननीय कुलाधिपति जी के अनुमोदन पश्चात मध्यप्रदेश के शासकीय/अशासकीय महाविद्यालयों के लिये 2015—16 हेतु अकादमिक कैलेण्डर जारी करता है।

(एन.सी. तेकाम)
प्रभारी आयुक्त/अपर संचालक(वित्त)
उच्च शिक्षा, मध्यप्रदेश

पृष्ठांकन क्रमांक : 366/83/आउशि/शाखा—5'अ'/2015,   भोपाल, दिनांक 15/05/2015
प्रतिलिपि :

1. प्रमुख सचिव, मध्यप्रदेश शासन, उच्च शिक्षा विभाग, मंत्रालय, भोपाल।
2. निज सहायक माननीय मंत्री/राज्य मंत्री, उच्च शिक्षा, म.प्र.।
3. अध्यक्ष, निजी विश्वविद्यालय विनियामक आयोग, भोपाल।
4. .कुलसचिव, भोपाल/इन्दौर/जबलपुर/ग्वालियर/रीवा/सागर एवं उज्जैन विश्वविद्यालय, मध्यपदेश।
5. कुलसचिव, समस्त निजी विश्वविद्यालय, म.प्र.।
6. समस्त क्षेत्रीय अतिरिक्त संचालक, उच्च शिक्षा, मध्यपदेश।
7. प्राचार्य, समस्त शासकीय/अशासकीय महाविद्यालय, म.प्र.।
8. प्रभारी आई.टी. सेल, उच्च शिक्षा, की ओर, वेबसाईट पर प्रकाशनार्थ।

(डॉ. के.एम. जैन) 15.5.15
संयुक्त संचालक
उच्च शिक्षा, मध्यप्रदेश

प्रस्तावित अकादमिक कैलेंडर सत्र 2015–16

(समस्त कक्षाओं के लिए प्रभावशील)

अकादमिक कार्य	प्रथम/तृतीय/पंचम सेमेस्टर	द्वितीय/चतुर्थ/षष्ठ सेमेस्टर
आरंभिक कक्षाएं/शून्य कक्षाएं/स्वाट विश्लेषण	01 जुलाई से 11 जुलाई 2015 (10 कार्य दिवस)	—
शैक्षणिक एवं सतत् समग्र मूल्यांकन कार्य	13 जुलाई से 7 नवम्बर, 2015 (93 कार्य दिवस)	01 जनवरी से 23 अप्रैल 2016 (90 कार्य दिवस)
सी.सी. ई. कार्य	सितम्बर द्वितीय सप्ताह	मार्च द्वितीय सप्ताह
परीक्षा पूर्व तैयारी अवकाश	14 नवम्बर से 16 नवम्बर 2015 (कुल 03 दिवस)	24 अप्रैल से 26 अप्रैल 2016 (कुल 03 दिवस)
प्रायोगिक परीक्षाएं (स्नातक एवं स्नातकोत्तर कक्षाएं)	15 अक्टूबर से 05 नवम्बर 2015 के मध्य (03 कार्य दिवस)	25 मार्च से 11 अप्रैल 2016 के मध्य (03 कार्य दिवस)
सेमेस्टर एवं एटीकेटी परीक्षा	17 नवम्बर से 21 दिसम्बर 2015	27 अप्रैल से 26 मई 2016
परीक्षा परिणामों की घोषणा	31 दिसम्बर 2015 तक	15 जून 2016 तक
सेमेस्टर अंतराल (ब्रेक) विद्यार्थियों के लिए	22 दिसम्बर से 31 दिसम्बर 2015 (10दिवस)	27 मई से 30 जून 2016 (35दिवस)
सेमेस्टर अंतराल (ब्रेक) शिक्षकों के लिए *	22 दिसम्बर से 31 दिसम्बर 2015 (10दिवस) *	27 मई से 15 जून 2016 (20 दिवस) *

- छात्रसंघ गठन : अगस्त/सितम्बर – 2015
- खेलकूद/युवा उत्सव /अन्य गतिविधियाँ (एक सप्ताह) : माह अक्टूबर 2015
- दीपावली अवकाश : 08 नवम्बर से 13 नवम्बर 2015 तक
- वार्षिकोत्सव/पुरस्कार वितरण एवं वार्षिक पत्रिका का प्रकाशन एवं विमोचन : फरवरी अंतिम सप्ताह/मार्च प्रथम सप्ताह, 2016 (अधिकतम 04 दिवस)

टीप :–

(1) अपरिहार्य कारणवश शैक्षणिक कार्य निर्धारित मानक दिवसों से कम होने की दशा में, महाविद्यालय/विवि स्तर पर शैक्षणिक कालखण्डों की अवधि में आवश्यकतानुसार वृद्धि कर शैक्षणिक दिवसों की पूर्ति की जावे ताकि अकादमिक कैलेण्डर का पालन समयानुसार सुनिश्चित किया जा सके।

(2) स्नातक एवं स्नातकोत्तर प्रथम सेमेस्टर के अतिरिक्त अन्य सभी कक्षाओं में प्रवेश हेतु मार्गदर्शी सिद्धांत (2015-16) में उल्लेखित प्रवेश नवीनीकरण प्रक्रिया को अपनाते हुए शैक्षणिक कार्य प्रारंभ करना सुनिश्चित किया जावे।

(3) सेमेस्टर अंतराल (ब्रेक) के दिवसों में एनएसएस/एनसीसी के शिविरों के आयोजन को प्राथमिकता प्रदान की जावे ताकि कार्य दिवसों का मानक लक्ष्य यथावत बना रहे। सक्षम अनुमति प्राप्त कर अकादमिक पर्यटन/टूर/ सेमीनार/कार्यशाला/संगोष्ठी/प्रशिक्षण कार्यक्रम भी इसी दौरान आयोजित किये जावे।

(4) स्नेह सम्मेलन वार्षिकोत्सव, पुरस्कार वितरण एवं वार्षिक–पत्रिका का प्रकाशन तथा विमोचन 09 मार्च 2016 के पूर्व कर लिया जावे।

*सेमेस्टर अंतराल में आवश्यकतानुसार महाविद्यालय के प्राचार्य द्वारा शिक्षकों को रोका जा सकेगा।

1

प्रथम/तृतीय/पंचम सेमेस्टर – कार्य दिवसों की गणना सत्र 2015-16

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जुलाई 2015	31	4 रविवार + 1 अवकाश	26
2	अगस्त 2015	31	5 रविवार + 2 अवकाश	24
3	सितम्बर 2015	30	4 रविवार + 2 अवकाश	24
4	अक्टूबर 2015	31	4 रविवार + 4 अवकाश	23
5	नवम्बर 2015	30	5 रविवार + 6 अवकाश	19
6	दिसम्बर 2015	31	4 रविवार + 1 अवकाश	26
	कुल दिवस	184	184-42	142

द्वितीय/चतुर्थ/षष्ठ सेमेस्टर – कार्य दिवसों की गणना सत्र 2015-16

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जनवरी 2016	31	5 रविवार + 1 अवकाश	25
2	फरवरी 2016	29	4 रविवार + 2 अवकाश	23
3	मार्च 2016	31	4 रविवार + 3 अवकाश	24
4	अप्रैल 2016	30	4 रविवार + 4 अवकाश	22
5	मई 2016	31	5 रविवार + 1 अवकाश	25
6	जून 2016	30	4 रविवार + 0 अवकाश	26
	कुल दिवस	182	182-37	145

(एन.सी. तेकाम)
प्रभारी आयुक्त/अपर संचालक(वित्त)
उच्च शिक्षा, मध्यप्रदेश

2

The Annual Quality Assurance Report (AQAR) of the IQAC
GOVT GIRLS COLLEGE SEHORE (M.P.)

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. GIRLS COLLEGE, SEHORE

1.2 Address Line 1

> BHOPAL NAKA

Address Line 2

> SEHORE

City/Town

> SEHORE

State

> MADHYA PRADESH

Pin Code

> 466001

Institution e-mail address

> heggcseh@mp.gov.in

Contact Nos.

> (07562) 224706

Name of the Head of the Institution:

> Dr. SUMAN TANEJA

Tel. No. with STD Code:

> (07562) 224706

Mobile:

> 9993646669

Name of the IQAC Co-ordinator: DR. G L JAIN

Mobile: 9425650700

IQAC e-mail address: ganeshlaljain@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   RAR-14114

1.4 **NAAC Executive Committee No. & Date:**   EC/62/RAR/134-DATE: JANUARY 05 2013
(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: http://www.mphighereducation.nic.in/InstitutePortal/Default.aspx?InstId=Mjcw

Web-link of the AQAR: http://www.mphighereducation.nic.in/InstitutePortal/Public/Reports.aspx?DT=MQ==&InstId=Mjcw

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	1st Cycle	B+	76.50	2007	5 YEAR
2	2nd Cycle	B	2.84	2012	5 YEAR
3	3rd Cycle	NIL	NIL	NIL	NIL
4	4th Cycle	NIL	NIL	NIL	NIL

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   12/05/2014

1.8 AQAR for the year *(for example 2010-11)*   2016-17

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

   i.   AQAR _____2013-14_____ ___15.01.2015_____ (DD/MM/YYYY)4
   ii.   AQAR _____2014-15_____ _____15.10.2015_____ (DD/MM/YYYY)
   iii.   AQAR _____2015-16_____ _____25.04.2017_____(DD/MM/YYYY)
   iv.   AQAR_____ _____ ___(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)   [.   B.C.A. , B.B.A.]

1.12 Name of the Affiliating University *(for the Colleges)*   [BARKATULLAH UNIVERSITY BHOPAL (M.P.)]

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

Autonomy by State/Central Govt. / University | NIL |

University with Potential for Excellence | NIL | UGC-CPE | NIL |

DST Star Scheme | NIL | UGC-CE | NIL |

UGC-Special Assistance Programme | NIL | DST-FIST | NIL |

UGC-Innovative PG programmes | NIL | Any other (*Specify*) | NIL |

UGC-COP Programmes | NIL |

2. IQAC Composition and Activities

2.1 No. of Teachers

| 04 |

2.2 No. of Administrative/Technical staff

| 01 |

2.3 No. of students

| 02 |

2.4 No. of Management representatives

| 01 |

2.5 No. of Alumni

| 02 |

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

| 01 |

2.9 Total No. of members

| 13 |

2.10 No. of IQAC meetings held   **02**

2.11 No. of meetings with various stakeholders: No. | 2 | Faculty | 1 |

Non-Teaching Staff Students | | Alumni | 1 | Others | |

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

If yes, mention the amount | NIL | | | | √ |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 02 | International | N | National | 01 | State | 01 | Institution Level | N |

(ii) Themes

| 1.WORKSHOP – QUESTION BANK WORKSHOP BY SOCIOLOGY DEPARTMENT. Library workshop |

2.14 Significant Activities and contributions made by IQAC

| Bhasha sudhar, abhivayakti , internet awareness programmes |

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
Enhancement of infrastructure	Increase the number of Rooms
Increase the number of books and journals	Increase the knowledge bank for students
ICT adaptation	e-library imitated
Community awareness programmes	NSS camp and other activities like SWACH BHARAT ABHIYAN programmes, Tree plantation, women empowerment programmes
To organize state and national sports activites	Students performance increased in sports activities. College hosted the state level programmes
Teaching learning enhancement	Adoption of new teaching methods using ICT

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No √

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

No

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	-	-	-	-
PG	-	-	-	-
UG	06	-	03	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	06	-	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	06
Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders*   Alumni [3]   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.

    NIL

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

> NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	07	-	04	-

2.2 No. of permanent faculty with Ph.D.

> 10

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
09	02	NIL	NIL	04	0	0	0	13	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

> 13   0   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	23	02
Presented papers	07	17	01
Resource Persons	00	02	01

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

> 1. Zero class in the beginning of the session
> 2. Teaching through Smart classes
> 3. .Teaching through Virtual classes

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)

> As per affiliating university rules

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

> 02   02   02

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.A.	105	NA	50	47	8	92.38
B.COM	107	NA	67	35	5	82.7
BBA	10	NA	10	-	-	100
BCA	11	NA	8	2	1	100
BSC	NA	NA	NA	NA	NA	NA

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

Through feedback mechanism and analysis of teaching procedures.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	04
Others	NIL

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	01	01	01	NIL
Technical Staff	05	NIL	05	NIL

Criterion – III

3. Research, Consultancy and Extension

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

ENCOURAGES STAFF TO PERFORM BETTER RESERCH ACTIVITIES AND TRY
TO GET THE WORK PUBLISHED.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	NIL	NIL	NIL
Non-Peer Review Journals	NIL	NIL	NIL
e-Journals	NIL	NIL	NIL
Conference proceedings	NIL	NIL	NIL

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:- Nil

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects *(other than compulsory by the University)*	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

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

ii) Without ISBN No. | 01 |

3.8 No. of University Departments receiving funds from nil

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   NIL   Autono[ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	NIL	01	01	NIL	NIL
Sponsoring agencies	NIL	UGC	UGC	NIL	NIL

3.12 No. of faculty served as experts, chairpersons or resource persons | 02 |

3.13 No. of collaborations NIL International [ ]   National [ ]   ny other [ ]

3.14 No. of linkages created during this year | NIL |

3.15 Total budget for research for current year in lakhs : NIL

From Funding agency [ ]   From Management of University/College [ ]

Total [ ]

3.16 No. of patents received this year

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

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
				01		

3.18 No. of faculty from the Institution who are Ph. D. Guides   `02` `04`
   and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution   `01`

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

   JRF `   `   SRF `   `   Project Fellows `   `   Any other `   `

3.21 No. of students Participated in NSS events:

   University level `NIL`   State level `01`

   National level `01`   International level `NIL`

3.22 No. of students participated in NCC events: *NIL*

   University level `NIL`   State level `NIL`

   National level `NIL`   International level `NIL`

3.23 No. of Awards won in NSS: *NIL*

   University level `NIL`   State level `NIL`

   National level `NIL`   International level `NIL`

3.24 No. of Awards won in NCC: NIL

   University level `NIL`   State level `NIL`

   National level `NIL`   International level `NIL`

3.25 No. of Extension activities organized

   University forum `NIL`   College forum `NIL`

   NCC `NIL`   NSS `02`   Any other `NIL`

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

- Visit to Parle G- by Commerce department

- Visit to Bharat Bhawan & Indira Gandhi Manav sangrahlaya Bhopal.

- Visit to Resham Kendra , College Chalo Abhiyan Mela.

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	6.10 Acre	nil	nil	6.10 Acre
Class rooms	25	03	RUSA	27
Laboratories	01	03	Rusa	04
Seminar Halls	nil	NIL	NIL	NIL
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Nil	9 8	Govt. UGC	17
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	600000 274840	Govt. UGC	Nil
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

> Initiated computer work in administration process
>
> Computerization of Library in process

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17302	1832389	254	33654	17556	1866043
Reference Books	8337	632852	525	231685	8862	864537
e-Books	-	-	-	-	-	-
Journals	04		06		10	
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	56	23	16	03	02	16	11	06
Added	-	-	-	-	-	-	-	-
Total	56	23	16	03	02	16	11	06

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

> Smart class teaching and virtual classes, lectures for office and other staff regarding uses of computers

4.6 Amount spent on maintenance in lakhs :

 i) ICT
`105427`

 ii) Campus Infrastructure and facilities
`344038`

 iii) Equipments
`46399`

 iv) Others
`43026`

Total :
`538890`

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Poverty scholarship scheme in college stationary, books provided,
> organised health camp

5.2 Efforts made by the institution for tracking the progression

> Teaching through smart classes to Provide technical knowledge
>
> Feedback system from students and alumni
>
> Results analysis

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1018	0	0	0

(b) No. of students outside the state

nil

(c) No. of international students

nil

Men

No	%
0	0

Women

No	%
0	0

Last Year (2015-16)						This Year(2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
137	236	22	525	3	912	135	265	45	640	02	1085

Demand ratio   1:2   Dropout 4 %

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

NIL

No. of students beneficiaries   NIL

5.5 No. of students qualified in these examinations: Nil

NET ☐   SET/SLET ☐   GATE ☐   CAT ☐

IAS/IPS etc ☐   State PSC ☐   UPSC ☐   Others ☐

5.6 Details of student counselling and career guidance

> Lectures organized as per calendar
>
> Short term training program on Tally, Fashion Designing

No. of students benefitted | 600 |

5.7 Details of campus placement: Nil

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NiL	NiL	NiL	NiL

5.8 Details of gender sensitization programmes

> Nil

5.9 Students Activities

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

State/ University level | 14 | National level | 14 | International level | - |

No. of students participated in cultural events

State/ University level | 6 | National level | - | International level | - |

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

Sports : State/ University level | 01 | 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	08	5415
Financial support from government	1020	4976525
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives: NIL

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   NIL

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: लक्ष्य आधारित गुणात्मक शिक्षा एवं शोध के क्षेत्र में उत्कृष्ट केंद्र के रूप में स्थापित होकर समाज की निर्णायक एवं विकासात्मक गतिविधियों में सक्रिय एवं सार्थ सहभागिता हेतु विद्यार्थियों को सशक्त एवं सम्पूर्ण नागरिक बनाने में शिक्षा का सदुपयोग करना।

Mission:

❖ समाज में सकारात्मक भूमिका निभाने हेतु युवा पीढ़ी को गुणात्मक शिक्षा एवं शोध के अवसर प्रदान करना।

❖ व्यावसायिक एवं उद्यमी समाज के परिदृश्य के अनुरूप आवश्यक सभी क्षेत्रों में युवा पीढ़ी के कौशल को तराशना, दक्षताऐं प्रदान करना।

❖ युवा पीढ़ी में आत्म – विश्वास का संचार, व्यक्तित्व विकास, अनुसंधानात्मक प्रवृत्तियों, समानता की भावना तथा राष्ट्रप्रेम की भावना प्रस्फुटित करने हेतु वातावरण प्रदान करना।

❖ ज्ञानपूर्ण और कल्याणकारी समाज के सत्त उन्नयन के लिये शिक्षा के सदुपयोग से मुख्य भूमिका का निर्वहन करना।

महाविद्यालय के सभी शैक्षणिक एवं गैर – शैक्षणिक कार्यक्रमो की दिशा, विद्यार्थियों को समाज के नव – निर्माण, समानता के अधिकारी एवं गरिमामय व्यक्तित्व की सीख दने की ओर केन्द्रित होगी ताकि समुचित शिक्षा के अलोक से विद्यार्थी एव सुसंस्कृत, उतरदायी, संवेदनशील व्यक्ति तथा देश के श्रेष्ठ नागरिक बन सकें।

6.2 Does the Institution has a management Information System

nil

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

6.3.1 Curriculum Development

Virtual lectures

Guest lectures

6.3.2 Teaching and Learning

Smart class teaching

Continuous comphrensive evaluation

6.3.3 Examination and Evaluation

As per university rules

6.3.4 Research and Development

Research projects by faculty

Research paper preparation and presentation by faculty members

6.3.5 Library, ICT and physical infrastructure / instrumentation

N-list , smart class teaching , women gym facility for students

6.3.6 Human Resource Management

Involvement of men power as per college needs with JBS

Faculty training and orientation

6.3.7 Faculty and Staff recruitment

Regular faculty is appointed by the Govt. Whereas extra requirement is fulfilled through JBS recruitment and guest faculty .

6.3.8 Industry Interaction / Collaboration

nil

6.3.9   Admission of Students

Department of higher education Madhya Pradesh Bhopal proposes the online admission process every year and the college follows the same as per university instructions.

6.4 Welfare schemes   for

Teaching	nil
Non teaching	nil
Students	Various scholarships as per govt. rules

6.5 Total corpus fund generated

nil

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	√	Higher education department	√	principal
Administrative	√	Nodal college sehore	√	principal

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

For UG Programmes   Yes ☐   No √

For PG Programmes   Yes ☐   No √

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

Not applicable

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

Not applicable

6.11 Activities and support from the Alumni Association

Alumni inspire students in the field of academic , cultural and sports activities also serves as invigilators in university examinations

6.12 Activities and support from the Parent – Teacher Association

Gets suggestion for improvement

6.13 Development programmes for support staff

Trainings

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

Tree plantation, Rain water Treatment

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> Guest lecturers arranged for students for various topics
>
> Sports activates and self defence training including Yoga classes for faculty and students

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

> E-library
>
> Health camps in nearby villages
>
> Dental check up of students
>
> Infrastructure development
>
> Promotion of basic facilities in the college premises
>
> Laboratory facilities enriched
>
> 3 day Workshop organised by library science and one day Workshop organised sociology department
>
> Guest lecturers arranged by all the departments for students
>
> Student workshop organised by commerce, home science, and chemistry department
>
> Education and industrial tours were arranged by all departments

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

> Practice of presenting a Thought and News of the day during Assembly time
>
> Library question for general knowledge

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

7.4 Contribution to environmental awareness / protection

> Cleanliness camps are organized.
>
> Tree plantations in and outside the campus
>
> Motivational lectures on environmental issues

7.5   Whether environmental audit was conducted?   Yes ☐   No ☑

8. **Plans of institution for next year**

> Infrastructure development
>
> Improvement in facilities
>
> Organise seminar and workshop
>
> Organise social activities regarding health and environmental awareness
>
> Training for faculty and students
>
> Educational tours
>
> Inter disciplinary lectures
>
> Increase the number of ICT equipments
>
> Registration of alumni association
>
> Canteen facility

Name _____   *Name _____*

        _____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

8. Plans of institution for next year

Infrastructure development

Improvement in facilities

Organise seminar and workshop

Organise social activities regarding health and environmental awareness

Training for faculty and students

Educational tours

Inter disciplinary lectures

Increase the number of ICT equipments

Registration of alumni association

Canteen facility

Name DR. G. L. JAIN

_JT&/ ग_

Signature of the Coordinator, IQAC

Name DR. SUMAN TANEJA

SSanja

Signature of the Chairperson, IQAC

अकादमिक कैलेंडर सत्र 2016-17

(समस्त कक्षाओं के लिए प्रभावशील)

अकादमिक कार्य	प्रथम / तृतीय / पंचम सेमेस्टर	द्वितीय / चतुर्थ / षष्ठ सेमेस्टर
आरंभिक कक्षाएं / शून्य कक्षाएं / स्वाट विश्लेषण	01 जुलाई से 13 जुलाई 2016 (10 कार्य दिवस)	02 जनवरी 2017 (01 कार्य दिवस)
शैक्षणिक एवं सतत् समग्र मूल्यांकन कार्य	14 जुलाई से 07 नवम्बर 2016 (90 कार्य दिवस)	03 जनवरी से 25 अप्रैल 2017 (90 कार्य दिवस)
सी.सी. ई. कार्य	सितम्बर चतुर्थ सप्ताह	मार्च द्वितीय सप्ताह
परीक्षा पूर्व तैयारी अवकाश	08 नवम्बर से 14 नवम्बर 2016 (कुल 07 दिवस)	26 अप्रैल से 27 अप्रैल 2017 (कुल 02 दिवस)
प्रायोगिक परीक्षाएँ (स्नातक एवं स्नातकोत्तर कक्षाएं)	15 अक्टूबर से 07 नवम्बर 2016 के मध्य	25 मार्च से 25 अप्रैल 2017 के मध्य
सेमेस्टर एवं एटीकेटी परीक्षा	15 नवम्बर से 21 दिसम्बर 2016	28 अप्रैल से 26 मई 2017
परीक्षा परिणामों की घोषणा	31 दिसम्बर 2016 तक	15 जून 2017 तक
सेमेस्टर अंतराल (ब्रेक) विद्यार्थियों के लिए	22 दिसम्बर से 31 दिसम्बर 2016 (10दिवस)	27 मई से 30 जून 2017 (35दिवस)
सेमेस्टर अंतराल (ब्रेक) शिक्षकों के लिए *	22 दिसम्बर से 31 दिसम्बर 2016 (10दिवस) *	27 मई से 15 जून 2017 (20 दिवस) *

- छात्रसंघ गठन : अगस्त / सितम्बर – 2016
- खेलकूद / युवा उत्सव / अन्य गतिविधियाँ (एक सप्ताह) : माह अक्टूबर 2016
- दीपावली अवकाश : **28 अक्टूबर से 01 नवम्बर 2016 तक**
- वार्षिकोत्सव / पुरस्कार वितरण एवं वार्षिक पत्रिका का प्रकाशन एवं विमोचन : फरवरी अंतिम सप्ताह / मार्च प्रथम सप्ताह 2017 (अधिकतम 04 दिवस)

टीप :–

(1) अपरिहार्य कारणवश शैक्षणिक कार्य निर्धारित मानक दिवसों से कम होने की दशा में महाविद्यालय / विवि स्तर पर शैक्षणिक कालखण्डों की अवधि में आवश्यकतानुसार वृद्धि कर शैक्षणिक दिवसों की पूर्ति की जाये ताकि अकादमिक कैलेण्डर का पालन समयानुसार सुनिश्चित किया जा सके।

(2) स्नातक एवं स्नातकोत्तर प्रथम सेमेस्टर के अतिरिक्त अन्य सभी कक्षाओं में प्रवेश हेतु मार्गदर्शी सिद्धांत (2016-17) में उल्लिखित प्रवेश नवीनीकरण प्रक्रिया को अपनाते हुए शैक्षणिक कार्य प्रारंभ करना सुनिश्चित किया जाये।

(3) सेमेस्टर अंतराल (ब्रेक) के दिवसों में एनएसएस / एनसीसी शिविरों के आयोजन को प्राथमिकता प्रदान की जावे ताकि कार्य दिवसों का मानक लक्ष्य यथावत बना रहे। सक्षम अनुमति प्राप्त कर अकादमिक पर्यटन / टूर / सेमीनार / कार्यशाला / संगोष्ठी / प्रशिक्षण कार्यक्रम भी इसी दौरान आयोजित किये जाये।

(4) स्नेह सम्मेलन वार्षिकोत्सव, पुरस्कार वितरण एवं वार्षिक-पत्रिका का प्रकाशन तथा विमोचन 09 मार्च 2017 के पूर्व कर लिया जाये।

* महाविद्यालय के प्राचार्य द्वारा सेमेस्टर अंतराल में आवश्यकतानुसार शिक्षकों को रोका जा सकेगा।

प्रथम / तृतीय / पंचम सेमेस्टर – कार्य दिवसों की गणना सत्र 2016–17

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जुलाई 2016	31	5 रविवार + 1 अवकाश	25
2	अगस्त 2016	31	4 रविवार + 3 अवकाश	24
3	सितम्बर 2016	30	4 रविवार + 1 अवकाश	25
4	अक्टूबर 2016	31	5 रविवार + 5 अवकाश	21
5	नवम्बर 2016	30	4 रविवार + 2 अवकाश	24
6	दिसम्बर 2016	31	4 रविवार + 2 अवकाश	25
	कुल दिवस	184	184–40	144

द्वितीय / चतुर्थ / षष्ठ सेमेस्टर – कार्य दिवसों की गणना सत्र 2016–17

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जनवरी 2017	31	5 रविवार + 1 अवकाश	25
2	फरवरी 2017	28	4 रविवार + 2 अवकाश	22
3	मार्च 2017	31	4 रविवार + 2 अवकाश	25
4	अप्रैल 2017	30	5 रविवार + 4 अवकाश	21
5	मई 2017	31	4 रविवार + 1 अवकाश	26
6	जून 2017	30	4 रविवार + 2 अवकाश	24
	कुल दिवस	181	181–38	143

आयुक्त
उच्च शिक्षा, मध्यप्रदेश

Govt. Girls College Sehore (M.P.)
The Annual Quality Assurance Report (AQAR) of the IQAC
(July 1, 2017to June 30, 2018)

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Govt. Girls College, Sehore

1.2 Address Line 1

> Bhopal naka

Address Line 2

> Sehore

City/Town

> sehore

State

> Madhya Pradesh

Pin Code

> 466001

Institution e-mail address

> heggcseh@mp.gov.in

Contact Nos.

> (07562) 224706

Name of the Head of the Institution:

> Dr. Suman Taneja

Tel. No. with STD Code:

> 07562-224706

Mobile:

> 9993646669

Name of the IQAC Co-ordinator:

Dr. Jaya Sharma

Mobile:

9977862071

IQAC e-mail address:

heggcseh@mp.gov.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

RAR-14114

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)

EC/62/RAR/134-DATE JAN 5 2013

1.5 Website address:

http://www.ggcsehore.in/

Web-link of the AQAR:

http://ggcsehore.in/page.php?pid=97

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	1st Cycle	B	76.5	2007	5 year
2	2nd Cycle	B	2.84	2012	5 YEAR
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

12/05/2014

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

2017-18

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

  i.   AQAR ____2013-14_____15.01.2015_____ (DD/MM/YYYY)
 ii.   AQAR____2014-15_____ _____15.10.2015_____ (DD/MM/YYYY)
iii.   AQAR_____2015-16_____ _____25.04.2017_____ (DD/MM/YYYY)
 iv.   AQAR_____2016-17_____ _____26.10.2017_____ (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 ☐

UGC   (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)   . BCA, BBA

1.12 Name of the Affiliating University *(for the Colleges)*   BARKATULLAH UNIVERSITY BHOPAL M.P.

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

Autonomy by State/Central Govt. / University

nil

University with Potential for Excellence	nil	UGC-CPE	nil
DST Star Scheme	nil	UGC-CE	nil
UGC-Special Assistance Programme	nil	DST-FIST	nil
UGC-Innovative PG programmes	nil	Any other (*Specify*)	nil
UGC-COP Programmes	nil		

2. IQAC Composition and Activities

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

6

2.4 No. of Management representatives

1

2.5 No. of Alumni

2

2. 6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

-

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

| 4 |

2.11 No. of meetings with various stakeholders: No. | 5 | Faculty | 1 |

Non-Teaching Staff Students | 3 | Alumni | 1 | 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. | 1 | International | | National | 1 | State | | Institution Level | |

(ii) Themes | INDIAN HIGHER EDUCATION SYSTEM: ISSUES AND CHALLENGES |

2.14 Significant Activities and contributions made by IQAC

- PRAVESHUTSAV PROGRAMME FOR FRESHERS AND FAREWELL PROGRMMES FOR FLNAL YEAR STUDENTS IS ORGANISED

- ABHIVAYAKTI ACTIVITY DONE REGULARLY

- NATIONAL LEVEL SEMINAR ORGANISED ON " INDIAN HIGHER EDUCATION SYSTME: ISSUES AND CHALLENGES"

- CLEANLINESS AWARNESS ACTIVITIES

- LECTURES ON FINANCIAL AWARNESS, AND GST

- INTERNATIONAL YOGA DAY CELEBRATION

- CELLEBRATION OF NATIONAL FESTIVALS TO ENCOURAGE PATRIOTIC FEELING AMOUNG STUDENTS

- CAREER GUIDENCE CELL STRENGTHEN

- VOTER AWARNESS PROGRAMME

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
Infrastructural Development	One seminar Hall and new 5 class rooms constructed in the institution
Workshop/ Seminar conducted	Conducted one day workshop for students on GST Organised one day national seminr on "Indian Higher Education System: Issues and challenges" on 16 jan 2018
Improvement in facilities	New equipments purchased through Govt. Fund under RUSA for computer and science lab. Canteen facility started and drinking water facility at Girl's Hostel and college premises improved through installation of Water Cooler. To facilitate the laboratory work under science stream proposal has been sent to Govt. for sanction of fund. For the time being about 6 class rooms have been equipped for providing students practical facility. To enhance library work one class room is attached to the present library.
Social activates for Health and Environmental awareness	Lectures and plantation were organised for environmental awareness. Polythin restrictive activites in the form of Nukkad Natak and Human Chain were organised in the premises on 18.07.2017and at Gram Pachama on 2.10.2017. Campus cleaning campaign was performed on 2.8.17 to 8.8.17 under SWACHA BHARAT initiative. Health camp was organised at Gram Pachama on 22.08.2017 On 24.09.17 class room cleanliness activity and dustbin decoration was performed by the students. On 1.9.17 SAVE RIVERS AWARENESS PROGRAMME was organised by NSS. Students are motivated to plant trees in the premises and look after them. They are also motivated to practice the same around their locality.

	On 1.12.17 Raily, NUKKAD NATAK, SPEECH , POSTER, SLOGAN etc. was organised under AIDS awareness.
	Through NSS and Red cross activates health check up camps for Eye Test and Haemoglobin Test were organised on 8.12.17.
	Blood donation camp were organised at District Hospital on 9.12.2017 in which students and faculty donated blood.
	On 19.1.18 Human Chain was created for Voters Awareness programme.
	On 23.01.18 studetns visited nearby villages to motivate people regarding Puls Polio, Swachhta Abhiyan and Voting.
	On 25.01.18 a SIGNATURE CAMPAIN AND NUKKAD NATAK WAS initiated in the college for Voter's Awareness Campaign.
	Two students were selected under MAA TUGHE PRANAM scheme of government and visited the Baagha Border near Amritsar.
	On 6.4.18 organised lecture related to use of Ayurved products in place of Chemical products for personal and family use.
Encouraging students to participate in sports and health activities	Sports department organised training on karate from 21.8.17 to 10.09.2017 with UGC and from another three month Karate training for students. IQAC motivated the students to participated and take part in related competition. Organised Samuhik Surya Namaskar on 12 Jan 18 and International YOGA day on 21 June 2018. Conducated 3 days seminar on YOGA for students
Strength career guidance cell	The cell organised students exhibition cum sell for the products prepared by them under the training programmes organised for Fashion Designing It has also organized training programmes of Tally , and preparation for competitive examination.
Strengthen Parents Teacher Asssociation	Conducted Parents Teachers Meet to increase communication
Alumni Meet	Organised alumni meets twice a year
Training for faculty and	Online fee collection system started , ICT involvement and digitization

students	From 11.9.17 to 15.09.17 training was organised for 40 students for Tally with celebration from CRISP BHOPAL
	Two faculties were facilited to get one week training on " Managing Self and Motivation", at CRISP Bhopal.
Education Tours	On 9.9.17 English and Commerce and science department took educational tour of 70 students to SANCHI and UDAYGIRI CAVES.
	Students were taken to Visit Madhya Pradesh Science and Technology Centre at Bhopal and Shorya Smarak.
	Students participated in the Science Fair of MPCST also.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes   √   NO   ☐

Management ☐   Syndicate ☐   Any other body   JBS

Provide the details of the action taken

Being a state government college, no statutory body is formed at college level.

Only JBS is Functional.

JBS provides funds for IQAC activities

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				
PG				
UG	6		3	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	6		3	

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	6
Trimester	
Annual	6

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.

> Affiliated colleges do not have that power to revise syllabus

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

> nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	4	4	3	0

2.2 No. of permanent faculty with Ph.D.

10

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
4	2	4	0	3	0	0	0	11	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

12   0   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	34	1
Presented papers	4	23	0
Resource Persons	0	0	0

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

USE OF ICT IN TEACHING, classroom teaching by students, virtual classes

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

185

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,

nil

Double Valuation, Photocopy, Online Multiple Choice Questions)

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

2		

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	134	-	13	45	42	95
BCOM	126	-	37	63	-	90
BBA	5	-	100	-	-	100
BCA	13	-	69	8	23	77
B.Sc. BIO	36	-	94	3	3	97
B.Sc. MATHS	43	-	79	9	12	88

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

Through feedback from students and attendance record of teachers

Chairperson of IQAC acknowledges the on time completion of syllabus

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programme	2
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	1
Others	1

2.14 Details of Administrative and Technical staff

Category	Number of Permanent	Number of Vacant	Number of permanent	Number of positions filled

	Employees	Positions	positions filled during the Year	temporarily
Administrative Staff	2	1	0	nil
Technical Staff	4	1	0	1

criterion – III

3. Research, Consultancy and Extension

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

Encourages staff members to participate in research activities and research paper publication.

Also working for introduction of Post graduation programmes for initiating research facilities for students

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	0	0
Non-Peer Review Journals	3	0	0
e-Journals	0	0	0
Conference proceedings / (BOOK)	0	8	0

3.5 Details on Impact factor of publications:

Range [4.7]   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	0	0	0	00
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects *(other than compulsory by the University)*	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

3.7 No. of books published   i) With ISBN No. [1]   Chapters in Edited Books [   ]

ISBN 978-93-87580-04-6

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from NA

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges

Autonomy [nil]   CPE [nil]   DBT Star Scheme [nil]

INSPIRE [nil]   CE [nil]   Any Other (specify) [RUSA]

3.10 Revenue generated through consultancy [NIL]

3.11 No. of conferences/Seminars organized by the Institution

Level	International	National	State	University	College
Number	0	1 Seminar	0	0	1
Sponsoring agencies	0	Janbhagidari samiti of the college	0	0	IQAC

3.12 No. of faculty served as experts, chairpersons or resource persons [1]

3.13 No. of collaborations   International [0]   National [0]   Any other [0]

3.14 No. of linkages created during this year [0]

3.15 Total budget for research for current year in lakhs :

From Funding agency [0]   From Management of University/College [0]

Total [0]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0						

3.18 No. of faculty from the Institution
   who are Ph. D. Guides   2
   and students registered under them   3

3.19 No. of Ph.D. awarded by faculty from the Institution   0

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

JRF   0   SRF   0   Project Fellows   0   Any other   0

3.21 No. of students Participated in NSS events:

University level   0   State level   1

National level   0   International level   0

3.22 No. of students participated in NCC events:

University level   0   State level   0

National level   0   International level   0

3.23 No. of Awards won in NSS:

University level   0   State level   0

National level   0   International level   0

3.24 No. of Awards won in NCC:

University level	0	State level	0
National level	0	International level	0

3.25 No. of Extension activities organized

University forum	0	College forum	0		
NCC	0	NSS	4	Any other	1

District level prize distribution programme organised by District Coordinator and university coordinator NSS

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

- Swach Bhart Abhiyan related Railly organised by Red Ribbon Club

- Blood donation camp at District City hospital

- Organised health check up camp at Village Pachama

- Organised one day workshop for AIDS Awarness at District level

- Participated in awareness programmes organised by collectorate Sehore related to Nasha Mukti

- Collaborated with Sankalp Nasha Mukti Kendra Sehore for helping in their activities

- Oganised lectures with Mahila Bal Vikas Adhikari related to women empowrment

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	6.10 Acre	Nil	Nil	6.10 Acre
Class rooms	18	0	-	18
Laboratories	4	3	-	7
Seminar Halls	0	1	rusa	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	71 12	RUSA. UGC	83
Value of the equipment purchased during the year (Rs. in Lakhs)		584311 384755		584311 384755
Others	0	0		0

4.2 Computerization of administration and library

> Initiated computer work in administration process
>
> Computerization of Library in process student online excess through library started.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17556	1866043	112	23513	17668	1889556
Reference Books	8862	864537	5	1725	8867	866262
e-Books	0	0	0	0	0	0
Journals	10	0	0	0	10	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	56	1	YES Wi fi and BSNL broadband	01	02	yes	16	0
Added	0	0	0	0	0			
Total	56	1		1	2		16	

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

> Teachers are motivated to teach with Smart class teaching method and also for taking virtual classes lectures.
>
> College has taken the initiative for Digitization and implementation of a paperless office. Training for which is being given to office staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT

340931

ii) Campus Infrastructure and facilities

48182

iii) Equipments

256001

iv) Others

-

Total :

645114

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Through circulars for students

- Through Suggestion Box

- Through display on notice boards

- Through IQAC meetings their views are taken from representatives

- Facilities enhancement in the form of facilitating smart classes with curtains, furniture etc.

5.2 Efforts made by the institution for tracking the progression

Feedback system from student and alumni

Result analysis at department level

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1213	nil	nil	nil

(b) No. of students outside the state

0

(c) No. of international students

nil

Men

No	%
0	0

Women

No	%
0	0

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
135	265	45	640	2	1085	134	294	76	709	2	1213

Demand ratio   120%   Dropout about 2%

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

> Special coaching is given through 21 days training under Career Guidance Scheme
>
> Also assistance is given as desired by the students apart from regular time table

No. of students beneficiaries   60

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

> Lectures organised as per calendar prescribed by Government
>
> Short term training program on Tally, Fashion Designing, and preparation for competitive examination
>
> Participation in Employment Fair
>
> Education/ Industrial Tour organised

No. of students benefitted Total   760

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
nil	nil	nil	nil

5.8 Details of gender sensitization programmes

> Lectures are arranged from time to time
>
> During Assembly discussion are held with students

5.9 Students Activities

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

State/ University level | 6 | National level | 6 | International level | -

No. of students participated in cultural events

State/ University level | 1 | 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	04	6052
Financial support from government	753	4351077
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level | 0 | National level | 0 | International level | 0

Exhibition: State/ University level | 0 | National level | 0 | International level | 0

5.12 No. of social initiatives undertaken by the students | 2

5.13 Major grievances of students (if any) redressed: _nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: लक्ष्य आधारित गुणात्मक शिक्षा एवं शोध के क्षेत्र में उत्कृष्ट केंन्द्र के रूप में स्थापित होकर समाज की निर्णायक एवं विकासात्मक गतिविधियों में सक्रिय एवं सार्थ सहभागिता हेतु विद्दार्थियों को सशक्त एवं सम्पूर्ण नागरिक बनाने में शिक्षा का सदुपयोग करना।

Mission:

❖ समाज में सकारात्मक भूमिका निभाने हेतु युवा पीढ़ी को गुणात्मक शिक्षा एवं शोध के अवसर प्रदान करना।

❖ व्यावसायिक एवं उद्यमी समाज के परिदृश्य के अनुरूप आवश्यक सभी क्षेत्रों में युवा पीढ़ी के कौशल को तराशना, दक्षताऐं प्रदान करना।

❖ युवा पीढ़ी में आत्म – विश्वास का संचार, व्यक्तित्व विकास, अनुसंधानात्मक प्रवृत्तियों, समानता की भावना तथा राष्ट्रप्रेम की भावना प्रस्फुटित करने हेतु वातावरण प्रदान करना।

❖ ज्ञानपूर्ण और कल्याणकारी समाज के सत्त उन्नयन के लिये शिक्षा के सदुपयोग से मुख्य भूमिका का निर्वहन करना।

महाविद्यालय के सभी शैक्षणिक एवं गैर – शैक्षणिक कार्यक्रमो की दिशा, विद्यार्थियों को समाज के नव – निर्माण, समानता के अधिकारी एवं गरिमामय व्यक्तित्व की सीख दने की ओर केन्द्रित होगी ताकि समुचित शिक्षा के अलोक से विद्यार्थी एव सुसंस्कृत, उतरदायी, संवेदनशील व्यक्ति तथा देश के श्रेष्ठ नागरिक बन सकें।

6.2 Does the Institution has a management Information System

no

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

6.3.1 Curriculum Development

Mainly curriculum is decided by the Department of Higher Education M.P. and the affiliating university but the institutions makes sure to complete the syllabus on time and guest lectures and virtual class teaching is also used.

Additional vocational paper is available for B.com with Computer apart from plain course.

6.3.2 Teaching and Learning

Smart class teaching

Teacher's Planner are displayed

Various themes of internal evaluation under the CCE is taken for better learning.

6.3.3 Examination and Evaluation

Main exams are conducted as per university rules

Continuous Comprehensive Evaluation is done based on themes for semester pattern of examination

Quarterly and six monthly exams are held for yearly pattern of examination at college level

Class test are also taken

6.3.4 Research and Development

Research work is promoted by the institution by providing the faculty duty leave for participation and presentation of their research publications/papers in various workshops and seminar. Also the faculties are motivated to take research projects. Faculties are motivated to get registered themselves as research guides.

From this year only the college has got the facility of post graduate courses so the IQAC plans to promote the research work in the students of these classes.

Registered Guide of institution actively monitors the progress of their student.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is equipped with 8 computers with internet facility for the students.

ICT awareness is created by providing students computers for practicing and E-mails

The sports department has latest equipment and a multipurpose sports hall with gym facility for the students.

6.3.6 Human Resource Management

Proper utilization of men power is made through monitoring by the head of the institution.

The issues if arises are resolved by the principal.

For Jan Bhagidary recruitments every year the payment is revised in the JBS meetings.

ER sheet of all regular employees are managed online with government portal

Online records for payment and leave management is done with MPIFMIS

6.3.7 Faculty and Staff recruitment

Regular faculty is appointed by the state government whereas the college tries to cope up with the desired need with recruiting and arranging remaining men power through Jan Bhagidary Fund.

6.3.8 Industry Interaction / Collaboration

nil

6.3.9 Admission of Students

Online admission is done for the Ist year following the rules of department of Higher Education M.P. and for the rest years/ Semesters admissions are given at college level following the same rules.

6.4 Welfare schemes for

Teaching	Govt schemes are provided
Non teaching	All Govt schemes are provided
Students	All schemes as prescribed by the Government

6.5 Total corpus fund generated

nil

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	no		yes	principal
Administrative	yes	Additional Director of Higher Educational Department	Yes	principal

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

For UG Programmes   Yes ☐   No ☑ √

For PG Programmes   Yes ☐   No ☑ √

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

Efforts are done at university level

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

Alumni participate in various college events like annual functions, admission, plantation etc.

Timely meetings are held with Alumni.

6.12 Activities and support from the Parent – Teacher Association

The institution gets suggestions for improvement through Parents Teacher meeting.

Feedback is taken from parents.

6.13 Development programmes for support staff

Training and awareness programmes are organised for the staff as in the previous year
Training was given for online banking measures and online admission process.

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

- Every year plantation is held twice or thrice a year.

- Students are motivated to take care of the plants and grow more and more plants in the premises and also around their houses

- The efforts are being done for improving rain water harvesting .

- Plastic Free Zone Campaign started.

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.

REGULAR CONDUCATION OF STUDENT CENTRIC ACTIVITIES :

Activities like abhivaykti, thought of the day, speeches . special lectures for special days are organised for students .

Outcome : increased confidence level of students

PROMOTION OF CASHLESS SYSTME IN THE INSTITUTION: payment maid available through POS and SBI collect

Outcome: lesser stress on staff and free from cash handling risk.

Students are benefited as they are able to pay the fee from anywhere anytime.

Teaching through planner for timely completion of syllabus

CAREER GUIDANCE AND TRAINING TO STUDENTS : Every year three to four training courses of at least 21 days are organised .

Out come: students get a chance to acquire the skilled knowledge at the institution and also help them get a part time job while there studies.

ICT BASED LEARNING SYSTEM:

OUTCOME: With the help of smart class room teaching learning has become easier for students as well as interesting.

STUDY TOURS FOR STUDENTS: Educational Tours are organised by four departments to help students understand the concepts better.

PROMOTION OF SPORTS ACIVITIES:

Students are encouraged to take part in various training programmes of sports and with the help of continuous practice our students have made remarkable performance and have won many prices at state and national level.

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

Infrastructural Development through class room and lab renovation for students.

Improvement in sanitation facilities including drinking water facility with water cooler at hostel .

One national level seminar organised through IQAC

Departmental Educational Tours were organised

Post graduate courses initiated

Acquired 6 new post from government for three departments as a result of initiation of PG courses.

Special lectures for women empowerment and sports training in Judo, Chess etc. organised for students.

Initiated campus wi-fi facility

New seminar hall constructed through RUSA

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

- REGULAR CONDUCATION OF STUDENT CENTRIC ACTIVITIES: Activities like Abhivaykti, thought of the day, speeches . special lectures for special days are organised for students .

Outcome : increased confidence level of students. Student Assembly is held every day. Student present though of the day and today in the history on daily basis.

- PROMOTION OF SPORTS ACIVITIES:

Students are encouraged to take part in various training programmes of sports and with the help of continuous practice our students have made remarkable performance and have won many prices at state and national level.

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

7.4 Contribution to environmental awareness / protection

TREE PLANTATION ACTIVITY IS HELD TWICE A YEAR

LECTURES ARE ORGANISED FOR KEEPING THE ENVIRoNMENT CLEAN AT COLLEGE LEVEL

SOLAR PANEL INSTALLETION

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

　　　Highest number of teaching staff with Ph.D.

　　　Two cycle of NAAC accreditation with B grade

　　　Environmental Friendly campus

　　　Good infrastructure

WEEKNESS

　　　Campus constraints for development

　　　Outdoor sports facilities not proper available due to lack of sports ground

　　　Rural background of students

　　　English language issues with students

　　　Less responsive parents for educational enhancement

　　　No linkages with industry

OPPORTUNITIES:

　　　Service of Alumni to be proper utilized

　　　Increase collaboration with industry

　　　Vocational course to be introduced

CHALLENGES

　　　To match up with the competition in Research

　　　To introduce more Post Graduate courses

　　　Increase the number of regular faculty members

　　　To increase employability for students by introducing skill based and vocational courses

8. Plans of institution for next year

CONSTRUCTION OF NEW SCIENCE LABS

INCRESING SPORTS FACILITIES

IMPROVEMENT IN NUMBER OF ICT EQUIPMENTS

INCRESE IN BASIC FACITIES IN THE PREMISES

HOSTING A NEW WEB SITE FOR THE INSTITUION

PREPARTAION AND SENDING OF SSR FOR NAAC ACRIDITAION FOR THE THIRD CYCLE

SEMINAR AND WORKSHOP

EDUCATIONAL TOURS

*Dr. Jaya Sharma_*   *Dr. Suman Taneja*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

अकादमिक कैलेंडर सत्र 2017–18
(सेमेस्टर कक्षाओं के लिए प्रभावशील)

अकादमिक कार्य	तृतीय / पंचम सेमेस्टर	चतुर्थ / षष्ठ सेमेस्टर
आरंभिक कक्षाएं / शून्य कक्षाएं / स्वाट विश्लेषण	01 जुलाई से 08 जुलाई 2017 (07 कार्य दिवस)	26 दिसम्बर 2017 (01 कार्य दिवस)
शैक्षणिक एवं सतत् समग्र मूल्यांकन कार्य	10 जुलाई से 02 नवम्बर, 2017 (93 कार्य दिवस)	27 दिसम्बर 2017 से 18 अप्रैल 2018 (92 कार्य दिवस)
सी.सी. ई. कार्य	सितम्बर तृतीय सप्ताह	मार्च द्वितीय सप्ताह
प्रायोगिक परीक्षाएँ (स्नातक एवं स्नातकोत्तर कक्षाएं)	23 अक्टूबर से 09 नवम्बर 2017 के मध्य	02 अप्रैल से 18 अप्रैल 2018 के मध्य
परीक्षा पूर्व तैयारी अवकाश	02 नवम्बर से 09 नवम्बर 2017 (कुल 07 कार्य दिवस)	19 अप्रैल से 21 अप्रैल 2018 (कुल 03 दिवस)
सेमेस्टर एवं एटीकेटी परीक्षा	10 नवम्बर से 14 दिसम्बर 2017	23 अप्रैल से 26 मई 2018
परीक्षा परिणामों की घोषणा	31 दिसम्बर 2017 तक	15 जून 2018 तक
सेमेस्टर अंतराल (ब्रेक) विद्यार्थियों के लिए	15 दिसम्बर से 23 दिसम्बर 2017 (09 दिवस)	28 मई से 30 जून 2018 (34 दिवस)
सेमेस्टर अंतराल (ब्रेक) शिक्षकों के लिए	15 दिसम्बर से 23 दिसम्बर 2017 (09 दिवस)	28 मई से 15 जून 2018 (19 दिवस)

- छात्रसंघ गठन : अगस्त / सितम्बर 2017
- खेलकूद / युवा उत्सव / अन्य गतिविधियों (एक सप्ताह) : माह अक्टूबर 2017
- दीपावली अवकाश : 17 अक्टूबर से 21 अक्टूबर 2017 तक
- वार्षिकोत्सव / पुरस्कार वितरण, वार्षिक पत्रिका का प्रकाशन एवं विमोचन : फरवरी द्वितीय सप्ताह 2018 तक (अधिकतम 4 दिवस)

टीप :–

(1) अपरिहार्य कारणवश शैक्षणिक कार्य निर्धारित मानक दिवसों से कम होने की दशा में, महाविद्यालय / विवि स्तर पर शैक्षणिक कालखण्डों की अवधि में आवश्यकतानुसार वृद्धि कर शैक्षणिक दिवसों की पूर्ति की जाये ताकि अकादमिक कैलेण्डर का पालन समयानुसार सुनिश्चित किया जा सके।

(2) स्नातक एवं स्नातकोत्तर प्रथम सेमेस्टर के अतिरिक्त अन्य सभी कक्षाओं में प्रवेश हेतु मार्गदर्शी सिद्धांत (2017–18) में उल्लिखित प्रवेश नवीनीकरण प्रक्रिया को अपनाते हुए शैक्षणिक कार्य प्रारंभ करना सुनिश्चित किया जाये।

(3) सेमेस्टर अंतराल (ब्रेक) के दिवसों में एनएसएस / एनसीसी शिविरों के आयोजन को प्राथमिकता प्रदान की जावे ताकि कार्य दिवसों का मानक लक्ष्य यथावत बना रहे। सक्षम अनुमति प्राप्त कर अकादमिक पर्यटन / टूर सेमीनार / कार्यशाला / संगोष्ठी / प्रशिक्षण कार्यक्रम भी इसी दौरान आयोजित किये जाये।

(4) स्नेह सम्मेलन वार्षिकोत्सव, पुरस्कार वितरण एवं वार्षिक-पत्रिका का प्रकाशन तथा विमोचन फरवरी द्वितीय सप्ताह 2018 के तक कर लिया जाये।

* महाविद्यालय के प्राचार्य द्वारा सेमेस्टर अंतराल में आवश्यकतानुसार शिक्षकों को रोका जा सकेगा।

तृतीय/पंचम सेमेस्टर – कार्य दिवसों की गणना सत्र 2017–18

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जुलाई 2017	31	5 रविवार	26
2	अगस्त 2017	31	4 रविवार + 2 अवकाश	25
3	सितम्बर 2017	30	4 रविवार + 2 अवकाश	24
4	अक्टूबर 2017	31	5 रविवार + 3 अवकाश	23
5	नवम्बर 2017	30	4 रविवार + 1 अवकाश	25
6	दिसम्बर 2017	31	5 रविवार + 2 अवकाश	24
	कुल दिवस	184	184–37	147

चितुर्थ/षष्ठम सेमेस्टर – कार्य दिवसों की गणना सत्र 2017–18

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जनवरी 2018	31	4 रविवार + 1 अवकाश	26
2	फरवरी 2018	28	4 रविवार + 2 अवकाश	22
3	मार्च 2018	31	4 रविवार + 2 अवकाश	25
4	अप्रैल 2018	30	5 रविवार + 4 अवकाश	21
5	मई 2018	31	4 रविवार + 1 अवकाश	26
6	जून 2018	30	4 रविवार + 1 अवकाश	25
	कुल दिवस	181	181–36	145

आयुक्त
उच्च शिक्षा, मध्यप्रदेश

06 May 2017

सत्र 2017–18 का प्रस्तावित अकादमिक कैलेण्डर

(वार्षिक पद्धति)

स. क्र	विवरण	तिथि
1	प्रवेश प्रारंभ	25.05.2017
2	शिक्षण कार्य प्रारंभ	01.07.2017
3	स्थानांतरण प्रकरणों को छोड़कर अन्य सभी प्रवेश बन्द	30.07.2017
4	संकाय परिवर्तन	08.08.2017 तक
(II) छात्रसंघ गठन/सांस्कृतिक, साहित्यिक, खेलकूद एवं अन्य महाविद्यालयीन गतिविधियाँ		
1	छात्रसंघ गठन	अगस्त/सितम्बर 2017
2	विश्वविद्यालयीन/महाविद्यालयीन/जिला/संभाग/राज्य स्तरीय प्रतिस्पर्धाएं	ये सभी गतिविधियां माह अक्टूबर 2017 तक पूर्ण कर ली जाएं।
3	एन.सी.सी./एन.एस.एस. इत्यादि गतिविधियाँ	
4	वार्षिक स्नेह सम्मेलन/वार्षिक पत्रिका का प्रकाशन एवं विमोचन	फरवरी द्वितीय सप्ताह 2018(अधिकतम 4 दिवस)
(III) आंतरिक मूल्यांकन/वार्षिक परीक्षाएँ		
1	तिमाही आंतरिक मूल्यांकन	सितम्बर अंतिम सप्ताह 2017
2	छैमाही आंतरिक मूल्यांकन	दिसम्बर अंतिम सप्ताह 2017
3	सैद्धान्तिक परीक्षा कार्यक्रम की विस्तृत घोषणा	15 फरवरी 2018
4	सभी स्नातक कक्षाओं की प्रायोगिक परीक्षाओं की तिथि	05 मार्च से 21 मार्च 2018
5	परीक्षा पूर्व तैयारी अवकाश	22 मार्च से 29 मार्च 2018
6	वार्षिक परीक्षा प्रारंभ	30 मार्च से 15 मई 2018
7	सभी परीक्षा परिणाम घोषित होने की तिथि	15 जून 2018
(IV) अवकाश		
1	दीपावली (पॉच दिवस)	17.10.2017 से 21.10.2017
2	शीतकालीन अवकाश	15.12.2017 से 23.12.2017 (कुल 08 कार्य दिवस)
3	ग्रीष्म अवकाश	28.05.2018 से 15.06.2018 (कुल 17 कार्य दिवस)

01 जुलाई 2017 से 30 जून 2018 की सत्रावधि में अध्यापन कार्य दिवस की गणना

(अ)	अवकाश एवं शैक्षणेत्तर गतिविधियों का विवरण	
1	रविवार	52
2	सामान्य अवकाश	20
3	स्थानीय अवकाश	03
4	दीपावली अवकाश	05
ट	महाविद्यालयीन सांस्कृतिक गतिविधियां आदि	10
	योग—	90
(ब)	प्रवेश / परीक्षा / ग्रीष्मावकाश के अशैक्षणिक दिवस	
1	प्रवेश प्रक्रिया (16 मई से 26 मई एवं 16 जून 2017 से 30 जून 2017 तक)	22 कार्य दिवस
2	परीक्षा पूर्व तैयारी	07 कार्य दिवस
3	परीक्षा अवधि	36 कार्य दिवस
4	ग्रीष्मावकाश एवं शीतकालीन अवकाश	25 कार्य दिवस
	योग—	90 कार्य दिवस
(स)	कुल अशैक्षणिक दिवस (अ+ब) 90+90= 180	180 कार्य दिवस
(द)	कुल शैक्षणिक दिवस 365—180= 185	185 कार्य दिवस

नोट— यदि कोई कार्य दिवस किन्ही कारणों से अवकाश घोषित होता है तो इस गणना से पृथक माना जाए।

शासकीय कन्या महाविद्यालय सीहोर (म.प्र.)
आन्तरिक गुणवत्ता एवं मूल्यांकन प्रकोष्ठ

पूर्व छात्र अभिमत पत्रक

पूर्व छात्रा का नाम : ....

पता :...

फोन नम्बर : ....

पाठ्यक्रम / विषय का नाम : ....

पाठ्यक्रम / विषय पूर्ण करने का वर्ष : ....

वर्तमान व्यवसाय / पद का नाम : ....

1) महाविद्यालय मे सीखे गये पाठ्यक्रम / विषय का आपके वर्तमान व्यवसाय / नौकरी मे योगदान / सहायता का मूल्यांकन–

- उत्कृष्ट   ☐
- बहुत अच्छा   ☐
- अच्छा   ☐
- औसत   ☐
- संतोषजनक   ☐

2) आधारिक संरचना एवं प्रयोगशाला सुविधाएं –

- उत्कृष्ट   ☐
- बहुत अच्छा   ☐
- अच्छा   ☐
- औसत   ☐
- संतोषजनक   ☐

3) संकाय सुविधाएं –

- उत्कृष्ट   ☐
- बहुत अच्छा   ☐
- अच्छा   ☐
- औसत   ☐
- संतोषजनक   ☐

4) पुस्तकालय सुविधाएं –
- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

5) कार्यालयीन स्टॉफ –
- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

6) होस्टल सुविधाएं –
- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

7) शैक्षणिक साधन –
- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

8) प्रवेश प्रक्रिया –
- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

9) महाविद्यालय का संपूर्ण मूल्यांकन –

- उत्कृष्ट   ☐
- बहुत अच्छा   ☐
- अच्छा   ☐
- औसत   ☐
- संतोषजनक   ☐

10) आपके शैक्षणिक एवं व्यक्तिगत विकास मे महाविद्यालय द्वारा आयोजित कार्यशालाओं का महत्व –

- उत्कृष्ट   ☐
- बहुत अच्छा   ☐
- अच्छा   ☐
- औसत   ☐
- संतोषजनक   ☐

11) कोई 2 बिन्दु लिखिए जिन पर आपको शासकीय कन्या महाविद्यालय से जुड़े रहने पर गर्व होता है –

- ....
- ....

12) क्या आपको छात्र / पूर्वछात्र रूप मे महाविद्यालय से कोई शिकायत है ?
....

13) कोई अन्य सुझाव –

GOVT. GIRLS COLLEGE SEHORE

ALIMNI FEEDBACK

NUMBER OF RSPONDANCE

	EXCELENT	VERY GOOD	GOOD	AVERAGE	SATISFACTORY	TOTAL
Q1	0	10	30	10	0	50
Q2	0	20	20	10	0	50
Q3	0	10	20	20	0	50
Q4	0	0	10	20	20	50
Q5	0	5	25	15	5	50
Q6	0	0	20	20	10	50
Q7	0	20	20	10	0	50
Q8	0	35	15	0	0	50
Q9	3	32	15	0	0	50
Q10	5	20	25	0	0	50
TOTAL	8	152	200	105	35	500
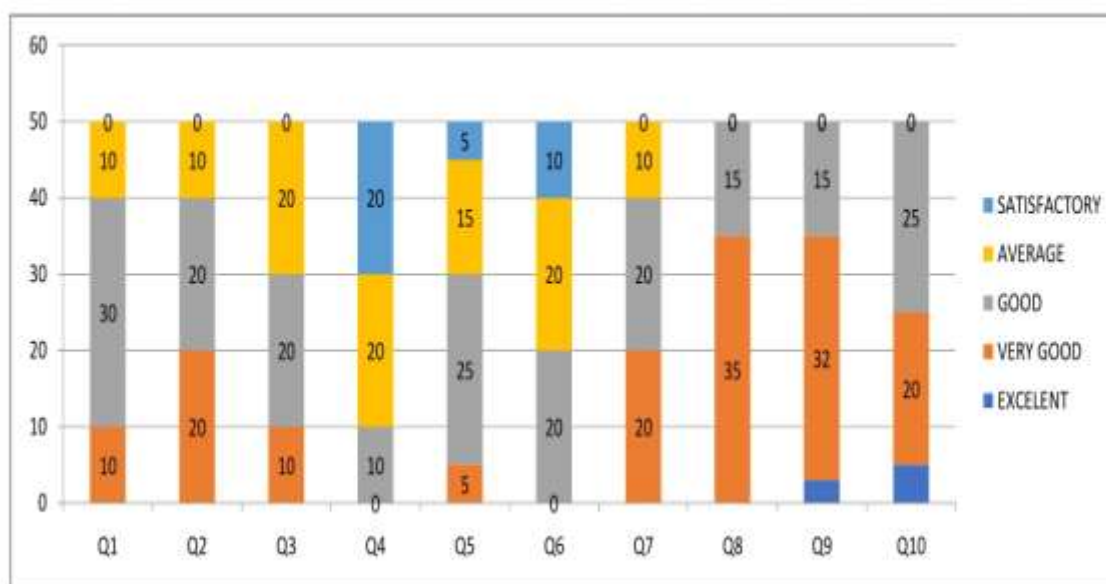
शासकीय कन्या महाविद्यालय सीहोर (म.प्र.)
आन्तरिक गुणवत्ता एवं मूल्यांकन प्रकोष्ठ

अभिभावक अभिमत पत्रक

पिता / अभिभवक का नाम एवं पद / व्यवसाय :–

    1) पिता : ....

    2) माता : ....

पता :– ....

छात्रा का नाम :– ....

संकाय / पाठ्यक्रम :– ....

1) क्या आप इस महाविद्यालय को अन्य महाविद्यालयों से बेहतर पाते है ?
    हॉ / नही

2) क्या महाविद्यालय द्वारा प्रदान की गई सुविधाएॅ पर्याप्त है ?
    हॉ / नही

3) क्या आप अपनी पुत्री के लिये महाविद्यालय परिसर को सुरक्षित पाते है ?
    हॉ / नही

4) क्या आप छात्रावास सुविधा से संतुष्ट है?
    हॉ / नही

5) क्या आप कार्यालय कर्मचारियों के सहयोग से संतुष्ट है ?
    हॉ / नही

6) क्या आप शैक्षणिक स्टाफ से प्रत्यक्ष चर्चा कर पाते है ?
    हॉ / नही

7) क्या आप अपनी पुत्री मे कौशल विकास पाते है ?
    हॉ / नही

8) पाठ्यक्रम के बारे मे सुझाव

....

9) कोई अन्य सुझाव

....

हस्ताक्षर :   1)   2)

दिनांक :

GOVT. GIRLS COLLEGE SEHORE
PARANTS FEEDBACK

NUMBER OF RSPONDANCE

	YES	NO	TOTAL
Q1	86	14	100
Q2	67	33	100
Q3	83	17	100
Q4	33	67	100
Q5	53	47	100
Q6	81	19	100
Q7	62	38	100
TOTAL	465	235	700
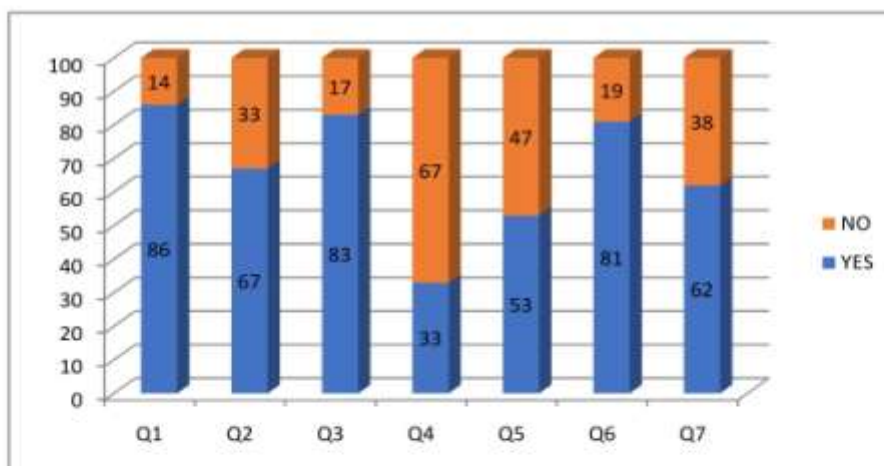
कार्यालय प्राचार्य शासकीय कन्या महाविद्यालय, सीहोर (म.प्र.)

Student Feedback on Teachers

Year 20 - 20

विभाग : _____   सेमेस्टर/वर्ष : _____

कृपया नीचे दिये गये 4 पाइन्ट स्केल के अनुसार शिक्षक का मूल्यांकन अंकित करें।

4.00	3.00	2.00	1.50	0.0
बहुत अच्छा	अच्छा	संतोष जनक		असंतोष जनक
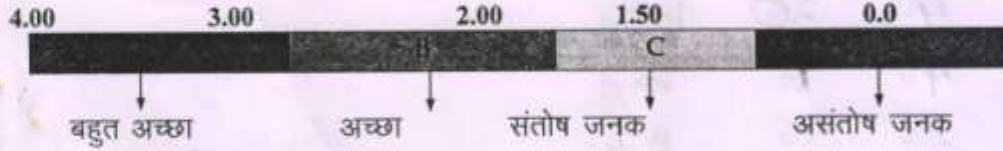
शिक्षक का नाम : _____

मापदंड	A बहुत अच्छा	B अच्छा	C संतोष जनक	D असंतोष जनक
1. शिक्षक का विषय ज्ञान स्तर (आपके द्वारा अनुभव किया गया)				
2. संवाद क्षमता (स्पष्ट उच्चारण व समझाने की क्षमता के संदर्भ में)				
3. शिक्षक की निष्कपटता / वचनबद्धता				
4. शिक्षक के द्वारा जाग्रत की गई रूचि				
5. वृहद स्वरूप प्रदान करने हेतु अध्ययन सामग्री को पर्यावारण व अन्य मुद्दो से जोड़ने की क्षमता				
6. विषय सामग्री को अन्य पाठ्यक्रमो से जोड़ने की क्षमता				
7. कक्षा में एवं कक्षा के बाहर शिक्षक की उपलब्धता। (इसमे अग्रिम अध्ययन व कक्षा के बाहर वार्तालाप हेतु शिक्षक की उपस्थिति सम्मिलित है ताकि विद्यार्थी प्रेरित हो सकें)				
8. क्विज / टेस्ट / असान्मेंन्ट्स / परीक्षाए आदि आयोजित करने की क्षमता।				
9. फिडबेक हेतु पर्याप्त समय का प्रावधान				
10. समग्र मूल्यांकन				

विद्यार्थी का नाम : _____   कक्षा: _____   हस्ताक्षर

GOVT. GIRLS COLLEGE SEHORE
STUDENT FEEDBACK ON TEACHERS

NUMBER OF RESPONDED

	VERY GOOD	GOOD	SATISFACTORY	UNSATISFACTORY	TOTAL
Q1	40	20	8	0	68
Q2	40	15	7	0	62
Q3	25	15	4	0	44
Q4	20	10	4	0	34
Q5	20	10	3	0	33
Q6	20	13	4	0	37
Q7	30	12	3	0	45
Q8	35	10	4	0	49
Q9	30	15	6	0	51
Q10	40	30	7	0	77
TOTAL	300	150	50	0	500
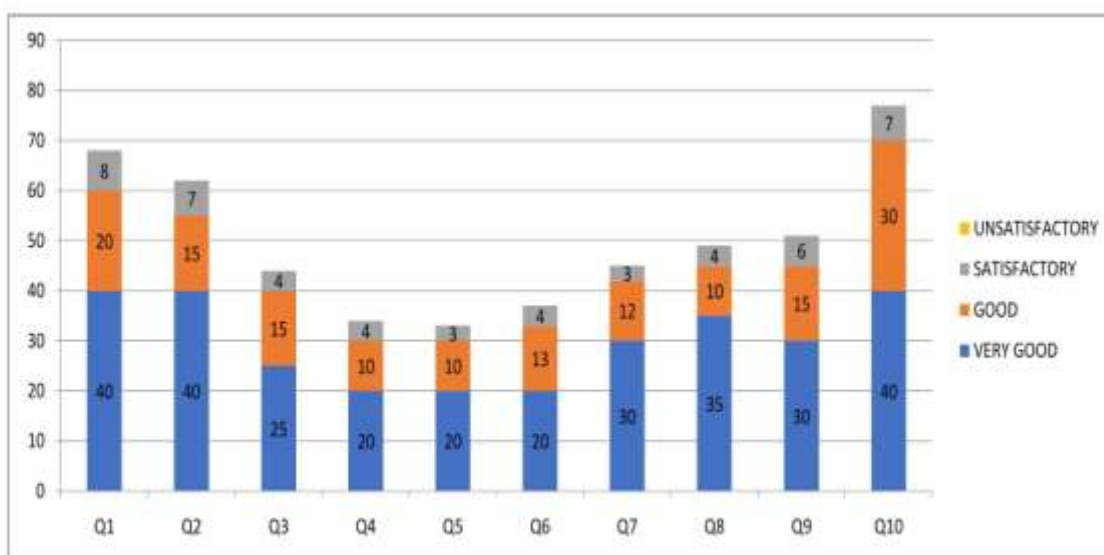
शासकीय कन्या महाविद्यालय सीहोर (म.प्र.)
आन्तरिक गुणवत्ता एवं मूल्यांकन प्रकोष्ठ

$2017 - 18$

अभिभावक अभिमत पत्रक

पिता / अभिभवक का नाम एवं पद / व्यवसाय :–

1) पिता : श्री वद्री प्रसाद
2) माता : श्री मती शारदा
पता :– न्यू पोस्ट आफिस कोलोनी चाणक्यपुरी सीहोर

छात्रा का नाम :– कु. जय श्री चन्द्रकेशी
संकाय / पाठ्यक्रम :– अंग्रेजी साहित्य

1) क्या आप इस महाविद्यालय को अन्य महाविद्यालयों से बेहतर पाते है ?
   हाँ / नही

2) क्या महाविद्यालय द्वारा प्रदान की गई सुविधाऍ पर्याप्त है ?
   हाँ / नही

3) क्या आप अपनी पुत्री के लिये महाविद्यालय परिसर को सुरक्षित पाते है ?
   हाँ / नही

4) क्या आप छात्रावास सुविधा से संतुष्ट है?
   हाँ / नही

5) क्या आप कार्यालय कर्मचारियों के सहयोग से संतुष्ट है ?
   हाँ / नही

6) क्या आप शैक्षणिक स्टाफ से प्रत्यक्ष चर्चा कर पाते है ?
   हाँ / नही

7) क्या आप अपनी पुत्री मे कौशल विकास पाते है ?
   हाँ / नही

8) पाठ्यक्रम के बारे मे सुझाव
   नही

9) कोई अन्य सुझाव
   नही

हस्ताक्षर : 1)   2) शारदा वर्मा
दिनांक : .

शासकीय कन्या महाविद्यालय सीहोर (म.प्र.)
आन्तरिक गुणवत्ता आश्वासन प्रकोष्ठ

2017 – 18

पूर्व छात्र अभिमत पत्रक

पूर्व छात्रा का नाम : कु. जय श्री चन्द्रवंशी

पता : म्यू पोस्ट ऑफिस कालोनी चौपसपुरी सीहोर

फोन नम्बर : 7049072188

पाठ्यक्रम / विषय का नाम : English

पाठ्यक्रम / विषय पूर्ण करने का वर्ष : 2014 – 2015

वर्तमान व्यवसाय / पद का नाम : सरस्वती विद्या मन्दिर सीहोर (शिक्षिका)

1) महाविद्यालय मे सीखे गये पाठ्यक्रम / विषय का आपके वर्तमान व्यवसाय / नौकरी मे योगदान / सहायता का मूल्यांकन–

- उत्कृष्ट ✓
- बहुत अच्छा
- अच्छा
- औसत
- संतोषजनक

2) आधारिक संरचना एवं प्रयोगशाला सुविधाएं –

- उत्कृष्ट
- बहुत अच्छा ✓
- अच्छा
- औसत
- संतोषजनक

3) संकाय सुविधाएं –

- उत्कृष्ट ✓
- बहुत अच्छा
- अच्छा
- औसत
- संतोषजनक

4) पुस्तकालय सुविधाएं –

- उत्कृष्ट ✓
- बहुत अच्छा
- अच्छा
- औसत
- संतोषजनक

5) कार्यालयीन स्टॉफ –

- उत्कृष्ट ✓
- बहुत अच्छा
- अच्छा
- औसत
- संतोषजनक

6) होस्टल सुविधाएं –
   - उत्कृष्ट
   - बहुत अच्छा ✓
   - अच्छा
   - औसत
   - संतोषजन

7) शैक्षणिक साधन –
   - उत्कृष्ट ✓
   - बहुत अच्छा
   - अच्छा
   - औसत
   - संतोषजनक

8) प्रवेश प्रक्रिया –
   - उत्कृष्ट ✓
   - बहुत अच्छा
   - अच्छा
   - औसत
   - संतोषजनक

9) महाविद्यालय का संपूर्ण मूल्यांकन –
   - उत्कृष्ट ✓
   - बहुत अच्छा
   - अच्छा
   - औसत
   - संतोषजनक

10) आपके शैक्षणिक एवं व्यक्तिगत विकास मे महाविद्यालय द्वारा आयोजित कार्यशालाओं का महत्व –
    - उत्कृष्ट ✓
    - बहुत अच्छा
    - अच्छा
    - औसत
    - संतोषजनक

11) कोई 2 बिन्दु लिखिए जिन पर आपको शासकीय कन्या महाविद्यालय से जुड़े रहने पर गर्व होता है –
    - समय से सभी कक्षाएँ लगती है।
    - सभी शिक्षक अच्छे है। सहायक भी है।

12) क्या आपको छात्र / पूर्वछात्र रूप मे महाविद्यालय से कोई शिकायत है ?
    नही।

13) कोई अन्य सुझाव –
    नही

Principal
Govt. Girls C
SEHORE

शासकीय कन्या महाविधालय सीहोर (म.प्र.)
आन्तरिक गुणवत्ता आश्वासन प्रकोष्ठ

2017 – 18

<u>छात्राओं का शिक्षण के प्रति अभिमत पत्रक</u>

छात्रा का नाम : डॉ. जय श्री चन्द्रवंशी

पाठ्यक्रम / विषय का नाम : English

पता : न्यू पोस्ट ऑफिस कॉलोनी सीहोर (चांदबड़)

फोन नम्बर : 7049072188

1) पाठ्यक्रम निर्धारित समय मे पूर्ण हुआ है ?
   ➤सहमत ☑
   ➤असहमत ☐
   ➤स्पष्ट नही ☐

2) शिक्षक / शिक्षिकाएं समय पर एवं नियमित कक्षाओं मे व्याख्यान देते है ?
   ➤सहमत ☑
   ➤असहमत ☐
   ➤स्पष्ट नही ☐

3) शिक्षक / शिक्षिकाएं कक्षा मे व्याख्यान की तैयारी से आते है ?
   ➤सहमत ☑
   ➤असहमत ☐
   ➤स्पष्ट नही ☐

4) शिक्षक / शिक्षिकाएं कक्षा मे सहयोग एवं प्रतियोगिताओं के लिये प्रोत्साहित करते है ?
   ➤सहमत ☑
   ➤असहमत ☐
   ➤स्पष्ट नही ☐

5) शिक्षक / शिक्षिकाओं का छात्राओं के प्रति मैत्रीपूर्ण एवं सहयोगात्मक व्यवहार है ?
   ➤सहमत ☑
   ➤असहमत ☐
   ➤स्पष्ट नही ☐

6) शिक्षक / शिक्षिकाओ द्वारा कक्षाओं मे पढ़ाते समय आधुनिक शिक्षा, प्रोजेक्टर इत्यादि का उपयो जाता है ?

➤ सहमत ☑
➤ असहमत ☐
➤ स्पष्ट नही ☐

7) शिक्षक / शिक्षिकाएं व्याख्यान समय के बाद संबंधित विभागों मे उपस्थित रहते है ?

➤ सहमत ☑
➤ असहमत ☐
➤ स्पष्ट नही ☐

8) निर्धारित समयानुसार नियतकालीन मूल्यांकन आयोजित कराये जाते हैं ?

➤ सहमत ☑
➤ असहमत ☐
➤ स्पष्ट नही ☐

9) शिक्षक / शिक्षिकाओं द्वारा छात्राओं की उपस्थिति रजिस्टर मे दर्ज की जाती है ?

➤ सहमत ☑
➤ असहमत ☐
➤ स्पष्ट नह ☐

10) गुणवत्ता के लिये नियमित एवं समय से अभिमत दिया जाता है ?

➤ सहमत ☑
➤ असहमत ☐
➤ स्पष्ट नही ☐

11) मूल्यांकन विधि स्पष्ट एवं निष्पक्ष है ?

➤ सहमत ☑
➤ असहमत ☐
➤ स्पष्ट नही ☐

12) शिक्षक / शिक्षिकाएं छात्राओं के सम्पूर्ण व्यक्तित्व विकास के लिये मार्गदर्शन देते है ?

➤ सहमत ☑
➤ असहमत ☐
➤ स्पष्ट नहीं ☐

13) कोई अन्य सुझाव –

नहीं ....
....

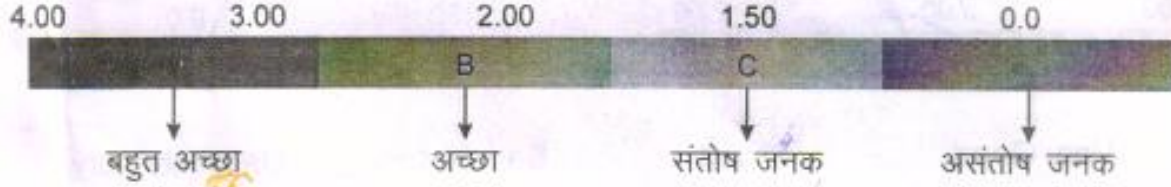# कार्यालय प्राचार्य शासकीय कन्या महाविद्यालय, सीहोर (म.प्र.)
Student Feedback on Teachers
Year 2017-2018

विभाग : अभिशास्त्री   सेमेस्टर / वर्ष : 6 Sem.

कृपया नीचे दिये गये 4 पाइन्ट स्केल के अनुसार शिक्षक का मूल्यांकन अंकित करें।

4.00	3.00	2.00	1.50	0.0
		B	C	
बहुत अच्छा	अच्छा	संतोष जनक	असंतोष जनक	

शिक्षक का नाम : श्रीमति अंजोल मांजेकर

मापदंड	A बहुत अच्छा	B अच्छा	C संतोष जनक	D असंतोष जनक
1. शिक्षक का विषय ज्ञान स्तर (आपके द्वारा अनुभव किया गया)	✓			
2. संवाद क्षमता (स्पष्ट उच्चारण व समझाने की क्षमता के संदर्भ में)	✓			
3. शिक्षक की निष्कपटता / वचनबद्धता	✓			
4. शिक्षक के द्वारा जाग्रत की गई रूचि	✓			
5. वृहद स्वरूप प्रदान करने हेतु अध्ययन सामग्री को पर्यावरण व अन्य मुद्दो से जोड़ने की क्षमता	✓			
6. विषय सामग्री को अन्य पाठ्यक्रमों से जोड़ने की क्षमता	✓			
7. कक्षा में एवं कक्षा के बाहर शिक्षक की उपलब्धता। (इसमे अग्रिम अध्ययन व कक्षा के बाहर वार्तालाप हेतु शिक्षक की उपस्थिति सम्मिलित है ताकि विद्यार्थी प्रेरित हो सकें)	✓			
8. क्विज / टेस्ट / असान्मेंट्स / परीक्षाए आदि आयोजित करने की क्षमता ।	✓			
9. फिडबेक हेतु पर्याप्त समय का प्रावधान	✓			
10. समग्र मूल्यांकन	✓			

विद्यार्थी का नाम : पंश्रकन्या   कक्षा: B.A. 6.Sem. हस्ताक्षर

Principal-
Govt. Girls College
SEHORE (M. P.)