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
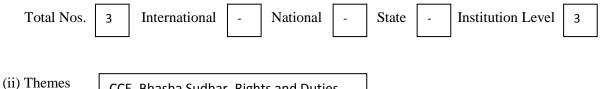Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

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

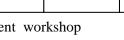| Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	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

3.26 Major 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

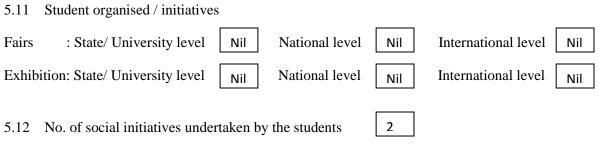| |
|---|
| Nil |

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

711

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*

_____***_____