Part II: Evaluative Report

a. Executive Summary

Govt Girls College, Sehore was accredited by NAAC in 2007 and now with great pleasure we submit our RAR, recording our progress since then. We are proud to present the outstanding achievements of our students and staff members in the last 5 years, which are reported in accordance with the guidelines laid down in the NAAC Manual on Re-Accreditation.

Our institute has welcomed the rationale behind the NAAC with great enthusiasm. Assessment and Accreditation of institutes of higher education is certainly the most effective way of ensuring quality education. Majority of the students of this college are either very poor or coming from middle class families. Hence helping them to overcome their frustration and canalizing their energy to academics and extra curricular activities to gain confidence and to develop personality, is a challenge for the teachers.

Our College has taken a serious note of the various suggestions for improvement given in the Peer Team Report of NAAC and has worked sincerely to bring about the necessary improvement.

Contribution to National Development

Serving for the cause of social justice, ensuring equity and increasing access to higher education are few ways by which our institute is trying to contribute to the National development. As ours is a Girls college, the contribution towards nation development becomes more effective as a Girl is going to be the first teacher of the upcoming generation. Our main aim is to mould our students to become socially aware citizens, so we plan the activities to

help our students to become self-reliant, bold, and capable to meet the future challenges. Hence our efforts are always student centric to improve their all round personality as they grow to be the future citizens of India.

Teachers are the role models for the students. Many of our staff members are involved in social activities. Thanks to them for inculcating selfless attitude among the students. Through N.S.S. various activities like tree plantation, blood donation, and social awareness rallies, participation as volunteers in various programmes, water conservation schemes are organized. These programmes motivate them and make them capable to contribute to the National development.

To develop the feeling of nationalism, National anthem and Madhya Pradesh Gaan (Geet) is sung in assembly everyday.

Fostering Global Competencies

Speedy developments at the global level demand for development of skills, competency and knowledge among students at par with their counter parts elsewhere. In the light of this situation we equip our students to achieve core competencies in a variety of fields to face the global requirements. After realizing this necessity to foster global competencies in post accreditation period our college has undertaken following steps.

Our College has introduced new courses in keeping with the requirement of market forces, e.g. BBA & BCA. During the course of classroom lectures, discussions, Seminars and presentations, we encourage the students to develop a global approach and perceive knowledge in relation to international trends and changes.

To foster a closer relationship between the world of skilled work and the world of competent learning, different functions of college we invite several

nationally and internationally renowned faculties from different fields to interact with the students.

Various extra curricular activities are regularly organized to create global awareness among students. These programmes reduce intercultural barriers. Cultural activities take the students beyond the confine of syllabi and give them an exposure to issues of national development and also render the training of global competency. Hence we encourage our students to participate in intercollegiate competitions. Our students have attendant National Camps of the NSS.

Inculcating Value Systems

Although the academic progress is crucial to the success of students, skills become relevant and tools of power when they are accompanied by a comprehensive value base in the individual. The main objective of education is to inculcate the right values together with knowledge, among students so as to cultivate a spirit of co-operation, selflessness and mutual understanding, as they are the future Nation builders.

The healthy educational atmosphere preserved in the college is a mirror to the value system promoted by the institution over decades. The healthy practices in this regard include exceptionally clean campus, lack of status barriers in the staff and a sense of social commitment in the extension and outreach activities.

We arrange various lectures on different topics related to social awareness, woman empowerment and moral values through National Service Scheme (NSS).

We also teach our students to keep the environment clean and stop the activities that adversely affect the environment.

Promoting the Use of Technology

Most of the spiraling developments can be attributed to the impact of science and technology. Our college has effectively taken into cognizance the use of modern tools and technological innovations for teaching learning and governance. We have facilities such as a common room, Library with net connectivity, well equipped computer lab, Home science lab. In our campus we have one smart class room. Many departments have computers with net connectivity.

A techno savvy generation is the need of this world. In our college, teachers have learnt to use technological aids to improve the quality of their teaching/ presentations. Our college is having N-LIST facility in the library.

All departmental non–teaching staff has been trained in the basics of computer. The college has its website for enhancing the networking and dissemination of information to the students, parents and other stakeholders

Quest for Excellence

Our college is taking conscious and continuous efforts for skill development of students. The institute and management are focusing on all round development of students and quality enhancement of teachers. We work hard to identify our strengths and weaknesses in teaching learning process. By taking remedial actions on weaknesses and improving quality of teachers and students, our institute is emerging as a centre of excellence.

An Internal Quality Assurance Cell (IQAC) has been formed and is operative since the year 2007. Formal and informal "Teacher Evaluation" by students help teachers in a big way toimprove the quality of their teaching.

The Principal holds a meeting of the faculty by time to time in order to get feedback from the various Departments and to discuss, plan and implement important issues. Feedback from the Alumni also enables the institution to introspect and evolve further. Our office staff is supportive to provide excellent infrastructural facilities to teachers and students in order to develop global competencies. One of our faculty members have been proactive as members of syllabus revision committees at higher education department Madhya Pradesh. In view of the expanding global developments, our teachers constantly update their skills so that they can initiate students to new and unexplored areas and help them realize their potential. In such a supportive background students are inevitably drawn in and they too strive for unparalleled excellence.

b. Criterion-wise Evaluative Report

Criterion I: Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholders?

The vision and mission statements of the College are given below:

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 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।

The vision and mission statements are communicated to students, teachers, staff and other stakeholders through the college prospectus, college website and display boards in the College campus. Further, and most effectively the vision and mission of the College find reflection in institutional activities.

1.1.2 How does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientation?

The College holds the distinction of being the only Girls College in the district. It continues to retain its single-gender character out of its conviction that gender equality is a must for any society to develop, and this can come only through equality at all levels of education and in all areas of work. Along with facilitating the participation of women in higher education, its efforts are directed at providing a holistic education that encourages critical and independent thinking and fosters the growth of individuals who bring to society a sound value orientation.

1.1.3 Are the academic programs in line with the institution's goals and objectives? If yes, give details on how the curricula developed/adopted, address the needs of the society and have relevance to the regional/national and global trends and development needs?(access to disadvantaged, equity, self-development, community and national development, ecology and environment,

value orientation, employment, , ICT introduction, global and national demands and so on).

Yes. The College offers undergraduate programs in Arts, management, computer applications and Commerce. From the 2010-2011 sessions, it has introduced a Bachelor's program in Computer Applications and BBA. All the academic programs of the College follow the curricula prescribed by its affiliating University. Through the transaction of the adopted curricula, the college strives to encourage the development of its students into independent-thinking individuals and lifelong learners who are contributing members of the society. The curricular relevance in terms of the areas specified is as follows:

a) Access to disadvantaged

The College is providing reservation in all its academic programs as per government guidelines. Further the College maintains a Student Welfare Fund to provide financial support to needy students in their pursuit of higher education.

b) Equity

The College seeks to create an equitable learning environment by trying to address the learning needs of all students and to facilitate this it has initiated, along with other measures, the use of ICT tools. We have a Students' Council in our college. Members of the students' council are involved in the planning, co-ordination and execution of extra curricular activities.

c) Self-development

The College creates an environment for student participation in co-curricular activities like debates, quizzes, seminars, play readings and drama workshops. The students are encouraged through the self development activities performed by NSS and they are also inspired to work for the development of

society. We have a career guidance/placement committee. Lectures are arranged for the students on career guidance.

d) Community & National Development

Through its efforts at imparting a holistic education the College prepares women who contribute to their community and the nation. During 7 days of NSS residential camp our volunteers visit nearby villages & guide the women and children upon improving their health, hygiene and nourishment. Activities are undertaken where an interaction between students and community takes place. Community orientation is done through other activities such as Pulse polio campaign, Blood donation camps, and various activities related to Environmental pollution.

e) Ecology and Environment

The curriculum adopted by the College includes the UGC recommended Environmental Studies in the Third and fourth semester of many programmes the college offers. The College encourages its students to take up environment-related activities outside this course, examples of which are the extension activities of the college. Plantation drives are also undertaken time to time. The students are motivated to keep the college campus and their other surroundings always clean and green.

f) Value Orientation

Through its initiatives in gender sensitization, community service and environmental care, the College seeks to give a value orientation to its curriculum. For imparting value based education various activities like sports, cultural programmes, lectures of eminent personalities on various topics, various projects through NSS and YRC are conducted. For their spiritual and moral value

development yoga classes are also arranged. To develop the feeling of national value everyday in assembly students sing National Anthem.

g) ICT Introduction

The College has a made Computer Literacy a must to encourage its students to pick up ICT skills. All the students are supported to learn computer basics in the computer lab. Faculty members are encouraged to use multimedia teaching resources. The college has acquired broadband internet connectivity from BSNL.

1.1.4 How does the curriculum cater to inclusion/integration of Information and Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment markets?

Information and Communication Technology is integrated as a compulsory component of in the final year of the undergraduate curriculum prescribed by the Barkatullah University and adopted by the College. The college has made it compulsory for all students to have a basic computer skills and use ICT tools to access learning resources. They are provided extra time for practicing in the computer lab of the college, and it helps to encourage them pick up ICT-skills. We arrange activities that include power point presentations and training programs to generate computer literacy among students for use of ICT. The college is having broadband internet facility, students & teachers use. National & International journals will soon be available online to the students and faculties as we have registered with N-LIST.

1.1.5 Specify the initiatives and contributions of the Institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers,

and communicating the information and feedback for appropriate inclusion and decisions in statutory academic bodies, Membership of BOS and by sending agenda items, etc.)

The University designs curricula and all colleges affiliated to it abide by those guidelines.

At present, there is one professor of the College, who is member of the Board of Studies in higher education department Madhya Pradesh in her respective subject. The Professor has an active role in the process of syllabus framing and revision.

1.2 Academic Flexibility

1.2.1 What are the range of program options available to learners in terms of Degrees, Certificates and Diplomas?

The College offers the following programs of study:

a) B .Com (Computers)

b) B.Com.

c) B.A. (Economics, English Lit., Hindi Lit., History , Home Science, Urdu Lit, Sociology, political Science,)

d) BCA

e) BBA

B.Com (Computer), B.C.A., B.B.A., and B.A.(History) is offered by self financing scheme of Janbhagidari Samiti.

1.2.2 Give details on the following provisions with reference to academic flexibility, value addition and course enrichment:

a) Core options

Under the Three Year Degree Program, a student can opt any three of the following subjects under Arts Stream;

Economics, English Lit., Hindi Lit., History, Home Science, Urdu Lit, Sociology, political Science

In commerce Stream the students can opt either Computer of Economics.

b) Elective options

There is availability of the following groups:

Home Science or /English Lit.

Economics or / History

The students have to choose any one of the above groups as per the university guidelines. Under the commerce stream the student can select either Economics group or Computer group in.

c) Add on courses

At present the college is not having any add on course.

d) Interdisciplinary courses

The undergraduate curriculum of the Barkatullah University does not include interdisciplinary courses. But some teaching departments in the College have taken the initiative and introduced interdisciplinary teaching for selected topics in the syllabus, wherein faculty from other departments teach some topics.

e) Flexibility to students to move from one discipline to another Students who have completed the +2 stage in the Science stream can seek admission to undergraduate program in Arts ,commerce, BCA or BBA . Further all students have the option of applying for a change in subjects, within 2-months from the date of their admission to a program.

f) Flexibility to pursue the program with reference to the time frame (Flexible time for completion).

The present semester system has introduced a flexible time for students as they can complete it in 5 years also.

1.2.3 Give details of the programs and other facilities available for international students (if any)

None

1.2.4 Does the institution offer any self-financed programs in the institution? If yes, list them and indicate how they differ from other programs, with reference to admission, curriculum, fee structure, teacher qualification and salary, etc.

Yes. The B.Com (Computer), BCA, BBA and BA with History programmes offered by the College are self-financing. The specific details of these programs are as follows:

I. BCA (Bachelor of Computer Application)

a) Seats available: 30 (per year with two semesters)

b) Admission requirements: 10+2 with Mathematics or Commerce

c) Course Fees: Rs. 7729/- per year

d) Curriculum: This is a three year degree program under the sixth semester system.

e) Faculty details:

Name of teacher	Academic Qualifications	Years of teaching	Salary
1.Ms.Mamta Mehra	M.Sc. (Computer Science)	2 years	7500/-pm
2. Mrs. Darksha Siddhiqqi	MCA	1 year	7500/-pm

II. BBA (Bachelor of Business Administration)

    a) Seats available: 30 (per year with two semesters)

    b) Admission requirements: 12th with Science or commerce

    c) Course Fees: Rs.7729 /- per annum

    e) Faculty details:

Name of teacher	Academic Qualifications	Years of teaching	Salary
1.Mr.Omprakash parmar	M.B.A.(Marketing)	2 years	7500/-pm

III B.Com.(Computer Application)

    a) Seats available: 40(per year with two semesters)

    b) Admission requirements: 12th with Science or commerce

    c) Course Fees: Rs.7729 /- per annum

    e) Faculty details:

Name of teacher	Academic Qualifications	Years of teaching	Salary
1.Mrs. Deepmala Sharma	M.C.M.	3 years	7500/-pm

IV   BA (History)

Name of teacher	Academic Qualifications	Years of teaching	Salary
1.Dr Jyoti Acharya	M.A., Ph.D.	6 years	7000/-pm

1.3 Feedback on Curriculum

1.3.1 How does the college obtain feedback on curriculum from

a) Students?

Feed back on curriculum for students is obtained both through direct interaction with students and also with the help of the format designed by NAAC for the evaluation of the Academic Program and Teaching. Students also give feedback through Suggestion Boxes.

b) Alumni?

The feed back is obtained through the meetings of Alumni Associations. Sometimes Informal feedback is received from the Alumni when they visit college.

c) Parents?

Through Parent-teacher meets the views of parents on curricular matter are taken note of.

d) Employers/Industries?

No feedback obtained

e) Academic Peers?

No feedback obtained.

f) Community?

Parents are the representatives of the community; feedback from parents is taken during parents meetings**.** Janbhagidari Samiti also has some local representatives who provide feedback as community representatives also.

1.3.2 How is the above feedback analyzed and the outcome/suggestions used for continuous improvements, and communicated to the affiliating university for appropriate inclusion?

The analysis of the feedback obtained in the structured format has not been very effective as the college has can not make major changes in the education system it provides , and has to follow the guidelines of the Higher Education department and the university, but the College has made efforts to analysis and recording of the information in the feedback obtained, in a systematic manner for follow-up action. Feedback obtained by faculty members through direct interaction with students and their guardians is discussed in departmental meetings, which take note of the suggestions and decide the appropriate course of action. Principal and faculty members, who represent the College in the different Committees of Courses and Studies of the Barkatullah University and Higher Education Department, represent the Institutional view on curriculum.

1.4 Curriculum update

1.4.1 What is the frequency and basis for syllabus revision and what are the major revisions made during the last two years?

The Barkatullah University undertakes and the department of Higher Education makes major revisions of the undergraduate syllabus in different subjects. The last such revision of the undergraduate syllabi in almost all subjects was in 2008, when the University shifted to semester system. From the academic session 2011 – 2012, the Higher Education department has proposed a single paper concept for the semester system for all its undergraduate programs, thus current year has been a year of syllabus revision.

1.4.2 How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC?

The Core Values adopted by NAAC for its accreditation framework for Higher Education Institutions include contribution to national development, fostering global competencies among students, inculcating a value system among students, promoting the use of technology and quest for excellence. The College's efforts to ensure that the curriculum bears a thrust on these core values include the following initiatives:

Contribution to national development:

The College uses education as the tool for empowering women and through the transaction of the curriculum it has adopted, it seeks to address the all round development of the students enrolled in the various academic programs it offers. As an institution, its role in national development lies in the contribution it makes to achieve higher percentage of women education in the district and in building citizens who contribute to both the society and nation.

Fostering global competencies among students:

The College seeks to help its students acquire basic computer and ICT skills through Course it offers. Through regular class seminars, discussions, collaborative assignments and projects, individual teaching departments aim at imparting the basic life skills of communication, negotiation, critical thinking, problem solving and decision making to the students. The College also invites resource persons, who have made a mark nationally and internationally, to interact with the students and contribute to widening their horizon. Also to make our girl students physically more strong Judo training is given.

Inculcating a value system among students:

The College aims at inculcate values through its efforts like community service involving students, collaborative learning activities, promotion of

adventure sports, and environmental care initiatives. The college believes that nothing can be achieved if people loose values therefore the college insists on making the students citizens with values and culture. In pursuance of the same the college has adopted a dress code system for the students so that all the students irrespective of coming form any type of financial background look similar and the feeling of equality may develop.

Promoting the use of Technology:

The College has sought to enable its faculty, by organizing workshops that focused on imparting computer literacy, preparation of Power Point presentations and the use of internet, to use multimedia tools in teaching. The College is optimistic to provide the students with latest computer support and for this process is on to prepare smart classrooms. Further students are encouraged to use the internet as a learning resource.

Quest for Excellence

The College's quest for excellence is demonstrated by its

a) Adopting a lesson plan and taking the initiative to follow this.

b) Initiating the integration of ICT in curriculum delivery.

c) Achieving higher percentage of result in the university.

d) Providing Technical and Management education also.

1.4.3 Does the Institution use the guidelines of statutory bodies (UGC/AICTE/State Councils of HE and other bodies) for developing and/or restructuring the curricula?

The college follows the curricula developed by the Barkatullah University and department of Higher Education Madhya Pradesh this Curricula is generally based on the UGC's Model Curricula.

1.4.4 How are the existing courses modified to meet the emerging/changing national and global trends?

Existing courses are reviewed at the meetings of the Barkatullah University's and Higher Education Department's Committees of Courses and Studies. Necessary modification are incorporated at these meetings. The college follows the instructions of the University and Higher Education of Madhya Pradesh.

1.5 Best Practices in Curricular aspects

1.5.1 What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?

- Introduction of student feedback on Academic Program and Teaching.

- Retention of the Lesson Plan.

- Making Community Service an essential activity for the students.

- Use online information in learning.

- Imparting Yoga and Judo training to the students.

- Implementation of all the themes of the continuous Comphressive Evaluation for the all round development of the students.

1.5.2 What best practices in 'Curricular Aspects' have been planned/implemented by the Institution.

- The College has set up a Feedback system for proper and timely analysis of feedback, including feedback on curriculum, so that the information can be used to suggest curricular modifications.

- Through the asynchronous learning network it has initiated, the College expects to create a more equitable learning environment and provide better support for learning in students.

- The college is requesting the university and the department of higher education to give permission of Science stream and Post graduate programmes, so that the students can get the research facility also.

For Re-accreditation additional information for the following probes:

1. What were the Evaluative observations made under Curricular Aspects in the previous assessment report and how have they been acted upon?

The Evaluative observations made under Curricular Aspects in the previous assessment report are as follows:

a) One members of the faculty is member in the University's Board of Studies and she can play an effective role in syllabus revision.

b) The college is introducing new coursed according to demand of time. It should continue with the same. Students, alumni and parents expressed their views to the NAAC peer team on this topic in the last accreditation visit.

c) The college is working in the field of personality development, success in life, competitive spirit to meet the demands of the job and self-employment it organizes training under Vivekananda Career Scheme from time to time.

d) The college is having inadequate number of faculty as per the courses offered.

e) Add-on-Courses, such as computer literacy , communication skills oriented courses be introduced for the benefit of all students.

In the light of these observations the follow-up action on these recommendations are:-

a) At present, the college professor who is member of the board of studies is playing and an active role in the process of syllabus framing and revision, undertaken by the University.

b) The college has introduced BCA and BBA programmes in 2010.

c) The lectures on various current topics are being arranged for the students benefit by various experts from time to time.

d) The shortage of faculty is being filled by inviting guest faculties by the Janbhagidari Samiti. Requests are also being sent to the Higher Education dept to provide more regular faculties to the college.

e) For computer literacy the college has arranged that all the students can learn the basic computer skill at the computer lab of the college and it has been made compulsory for all students. To improve the communication skills various presentations and lectures are organized.

2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Curricular Aspects?

The following measures are undertaken by the college since the previous Assessment and Accreditation with regard to Curricular Aspects:-

i. Teaching departments from commerce and Economics have introduced interdisciplinary teaching of selected topics in the syllabus, which gain from the Interdisciplinary input.

ii. The College has introduced BCA and BBA program in 2010-11 and also trying to stat science and post graduate courses as soon as possible.

iii. Use of ICT in curriculum delivery has been made essential for all students.

iv. The learning recourses have been upgraded.

v. Classes for Yoga are organized to enable students to face life with greater calm and composure and to take the right decisions.

Criterion II: Teaching – Learning and Evaluation

2.1 Admission Process and Student Profile

2.1.1 How does the Institution ensure wide publicity to the admission process?

a) Prospectus	Yes.
b) Institutional Website	Yes
c) Advertisement in Regional/National Newspapers	Yes.
d) Any other (Specify)	

    1. We distribute pamphlets.

    2. We give information through local cable network

    3. Display on notice board

2.1.2 How are the students selected for admission to the following courses? Give the cut off percentage for admission at the entry level?

    a) General

    b) Professional

    c) Vocational

Our college aims at spread of education particularly through rural and remote areas–we intend to uplift those who are educationally and financially deprived and backward. While admitting the students the conditions and admission rules laid down by the university and Higher Education Department are followed. The admissions are purely done on the merit basis as per the rules. The cut off percentage depends on the applications received.

2.1.3 How does the Institution ensure transparency in the Admission process?

The College ensures transparency in the admission process by declaring the merit list of all applicants before admissions are made. All the matters regarding the admission process to various courses are put on the notice boards

very clearly. There arises no problem in the admission process sticking to the reservation rules laid down by the university –almost all are admitted. Fee structure is given clearly in the college prospectus. Fee receipts are given immediately after payment of the fees.

2.1.4 How do you promote access to ensure equity?

While giving admissions to the students, all the Government and University rules for reservations are taken into account. According to Government norms percentage for various groups is fixed.

a) Students from disadvantaged community

By adhering to the quota of reservations specified for by the Government.

b) Women

The College is a Girls College so all the students are girls.

c) Differently-abled

Through reservation of seats as per rules for the differently-abled.

d) Economically weaker sections

Through provision of freeships and book grants

e) Sports personnel

Through reservation of seats for sportspersons who have participated at the State, National and International events.

f) Any other (specify)

None

2.2 Catering to diverse needs

2.2.1 Is there a provision for assessing the students' knowledge and skills before the commencement of the program? If yes, give details on the strategies of the

institution to bridge the knowledge gap of the incoming students for enabling them to cope with the program to which they are enrolled.

No. presently we are not having any provision for the students who come for admission but after the admission we struggle for the all-round development of all the students, as many of them are from village area and are not so familiar with latest information and technologies. We try to facilitate all students as regards to the personality development is concerned. A Shikshak Abhibhavk Yojna is implemented in the college under which every faculty is made Guardian of some students to help them in various areas for academic and cultural growth. As far as academic weakness and backwardness is concerned, we thrust upon revision classes, remedial classes, personal coaching and the extension of library hours.

2.2.2 How does the Institution identify slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners.

The different teaching departments identify slow and advanced learners through personal counseling and also by referring to previous academic records. The requirement of slow and advanced learners is addressed in regular classes and seminars. Extra classes are taken for the slow learners so that they can get another chance of listening to the subject lectures. Unsolved Question papers are provided and periodic tests are conducted. If required Parents-Students-Teachers meetings are conducted for motivation and guidance.

Personal attention and guidance is given to slow and advanced learners inside as well as outside the class. Teacher modifies his/her style of teaching to make it suitable for students' requirements. All students specially fast learners are encouraged to participate in various intercollegiate quiz and other competitions.

Special guidance is given to them for participation in various competitive examinations like banking, Public Service Commission, National Eligibility Test etc.

2.2.3 Does the institution have a provision for tutorials for students? If yes, give details.

No

2.2.4 Is there a provision for mentoring of students or any similar process? If yes, give details.

The college is having Shikshak Abhibhavk Yojna that provides mentoring to the students.

2.2.5 How does the institution cater to the needs of differently – abled students?

The College has no special mechanism to address the learning needs of differently – abled students, but it is always taken care of that such students do not feel any inconvenience. Their classes are arranged at the ground floor only. In examinations they are giving facilities as per the rules of the university.

2.3 Teaching-Learning Process

2.3.1 How does the institution plan and organize the teaching-learning and evaluation schedules? (Academic calendar, teaching plan and evaluation blue print, etc.)

   i. The College gets an Academic Calendar for each academic session from the Higher Education department and follows the same.

  ii. Faculty members prepare monthly planners.

 iii. C.C.E. (Continuous Comprehensive Evaluation) is taken as per the schedule .The marks obtained in the C.C.E. are disclosed to the students and their signature is obtained on the mark list only after which the marks

are submitted to the university. The practical examination and theoretical examination is planned by the university and the college follows the time table.

2.3.2 What are the various teaching-learning methods (lecture method, interactive method, project-based learning, computer assisted learning, experiential learning, seminars and others) used by the teachers? Give details.

- The lecture method is the common teaching method followed by all departments. In this method students interact with the teachers directly and the difficulties are cleared by the teachers immediately.

- In some courses students have project work as a part of their syllabus in this work faculty members help them to execute. Some topics are assisted by practical teaching based on theory.

- The syllabus of certain subjects requires engagement in practical classes and this provides experiential learning. Mention may be made of the Home Science, BCA and B.Com (Computer) courses.

- Models, charts etc. are also used to supplement the lecture method.

- Student seminars and discussion sessions are regularly conducted by Departments, which also invite speakers from other institutions to interact with their students on topics in the curriculum.

- The college has Internet connections available to all departments. Teachers use this facility for updating their knowledge. They make subject more interesting by showing CDs and DVDs related to the subjects. Power Point Presentations are used for making subject easy for understanding.

- The College also encourages teaching departments to undertake study tours which includes field study and survey work, and visits to various educational and research institutions.

2.3.3 How learning is made student-centric? What are the instructional strategies, which contribute to the acquisition of life skills, knowledge management skills and lifelong learning?

The College supports student-centric learning through its efforts at creating a learning environment which allows students to think, answer and ask questions. The basic strategy adopted is to provide students with a diversity of learning experiences. While lectures are the common teaching method, this is supported by assignments, discussions, field work and projects. The Student Activity Groups are also a means through which students are engaged in educationally purposeful activity. One method is used by the library also by displaying the newspaper related question on its notice board and asking the students about the answer; in this way the students are able to develop a reading hobbit.

The emphasis is on helping students acquire critical thinking skills, interpersonal communication skills, listening skills, problem solving skills, knowledge management skills and teamwork, all of which enable life-long learning. The discussions on values like equality, co-operation, tolerance, patriotism, generosity, truth, and justice are promoted during classroom sessions. In addition, during other activities like Sports, and NSS, deliberate efforts are made to educate the participants about human values informally. During value education it is always emphasized that these values should become the way of our life. It is engraved in the minds of the students to care for the people and

environment above self, which will make them good citizen of this country with integrity and commitment.

2.3.4 How does the institution ensure that the students have effective learning experience? (use of modern teaching aids and ICT tools).

Teachers use transparencies, Power Point presentations and educational CDs to try and create a rich learning environment for the students. The College provides internet access to students in its Computer lab where they can access learning resources available in the web.

2.3.5 How do the students and faculty keep pace with the recent developments in the various subjects?

Students and faculty keep pace with the recent developments in the various subjects through new library acquisitions, topical magazines, Journals and web-based-learning resources. Faculty members also participate in orientation programs, refresher courses, workshops, seminars and conferences to update themselves on recent developments in their subject and on issues pertaining to higher education.

2.3.6 Are there departmental libraries for use of faculty and students? If yes how effectively are they used for the enhancement of teaching and learning?

No

2.3.7 Has the institution introduced evaluation of teachers by students? If yes, how is the feedback analyzed and implemented for the improvement of teaching?

Yes. The College has had a system of having the student feedback which is taken into consideration for decision and implementation of new techniques of teaching. The principal go throught the opinion of the students and takes the necessary action. The student feed back form is attaché in ANNEXURE 3.

2.4 Teacher Quality

2.4.1 How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If not, how does the institution cope with the requirements?

Qualified and competent teachers are available to teach all the courses. However, the number of posts sanctioned is quite less and even from them some teaching posts are lying vacant. The College copes with this shortfall by by inviting guest faculty. The College advertises vacant posts in prominent newspapers. Candidates are selected through the guidelines provided by the Department of Higher Education Madhya Pradesh and the eligibility criteria laid down by the UGC. The college has also invited guest faculties from Janbhagidari Fund to cope up with the shortage of faculty.

2.4.2 How does the College appoint additional faculty to teach new programs/ modern areas of study (Biotechnology, IT, Bioinformatics, etc.)? How many such appointments were made during the last three years?

The college appoints additional faculty to teach new programs, that the College introduces. During the last five years, the College has introduced two new programs, viz. BCA and BBA. The core faculty for these courses is the faculty of the College's Commerce Department. Further, the college has appointed four guest faculties.

2.4.3 What efforts are made by the management for professional development of the faculty? (e.g. research grants, study leave, deputation to national/international conferences/seminars, training programs, organizing national/ international conferences etc)? How many faculties have availed these facilities during the last three years?

The efforts of the management towards professional development of the faculty are given below:

Research Grants: The College does not provide research grants for faculty.

Study leave: In the last five years, one teacher has been granted study leave to complete her Ph.D. degree.

Deputation to National/International Conferences and Seminars, training programmes: in the last five years the number of faculty who has been given duty leave to attend National and International conferences and seminars is as follows:

Year	No. of Teachers attending Conferences/Seminars	
	National seminar	International seminar/conference
2007-08	10	-
2008-09	07	-
2009-10	10	03
2010-11	10	01
2011-12	04	-

Organization of National and International conferences or Seminar. The College has organized the following National seminars and workshops:

1) Political Science Department organized a state level seminar on "BHARTIYA LOKTRANT MEY NIRVACHAN AYOG KI BHUMIKA" on 14-15 Feb 2007, just after the first accreditation from NAAC as a follow up of its suggestions.

2) Hindi Department organized a National Seminar on 'VARTMAN PARIVESH MEY HINDI BHASHA KI ASMITA: MAHATVA MULYANKAN' sponsored by the UGC on 22nd and 23rd Feb 2010.

2.4.4 Give details on the awards/recognitions received by the faculty during the last five years?

Our English faculty who went on study leave for completing her Ph.D. has been awarded the degree.

2.4.5 How often does the institution organize training programs for the faculty in the use of?

a) Computer: From time to time experts are called to provide training.

b) Internet: The trained faculty members help the other faculty members to use internet and thus provide training.

c) Audio-visual Aids: No such program has been done.

d) Computer-Aided Packages: No courses have been organized by the College for training in the use of Computer-Aided Packages.

e) Material development for CAL, multimedia etc.: None

2.5 Evaluation Process and Reforms

2.5.1 How are the evaluation methods communicated to the students and other institutional members?

For evaluation the college follows the guidelines of the university. The information is given through the notice displayed at the notice boards and also at assembly time the queries of the students are solved.. Scheme of examination and evaluation methods are communicated to the students and parents through the prospectus at the time of admissions and during parent's meetings

- Tentative month of examination are notified in academic calendar at the beginning of academic year.

- The pattern of examination and papers is explained by subject teachers in the classrooms as well as displayed in the library in form of unsolved papers.

- The annual theory and practical examinations are conducted by the University. University sends timetable of these examinations well in advance. It is displayed on the notice board in the college as well as on University website.

2.5.2 How does the institution monitor the progress of the students and communicate it to the students and their parents?

The internal valuation marks and results of the evaluation processes are notified through marks declared in the notice board and students have access to the number sheet for CCEs. Also through the Parent teacher meets Parents are informed about the progress and attendance of their children.

2.5.3 What is the mechanism for redressal of grievances regarding evaluation?

Grievances regarding evaluation conducted by the College are entertained by the Department and on not being satisfied with the redressal measures, a student can take the matter to the Grievance Redressal Cell or appeal directly to the Principal. However, redressal at the Departmental level, which involves discussion of the grievance with the student, has been found to be adequate. Grievances regarding evaluation pertaining to University examinations are forwarded by the College to the Controller of Examinations, Barkatullah University Bhopal.

2.5.4 What are the major evaluation reforms initiated by the institution/ affiliating University? How does the institution ensure effective implementation of these reforms?

The major evaluation reforms introduced by the affiliating University and followed by the college are as follows:

1. Introduction of Internal assessment CCE (Continuous Comprehensive Evaluation) . The college has implemented all the 12 theme of the CCEs evaluation.

2. Introduction of project work.

3. ATKT examinations are conducted in a way that it does not become tough for the students to attend the final examination.

4. The university has made it essential for all faculties to examine & check the answer copies in time, so that the university can declare the results timely.

5. From 2011-12 Single paper pattern is introduced by the university to help students.

The College ensures effective implementation of these reforms by

1. Notifying the schedule of CCE to be held.

2. The faculty members of the College are actively involved in the process of evaluation.

3. Project work and internship work is also being executed with special attention.

4. Extra time is added for the classes of second and final year students to cover their syllabus in the given time as per the university instructions.

2.6 Best Practices in Teaching-Learning Process

2.6.1 Detail any significant innovations in teaching/learning/ evaluation introduced by the institution?

The innovations in teaching/ learning/ evaluation that the College has initiated are

- A richer learning environment is provided through the use of ICT applications like power point presentations in the college.

- Information through the Nation Mission on Education is spread among the students. The students are being ICT enabled and at the same time they are increasing their knowledge about various subjects also.

- Unit wise tests are taken, presentations are held while teaching and students are encouraged to arrange seminars.

- Students have to give small presentations about either a noble thought or any current event everyday in assembly after National Anthem.

- Everyday a questions based on the news of the day, is given to the students which they have to answer next day in the assembly. This practice develops a habit of newspaper reading among students.

For Re-accreditation additional information for the following probes:

1. What were the evaluative observations made under Teaching-Learning and Evaluation in the previous assessment report and how have they been acted upon?

We are of the opinion that particularly teaching, learning and evaluation is the center of every academic body, the other things are kept apart. Previously, we are proud to say that the practices followed by us were appreciated by the NAAC Peer Team, by which our zeal and enthusiasm are boosted. The NAAC team commented that despite lack of faculties the performance of the college in university examination is very good. So, we have been stressing those points in addition to them, we have included other significant approaches for more effective impact of teaching, learning and evaluation.

- Information regarding admission, scholarships, and various committees is displayed on the notice board of the college and for each activity one faculty member is attached for counseling. We have started at the very admission time giving a more detailed academic calendar. We have enriched these processes by increasing our extra-remedial classes, and we have extended the lecture time, and library hours.

- We have increased the number of computers and have made them available both for our staff and students. The use of internet has surely strengthened the teaching, learning and evaluation processes.

- Day-to-day work done by each faculty member is recorded in a diary which is signed by the principal every week. The college is continuing with the same.

- The number of the faculty members approved by the State Government is inadequate, considering the number of courses offered by the college and UGC norms for work load of the teachers. The college has been sending the requests for new posts to State Government and at has also invited guest faculties to feel up the shortage of the permanent faculties.

- The peer team commented to use audio-visual facilities for effective teaching so the colleges has worked on it and is using these facilities.

- The peer team on request of the parents and students suggested the college to introduce post graduated courses , we are trying to get the permission form the government to start the PG courses.

2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Teaching-Learning and Evaluation?

- Since the previous Assessment and Accreditation, the College with started many m the evaluation process, have added class room teaching, presentations, unit tests and surprise tests in which the teacher suddenly asks questions and tests the students' preparation. The faculty members devotedly perform their duties of imparting knowledge and information to the students.

- We are now using LCD projector facility whenever needed. We believe in one-to-one correspondence as regards the teacher and the student relationship is concerned which creates moral impression and closeness to the student by which the students feel free while asking his difficulties.

- Supported the extension of interdisciplinary teaching to departments.

- Encouraged the use of multimedia learning resources in classroom teaching by supporting faculty training and acquiring the necessary equipment. We are continuously working hard to sustain and enhance quality. The college allows staff to attend as many conferences and seminars as possible.

- Intentionally moral values are stressed during the teaching periods to increase students' concentration and bring positive change in behavior.

- To make learning more effective, additional library references are given to the students by the teacher.

Criterion III: Research, Consultancy and Extension

3.1 Promotion of Research

3.1.1 Is there a Research Committee to facilitate and monitor research activity? If yes, give details on its activities, major decisions taken (during last year) and composition of the Committee. The College has a Research Activities Cell. The Cell's activities are defined in its terms of reference as follows:

No, presently the college is not having any Research Committee. Being an Under Graduate college the college is not eligible as a research centre.

3.1.2 How does the institution promote faculty participation in research? (Providing seed money, research grants, leave, and other facilities).

The Institution has the following provisions to promote faculty participation in research:

i) Faculty members are granted study leave to pursue research leading to a Ph.D. degree.

ii) Teachers have access to Institutional facilities to carry out research.

iii) Institutional support is provided to teachers who undertake funded projects.

3.1.3 Does the Institutional budget have a provision for research and development? If yes, give details.

No

3.1.4 Does the Institution promote participation of students in research activities?

No, but the students are supported for there project work which they have to complete according to the syllabus.

3.1.5 What are the major research facilities developed in the Campus?

Being an under graduate college we do not have any major research facilities.

3.1.6 Give details of the initiatives taken by the institution for collaborative research (with national/foreign Universities/ Research/Scientific organizations/ Industries/ NGOs)

No, presently the college is not having any collaboration for research. As ours is the UG college it is not eligible for being a research center.

3.2 Research and Publication Output

3.2.1 Give details of research guides and research students of the institution (Number of students registered for Ph.D. and M.Phil, fellowships/ scholarship, funding agency, Ph.Ds and M.Phils awarded during the last five years, major achievements, etc.,)

Being a UG college the College does not have M.Phil and Ph.D students.

3.2.2 Give details of the following:

a) Departments recognized as research centres

None

b) Faculty recognized as research guides

The Barkatullah University recognized Dr. G.L.Jain as a co-guide.

c) Priority areas for research

Research undertaken by the faculty is defined by individual areas of specialization.

d) Ongoing faculty Research Projects (minor and major projects, funding from the Government, UGC, DST, CSIR, AICTE, Industry, NGO or International agencies)

None

e) Ongoing Student Research Projects (title, duration, funding agency, total funding received for the project).

None

3.2.3 What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the Industry needs, community development, patents etc.)?

The research activities undertaken by the faculty and students of the College are primarily oriented towards contribution to subject knowledge and community development.

3.2.4 Are there research papers published in refereed journals by the faculty? If yes, give details for the last five years including citation index and impact factor.

Yes, one of our faculty members has published papers in refereed journals. The details are as follows:

Name of the faculty: Dr. G.L.Jain

Designation   :   Asst. Professor of Hindi

Year	Title of research Paper	Name of the journal	National/international
Aug 2011	SHODH PRABANDHA LEKHAN KI PRAKRIYA	Research Link, Indore Issue 89 vol X	National (ISSN-0973-1628)
Aug 2011	VAIKKROKTI SHIDHANT	Shodh Samiksha Aur Mulyankan, Jaipur (Rajasthan) Vlo III, issue 31	International (ISSN. 0974-2832)
Sep 2011	Aansu mey Lakshana : Ek adhayyan	Research Link, Indore Issue 90 vol X	National (ISSN-0973-1628)

3.2.5 Give list of publications of the faculty

a) Books: None

b) Articles: None

c) Conference/Seminar Proceedings

The College has organized the following seminars after previous NAAC:

i.   Political Science Department organized a state level seminar on "BHARTIYA LOKTRANT MEY NIRVACHAN AYOG KI BHUMIKA" on 14-15 Feb 2007, just after the first accreditation from NAAC as a follow up of its suggestions.

ii.   Hindi Department organized a National Seminar on 'VARTMAN SANDARBH MEY HINDI BHASHA KI ASMITA: MAHATVA MULYANKAN' sponsored by the UGC on 22nd and 23rd Feb 2010.

Both the seminars organized by the college were followed by their proceedings that were prepared by the editing team of the seminar.

Apart from above the following is the detailed list of faculty participation in seminar and conferences are given in the upcoming pages:

Dr. Suman Taneja Professor of Political Science

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
State level Nirvachan Ayog-Sangtan Sambdhi Sanvedhanic Prabhav	U.G.C	Govt.girlscollege, Sehore 14,15 Feb. 2007
Nari Vishyak Bhartiya Mulyo Par Oghogikaran Avam Vaishvikaran Ka Prabhav	U.G.C	Govt.K.P.Scollege, Dewas 17,18 Feb.2007
Manav Adhikar Aur Mahilaye Vaishvikaran Ke Paripeksh	U.G.C	Govt girls P.G.college, ujjain 20,27 Nov. 2007
Manav Adhikar Aur Atankvad	U.G.C	Govt. autonomas girls P.G college, sagar 16-17 Nov. 2007
Paryavaran Aur Manav Sahsambhandh	U.G.C	Govt. Gitanjali girls P.G college,Bhopal 28-30 dec.2007
Paryavaran Aur Manav Sahsambhandh	U.G.C	Govt. Atrs And Commerce College Malviya Chatrawas Bhopal 11-12 Feb.2008
Vayktitav Vikas Me Semester Padhti Ki Bhomika	U.G.C	Shri Rajendra Suri Govt College Sardarpur Rajgarh 16-17 Feb.2009
Mahilao Ka Arthik Vikas Aur Parivaritit Manviya Mulya	U.G.C	Govt girls college Raisen 25Feb 2009
Samaj Vigyan Me Parikalpana Ke Avdharna Mahtav Aur Strot	U.G.C	Rajiv Gandhi Govt. P.G.college, Mansor 27-28 Feb.2009
Vigyapan Aur Hindi	U.G.C	Govt.girlscollege, Sehore 25-26 Feb. 2010
Uchya Shiksha Me Gunvatta C.C.E Ek Madhayam	NAAC Banglore	Shri vaishnav comm. college, Indore 9-10 Sep. 2011

Dr. Amol manjrekar Professor of Economics.

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
Manavadhikaron Ki Sarthakata Avam Sanrakshan "Suchakank Avam Garibi Rekha- Antarsamabandhit Addhayan Manav Adhikaraun ke PariPreksha Mein"	U.G.C	Govt Girls P.G. College Sagar(M.P) 16-17Nov.2007
Bhartiya Loktantra Mein Nirvachan Ayog Ki Bhumika "Loktantra mein Rajniti ka Apradhikaran Va Nirvachan Ayog" .	U.G.C	Govt Girls College Sehore(M.P) 14-15 Feb.2007
"Vaishvikaran Ke Dour Me Arthik Vishmtao Me Manav Adhikaro Ki Isthti" "Vaishvikaran Aur Bhartiya Krishi Me Vyapt Vishmtaye Manav Adhikaro Ke Sandharv Me"	U.G.C	Govt Girls P.G. College Ujjain(M.P) 20-21 Feb.2007
International Seminar	International Congress of environmental research	Govt. Gitanjali girls P.G college Bhopal 28-30Dec 2007
Rajya Me Paryavaran Surksha Jal Sansadhano Ka Sanrakshan" "Paryavaran Aur Manav Ek Sahsambhandh"		Govt Arts & Comm..College Jahgirabadh Bhopal(M.P) 11-12 Feb.2008
Training Program for the semester system Implementation for the colleges	Department of Higher Education M.P	P.G College Sehore 23 june 2008
Semester Padhti Aur Paryavaran Sanrakshan "Vyaktitva Vikas Me Semester Padhati Ki Bhomika"	Higher Education M.P.	Shri Rajendra Suri Govt. College Sardarpur Rajgrah(M.P) 16-17 Feb. 2009
"Samajik Vigyan Me Shodh Pravidhi" "Samaj Vigyan Me Parikalpana Ki Avdharana Mahtav Avm Sruot"	U.G.C	Rajiv Gandhi Govt P.G. College Mandsur(M.P) 27-28 Feb 2009
Living Condition Of The Working Classes" "Sayukt Parivar Parivartit Paripreksha Me"	U.G.C	I.E.H.E. Bhopal(M.P) 22-23 Jan. 2010
"Quality Assurance in Higher Education:Expectation and Achievements" Ucchya Shiksha Me Gunvatta C.C.E Ek adhayam	NAAC Banglore	Shri Vaishnav comm. College, Indore 9-10 Sep.2011

Dr. Sudha Lahoti, Professor of Sociology

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
State level seminar	U.G.C	Govt.girlscollege, Sehore 14,15 Feb. 2007
National level seminar	U.G.C	Govt.K.P.Scollege, Dewas 17,18 Feb.2007
National level seminar	U.G.C	Govt girls P.G.excellence college, Sagar 16,17 Nov. 2007
International seminar	International Congress of environmental research	Govt. Gitanjali girls P.G college,Bhopal 28 to 30 Dec. 2007
Training Program for the semester System Implementation for the colleges	Department of Higher Education M.P	P.G College Sehore 23 June 2008
Workshop for healthy lifestyle &HIV/AIDS/Sexual deceases	Madhya Pradesh Aids Control Society Bhopal	Barkatuallah University 11 June 2008 Bhopal
National seminar	U.G.C	Govt. P.G college, Ratlam 6,7 Feb.2009
National seminar	U.G.C	Govt. college, Raisen 25, Feb.2010
National seminar	U.G.C	Govt girls college Sehore 25,26 Feb 2010
National seminar	U.G.C	Govt. P.G.college, Bareli 16,17 Mar.2010
Office and finance management training	Higher education mp	R.C.V.P naronha Administration & management academy(M.P) Bhopal 20 to 24 sep. 2010
National seminar	U.G.C	Dr. Bhagwat Sahai Govt. college, Gwalior 18,19 Dec. 2010
National seminar	NAAC Bangalore	Shri vaishnav comm. college, Indore 9,10 Sep.2011

Dr. Kalika Dolas Asst. Professor of Home Science

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
Nutrition and Human Performance	UGC	Guna 18-19AUG2006
Pradeshik Vikas Avam Vishamtaye Biodiversity and environment	UGC	Raghogar 2008 Bhopal 14-15FEB 2009
Mahilaon Avam Kishorion Ke Swasth Ki istithi	UGC	Raisen 25FEB2009
Samaj Vigyan Main Shodh Pravidhi Ki Upadayata	UGC	Mandsor 27-28FEB2009 Hoshangabad
Panchayati Raj Main Mahila Netritv Ki samasya	UGC	14-15NOV2009 Raghoagar
21vi sadi ki chunotiya aur hindi sahitya	UGC	30NOV1DEC2009
Hindi Bhasha Asmita, Mahatv Avam Mulyankan`	UGC	Sehore 25-26FEB2010

Dr. G.L.Jain Asst. Professor of Hindi

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
National level: Samkalin jivan mulya aur hindi sahitya	U.G.C	Govt P.G. college Tikamgarh 12-13 aug 2000
Vartaman parivesh me Hindi bhasha ki ashmita mahtav mulyakan	U.G.C	Govt girls college Sehore 25-26 Feb 2010
Vaishwikaran avam mulya bodh	U.G.C	Govt P.G. college Satna 28-29 Mar 2010
Workshop on disaster management	Department of disaster management , Bhopal	17 oct 2010
Sahitya, Cinema Aur Samaj ke antersambadh	U.G.C	Govt M.L.B.P.G. college Bhopal 25-26 Feb2011
Kahani alochana ka mulyakan	U.G.C	Sadhu vasvani college Bhopal 4-5 Mar 2011
Loktantrik Mulya aur Adhunik hindi sahitya	UGC	Govt. Hamidiya P.G. College, Bhopal(M.P.) 10-11 OCT 2011
State level: Sant sahitya ka navmulyankan	Janbhigidari samiti	Chandra shekhar azad Govt P.G. college Sehore 1 Nov 2006
Pradesh ke mahavidhayalayo me semester padhati anubhav ,chunuti ya avam ucha shiksha unanayan	Higher education M.P	Govt degree college ichhawar 14-15 Feb 2009

Dr. Jaya Sharma Asst professor of Commerce

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
1. National Seminar on "LIVING CONDITIONS OF THE WORKING CLASSES"	University Grants Commission, Central Regional Office, Bhopal	Institute for Excellence in Higher Education, Bhopal(M.P.) 22-23 Jan 2010
2.National Seminar on " VARTMAN PARIVESH MEY HINDI BHASHA KI ASMITA: MAHATVA , MULYANKAN"	University Grants Commission, Central Regional Office, Bhopal	Govt Girls College Sehore(M.P.) 25-26 feb 2010
National Seminar on " GLOBAL WARMING : ITS CAUSES AND CONTROL"	University Grants Commission, Central Regional Office, Bhopal	Dr. Bhagwat Sahai Government College Gwalior (M.P.) 18-19 Dec. 2010
4.International conference on "SCIENCE TECHNOLOGY AND SOCIETY"	Madhya Pradesh Council of Science and Technology, Bhopal	Indore Christian College Indore(M.P.) 12-13 March 2011
5. National Seminar on " QULITY ASSESSMENT IN HIGHER EDUCATION: EXPECTATIONS AND ACHIEVEMENTS"	NAAC , BANGALORE	Shri Vaishnav College of Commerce, Indore (M.P.) 9-10 Sept 2011.

d) Course materials (for Distance Education): None

e) Software packages or other learning materials: None

f) Any other (specify): Articles in newspapers, magazines, including the College magazine and contributions to edited volumes.

All the faculty members published their articles in the college magazine "SMARIKA" that was published in 2010 at the occasion of college's completation of 25th years of establishment.

3.3 Consultancy

3.3.1 List the broad areas of consultancy services provided by the Institution during the last five years (free of cost and/or remunerative). Who are the beneficiaries of such consultancy?

Area of Service	Faculty involved	Free/ remunerative	Beneficiaries
NSS activities (lectures on development of yourh)	Dr. Sudha Lahoti	Free	College students and faculties, Nehru Yuva Kendra Sehore and other social institutes.
Income Tax	Dr. G.L. Jain	Free	College Employees
Income Tax	Dr. Jaya Sharma	Free	College Employees

3.3.2 How does the Institution publicize the expertise available for consultancy services?

The College does not have a system to publicize the expertise available for consultancy. Departments and individual faculty members offer consultancy services through their own initiatives.

3.3.3 How does the institution reward the staff for the consultation provided by them?

There is no provision for rewarding such services presently.

3.3.4 How does the institution utilize the revenue generated through consultancy services?

The College has not earned any revenue through consultancy services.

3.4 Extension Activities

3.4.1 How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs)

The College has a NSS unit with one faculty member as the Program Officer. 100 students are enrolled with the Unit. The College also has an YRC unit which works for the welfare of community through their extension activities. NSS camp is organized without disturbing academic schedule. The students and faculties are given duty leave for all extension activities. The participation and achievements of students and faculty are always appreciated. These multi facet activities help the students to become self-reliant, bold, and capable of meetings the future challenges.

3.4.2 What are the outreach Programs organized by the institution? How are they integrated with the academic curricula?

Some of the outreach Programs undertaken by the College are:

i. NSS camp is organized from time to time by the college.

ii. Activities important for society in general such as blood donation drive, cleanliness drive, tree plantation programme, Relief work after disaster, Anti dowry movement, Anti tobacco drive, Rally to spread information related to health issues, Pulse Polio drive, work for blind

and disabled children, , World Aids Day are organized by NSS units.One Health and Environmental Awareness programme was organized by the college at district level as "Vishwa Hath Dhulai Divas" Funded by UNICEF.

i. Awareness Program on AIDS was also organized in collaboration with the State AIDS Control Society.

ii. Formation of Red Ribbon Club under the auspices of Madhya Pradesh State AIDS Control Society. The club works to create awareness about HIV/AIDS amongst youths.

All extension activities undertaken by the Institution involve students and this serves to add an extra dimension to the education the students are provided. In order to better integrate the extension activities with the curriculum, the College has made joining NSS compulsory at the First Semester.

3.4.3 How does the institution promote college-neighborhoods network in which students acquire attitude for service and training, contributive to community development?

The College promotes college-neighborhood network in which students acquire attitude for service and training through its extension activities, which involve active participation of students.

3.4.4 What are the initiatives taken by the institution to have a partnership with University/ Research institutions/ Industries/ NGOs etc. for extension activities?

In carrying out its extension activities, the College works in collaboration with various government and non-government agencies.

3.4.5 How has the local community benefited by the Institution? (Contribution of the institution through various extension activities, outreach Programs, partnering with NGOs and GOs)

Various Extension Activities of the college serves the local community. People get aware of the various social and environmental problems and efforts are made to solve them. Masses are educated throught tree plantation, Awareness Workshops on different issues. Improved environment is made possible through tree plantation, cleanliness drive etc.

3.4.6 How has the institution involved the community in its extension activities? (Community participation in institutional development, institution-community networking etc.)

The College involves the local community in the need assessment, planning and implementation stages of its extension activities.

3.4.7 Any awards or recognition received by the faculty/ students/ Institution for the extension activities?

No

3.5 Collaborations

3.5.1 Give details of the collaborative activities of the institution with the following organizations:

Local bodies/community

ACTIVITIES	RESPECTIVE COLLABORATING LOCAL BODIES
Tree plantation programmes	Forest department Sehore
AIDS control programme	Civil Hospital Sehore
Blood donation camp	Civil Hospital Sehore, Blood bank sehore
Nashamukti programme	Civil Hospital Sehore
Vidhik Shaksharta shivir	District and session court sehore
Others	Nehru Yuva Kendra Sehore, some NGO's like Aarushi Sanstha Sehore.

State: None

National: None

Industry: None

Service sector   :College provides the premises for various government services.

Agricultural sector: None

Administrative agencies: None

Any other (specify):   None

3.5.2 How has the institution benefited from the collaboration?

a) Curriculum development

The College has gained experience to take the initiative to make Community service a compulsory component of the education it provides.

b) Internship

The college students are helped from various institutions in their internship work which is to be performed in the fifth semester.

c) On-the-job training

Final year students go far on-job training in various schools, banks, newspaper agencies etc.

d) Faculty exchange and development: None

e) Research: None

f) Consultancy: None

g) Extension

The Extension activities undertaken by the College have been with the collaboration of different organizations who have contributed financial and manpower resources.

h) Publication: None

i) Student Placement: None

3.5.3 Does the institution have any MoU/ MoC/ mutually beneficial agreements signed with

- other academic institutions

- Industry

- Other Agencies

 No

3.6 Best Practices in Research, Consultancy and Extension

3.6.1 What are the significant innovations/ good practices in Research, Consultancy and Extension activities of the institution?

- Organizing of Seminars and workshops in which students and faculty members participate and present their research work.

- Faculty members are encouraged to participate and present their research in the Workshops, Seminars and Conferences organized by other institutes.

- Faculty members are encouraged to apply for research projects to UGC and other bodies.

- Internet facility is made available in the computer lab, Home science Lab. Office, and library to find out the latest research information easily**.**

- Availability of various National and International journals through N-list. Open access database is very helpful for the faculty and students.

For Re-accreditation Additional Information for the following probes

1. What were the Evaluative observations made under Research, Consultancy and Extension in the previous assessment report and how have they been acted upon?

The Evaluative observations made under Research, Consultancy and Extension in the previous assessment report are as follows:

1. All the faculty members expect one are Ph.D. holders.

2. The teachers are regularly attending national and state level seminars and conferences, Orientation and Refresher courses. One faculty member has attended international Conference and presented a paper.

3. Most of the teachers are regularly presenting their research work in the state and national level seminars.

4. No efforts are made to submit minor/major research scheme to UGC for financial support.

5. Faculty members should be motivated to submit minor research schemes to UGC for financial support.

2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Research, Consultancy and Extension?

- Faculty is encouraged to apply for minor and major research projects.

- College is preparing to organize Seminars and workshops One State level and one National level seminar has been organized and workshops are also being organized from time-to time.

- Number of journals subscribed in the library has increased. N-list subscription has been taken.

- Internet facility is made available to all department and library, free of cost to the students and staff.

- All the faculty members spent one hour at least daily in the library to enrich their knowledge.

- Extension activities are planned and executed effectively.

Criterion IV: Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 What are the infrastructure facilities available for

    a) Academic activities?

The Institution has a built up area covering 3604.529 sq.meter of its 3.82 acre academic campus. The built up area includes

    i. 12 General Classrooms.

    ii. One ICT enabled Home science lab with one broadband connection.

    iii. A Computer lab with broadband internet connectivity and 16 nos. computers.

    iv. ICT enabled Library covering a floor area of 52.10*19.4 sq.feet.

b) Co-curricular activities?

    i. The College has a ground inside capable of seating 100-200 people, which is available for co-curricular activities like debates, quizzes, seminars, etc.

    ii. Co-curricular activities which involve larger gatherings utilize the College stage and grounds.

c) Extra-curricular activities and sports?

The College grounds are available for extracurricular activities and sports. However, the grounds are limited and inadequate for athletic events. The College provides students with equipment and facilities for Volleyball, badminton, Table Tennis, Shot Put, Discus and other indoor games. For track events, the College uses AWASIYA KHEL PARISAR ground located at Bhopal Naka, about 200 m away. Soon the college is going to acquire additional land for sports the process is in its the final stage.

4.1.2 Enclose the Master Plan of the College Campus indicating existing physical infrastructure and the projected future expansions.

The Master Plan of the College is attached in the **annexure 2**

4.1.3 Has the Institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last five years.

The infrastructural facilities that have been added or improved, and the amount spent are as folows:

Year	Infrastructure Addition	Amount
2007-08	2 new classrooms on the first floor	6, 70,000.00
2008-09	Women Hostel Ground Floor	40, 00,000.00
2009-10	Women Hostel Ground Floor	20, 00,000.00
2010-11	Women Hostel First Floor	12, 00,000.00
2011-12	Three Class Rooms	10, 50,000.00
	Two class Rooms	4,50,000.00
	Computers	
2007-08	purchase of Three computers & One photocopier	2,08,000.00
2008-09	purchase of Two computers	1,14,000.00
2008-09	purchase of one photocopier & two computers	1,68,000.00
2010-11	purchase of Four computers	1,25,600.00
2011-12	purchase of computers and other Smart class components	2,18,000.00
	Furniture	

2011-12	purchase of Table and chairs	3, 00,000.00
	Generator	
2008-09	One generator from Govt.	
	Water Purifier	
2008-09	One water purifier for students	40,000.00
	LCD Projector	
2008-09	LCD Projector	8,750.00
2011-12	Two Fax Machine	17,980.00

Amount spent on books and journals is given in the criterion IV

4.1.4 Does the Institution provide facilities like common room, separate rest rooms for women students and staff?

Yes. There is a teachers' common room with separate washroom facilities for women teachers. A common room for students is also available. For students a 5 block toilet is available at the ground floor.

4.1.5 How does the Institution plan and ensure that the available infrastructure is optimally utilized?

- The College's Routine Committee plans the allocation of classes to ensure optimal utilization of the available classroom space.

- College working hours are 10.30 hrs. to 5:30 hrs. During this time the classrooms, laboratories, etc. are used to the optimum level.

- Our computer laboratory is shared by Commerce, computer application and Management departments.

- In the morning some classrooms are utilized by remedial coaching class lectures.

- Our college building is also utilized for various elections and competitive examinations..

4.1.6 How does the Institution ensure that the infrastructure facilities meet the requirements of differently-abled students?

The College is facilitating access of differently-abled students by providing them classrooms, library, wash room and drinking water facilities at the ground floor.

4.2 Maintenance of Infrastructure

4.2.1 What is the budget allocation for the maintenance of the following : (last year's data)

Item	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Land	NIL	NIL	NIL	NIL	NIL
Building	1,52,000.00	1,000.00	20,000.00	4,000 .00	NIL
Furniture	NIL	1000.00	NIL	NIL	NIL
Equipment	NIL	NIL	1000.00	1000.00	1200.00
Computers	13,800.00	8,500.00	10,800.00	17,800.00	7,000.00

Vehicles : The College does not possess any major vehicle. The bicycle is the only convenience that the college gives to its fourth class employees.

4.2.2 How does the Institution ensure optimal utilization of budget allocated for various activities?

Purchases are streamlined through scrutiny by the College's Purchase Committee. All purchases are made through either Laghu Udyog Nigam(LUN) or Director General of Supply of Goods (DGS&D).

4.2.3 Does the Institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?

The College does not have staff appointed for maintenance and repair. Maintenance and repair of buildings, electrical installations are done through the help of Public Works Department. Equipment and furniture are repaired by the colleges self efforts and serviced through respective vendors. For computers the college has given Annual Maintenance Contract.

4.3 Library as a Learning Resource

4.3.1 Does the Library have a Library Advisory Committee? What are its major responsibilities?

Yes. There is a Library Advisory Committee in the College and the Librarian is the Convener of this Committee. The major responsibilities of the Committee are to

i. Guide all Library acquisitions.

ii. Monitor the students' use of the library facilities and suggest measures to make the library services more users – friendly.

iii. Ensure proper maintenance of all library facilities.

iv. Discuss and place its view on any library-related matter that is referred to it by the management.

4.3.2 How does the library ensure access, use and security of materials?

- The Library follows the Open Access system where the users of the library have the freedom to enter into the stack area and search for their required books.

- Books are classified, and are placed on the stacks.

- Different reference books are also available in the library along with newspapers and magazines.

- Book Bank Facility is available in the library for economically backward users of SC and ST castes.

- Providing books and other informational material to the students participating in competitions, appearing for competitive examinations and for paper presentation.

- Providing a computer in the library for Web search.

4.3.3 What are the various support facilities available in the library? (computers, internet, bandwidth, reprographic facilities etc.)

One computer is available in the library with printer. The Library has broadband internet connection. Students use the facility to get the information from the internet.

4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on books and journals during the last five years.

The publishers' catalogue and book reviews received in the library are periodically circulated to the concerned department. The Library receives requisitions from Departments for new and current titles. Faculty members also suggest other acquisitions and all these are discussed in meetings of the Library Advisory Committee which recommends acquisition. Newly procured books are displayed for the users.

The amount spent for books and journals for last five years are as follows:

Years	Books (Amt. in Rs.)	Journals (Amt. in Rs.)
2007-08	60205/-	4,176/-
2008-09	89422/-	4,176/-
2009-10	97740/-	4176/-
2010-11	188483/-	4176/-
2011-12	208088/-	4176/-

4.3.5 Give details on the access of the on-line and Internet services in the library to the students and faculty? (hours, frequency of use, subscriptions, licensed software etc).

The library is having one computer with broad band internet connection facility. This facility is provided by the BSNL and is accessible 24 hours a day normally it is used by the faculty and students in the college working time everyday.

4.3.6 Are the library services computerized? If yes, to what extent?

No, but we are planning to make it computerized as soon as possible.

4.3.7 Does the Institution make use of INFLIBNET/DELNET/IUC facilities? If yes give details?

No. but proposal is being sent to purchase the automation software. The library is registered with N-List to provide online access of various reading material.

4.3.8 What initiatives are taken by the Library staff to enrich the faculty and students with its latest acquisitions?

The library staff makes arrangement for the prominent display of new acquisitions.

4.3.9 Does the library have interlibrary borrowing facility? If yes, give details of the facility.

No, the college is having only one library.

4.3.10 What are the special facilities offered by the library to the visually and physically-challenged persons?

None.

4.3.11 List the infrastructural development of the Library over the last two years.

None

4.3.12 What other information services are provided by the library to its users?

   i. Bibliographic Service

  ii. Information Display and Notification Services

 iii. Internet surfing

 iv. Information through N-list

4.4 ICT as Learning Resources

4.4.1 Does the Institution have up-to-data computer facility? If yes, give details on the available Hardware & Software (Number of computers, computer: student ratio, stand alone facility, LAN facility, configuration, licensed software etc.)

The college is having 24 computers. The computers are purchased from the companies throught LUN or DCS&D so the required operating systems are provided by the companies and the extra software required are purchased by the college depending upon the syllabus requirements.

Presently the college is having Windows XP, MS- Office, C, C++, etc.

The computer student ration is 1:2 (based on the number of BCA Students)

Internet BSNL broadband at 10 points. LAN facility is also available.

The configuration of the computers are as follows:

S.NO	ITEM/Company	COMPUTER CONFIGURATION	Quantity
1	HCL purchased thruough UGC X plan-07(B)	Intel(R)Celeron(R),CPU 2.66GHz 2.67 GHz,504MB RAM	2
2	HLBS purchased thruough Janbhagidari 2010	Intel(R) core(TM)2 Duo CPU E8400 @ 3.00GHz 3.00GHz, 1.98GB RAM	2
3	HCL purchased thruough UGC XI plan-2008	Intel(R) Pentium(R) D CPU2.80GHz 2.38GHz,248MB RAM	2
4	HCL purchased thruough Janbhagidari 2005	Intel(R) Celeron(R),CPU 2.40GHz 2.41GHz,248MB RAM	1
5	HCL Janbhagidari 2005	Intel(R) Celeron(R),CPU 2.40GHz 2.41GHz,120MB RAM	1
6	WIPRO UGC XI plan-2009	Intel(R) Pentium(R) Dual CPU E2220 @ 2.40GHz 2.40GHz, 0.98GB RAM	2
7	ASUS UGC NRC 2005 X plan	Intel(R) Pentium(R) 4CPU 2.26GHz 2.27GHz,120MB RAM	1
8	WIPRO Janbhagidari 2010	Intel(R) Atom(TM) CPU 230 @1.60GHz, 1.00GB RAM	2
9	Hp UGC X plan-UG Grant Home Sc.2005	Intel(R) Pentium(R) 4CPU 2.80GHz, 2.79GHz,120MB RAM	1
	Wipro purchased through Janbhagidari	Configuration Intel Pentium Dule Core, Operating System Microsoft	8

	Windows7	
Wipro purchased through Janbhagidari	Intel Core 2 Duo, Windows 7 Preloaded E7600, 2GB DDR 2 RAM, 320 GB HDD, DVD ROM, 18.5 inch TFT, Wipro Super Genius	1

4.4.2 Is there a central computing facility? If yes, how is it utilized for staffand students?

None

4.4.3 How are the faculty facilitated to prepare computer-aided teaching learning materials? What are the facilities available in the College for such efforts?

Through basic computer literacy and preparation of computer-aided presentations, and operation of LCD projectors the faculty prepares the materials. The College has one no. of LCD projectors. The College is in the process of acquiring more equipment to support computer-aided teaching. The faculty prepares its power point presentation on the computer and present through projectors.

4.4.4 Does the Institution have a Website? How frequently is it updated? Give details.

Yes, the institution has a website, www.mp.gov.in/heggcseh It is updated according to the instruction for the Higher education Dept from time to time or as the need occurs. Recently the Department of Higher Education Madhya Pradesh has started online updation of the all the college information on its portal, all the college related information is available it the departmental website and can be traced anytime . One faculty member has been made nodal officer for this purpose

to fill the updated information in the software provided by the department of Higher Education.

4.4.5 How often does the Institution plan and upgrade its computer systems? What is the provision made in the annual budget for update, deployment and maintenance of the computers in the Institution?

There is no plan for computer up gradation as much of the computers are recently acquired. When essential, the College meets the need for computer up gradation from the College's budget.

4.4.6 How are the computers and their accessories maintained? (AMC etc.)

The college has an AMC to maintain computers in the college.

4.5 Other Facilities

4.5.1 Give details of the following facilities:

a) Capacity of the hostels (to be given separately for boys and girls)

Girls' Hostel. Capacity: 66 beds

b) Occupancy: the hostel is going to be available for the students from the upcoming session presently it is under final construction and electrification stage.

c) Rooms in the hostel: 33

d) Recreational Facilities: Not applicable

e) Sports and Games (Indoor and Outdoor facilities) : NA

f) Health and Hygiene (Health Care Centre, Ambulance, Nurse, Qualified Doctor) (full time/part time etc) As the hostel starts admitting students we plan to make it well-equipped with clean kitchens, wash-room facilities and sufficient bath rooms.

4.5.2 How does the Institution ensure the participation of women in intra and inter-institutional sports competitions and cultural activities?

The institution has consciously created a creative environment to tempt the girls to break their conventional barriers and participate in activities of their interest. The cultural and sports committees give special focus to encourage the girls develop their talents. The College encourages the participation of its students in extracurricular activities by arranging for training and organizing Institutional sports and cultural competitions, where students exhibiting proficiently are awarded certificates and prizes. The College sends contingents to inter-collegiate competitions and students from the College have also represented at the University level also. The College ensures that adequate funds are available to support the extra-curricular activities of students.

4.5.3 Give details of the common facilities available with the Institution (Staff room, day care centre, common room for students, rest rooms, health centre, vehicle parking, guest house, Canteen, telephone, internet café, transport, drinking water etc.)

The common facilities available with the College are as follows:

a) Teachers' Common Room,

b) Common room for students,

c) Parking facility for staff and students,

d) Drinking water purifiers,

e) Internet browsing services is provided at the computer Lab, and library.

f) First aid kits are available at the Red Cross Unit,

g) The student grievance/suggestion box is provided

h) Fire Safety and Fire Extinguishers.

i) The college has acquired two bore wells for sufficient drinking water.

4.6 Best Practices in Infrastructure and Learning Resources

4.6.1 What innovations/best practices in 'Infrastructure and Learning Resources are in vogue or adopted/adapted by the institution?

Under Infrastructure and Learning Resources, the College has on a priority basis

- Good maintenance of infrastructure

- Beautification of the campus for inspiration and environmental care

- Maximum possible help to students for academic improvement

- Increase in the number of computers and smart classroom facility

- Proper availability of communication system through phone, fax and internet.

- Sufficient class rooms with well maintained furniture for students.

For Re-accreditation additional information for the following probes:

1. What were the evaluative observations made under Infrastructure and Learning Resources in the previous assessment report and how have they been acted upon?

The evaluative observations made under in the previous assessment report are as follows:

a) To develop sports facilities, the college needs additional land.

b) The college is having limited number of computers.

c) Hostel is not available in the college.

d) The college is maintain clean and green.

e) The college is suffering with acute shortage of accommodation.

f) Much amount is left in the Janbhagidari Samiti's bank account which can be used for the development of the college.

g) The computerisation of library, office and accounts needs to be done urgently.

h) Add- on courses should be introduced for students.

In the light of the above observation the college has taken the following steps:

1. We are very pleased to declare that our college's efforts are going to achieve success in the field of acquiring additional land for sports

2. The college has now 24 computes that were 9 at the time of previous assessment.

3. The college's hostel building is ready and will be functioning form the upcoming session.

4. In pursuance of our aim to keep the campus clean and green we are working with the same enthusiasm.

5. The shortage of accommodation is also being filled by construction of new rooms at the fist floor.

6. Most of the Janbhagidari Fund has been utilized by the college for construction and purchase of computer for the development of the college

7. The library and office are under process to be computerized.

2.What are the other quality sustenance and enhancement measures undertaken by the Institution since the previous Assessment and Accreditation with regard to Infrastructure and Learning Resources?

The quality sustenance and enhancement measures undertaken by the College with regard to Infrastructure and Learning Resources are as follows:

a) Advance improvements have been done in the infrastructure of the college.

b) It has made drinking water available at more points through installation of water-purifier systems.

The college was having only one bore well at previous assessment but today it two bore wells and both are working.

c) There has been large-scale renovation of computer lab and new equipment has been added.

d) Library resources have been enhanced and the Library has implemented N-List.

e) Renovation of classrooms has been undertaken.

f) The student: computer ratio has been improved.

g) New staff room with attached toilets has been made for women staff members.

h) One multi facility hall is proposed to be constructed for sports.

Criterion V: Student Support and Progression

5.1 Student Progression

5.1.1 Give the socio-economic profile (General, SC/ST, OBC etc,) of the students

of the last two batches.

Years 2010-11

Sno.	CLASS	SC	ST	OBC	GEN	Minority	Handicap	Total
1.	BBA I	0	0	3	1	0	0	4
2.	BCA I	0	1	9	5	0	0	15
3.	B COM I	6	2	42	9	3	0	59
4.	B COM II	5	2	41	10	1	0	58
5.	B COM III	7	0	45	23	3	0	75
6.	B COM COMP I	6	3	17	14	4	0	40
7.	B COM COMP II	6	1	20	11	3	1	38
8.	B COM COMPIII	5	3	18	7	3	0	33
9.	B.A. I	19	1	58	14	5	1	92
10.	B.A. II	15	0	42	5	6	0	62
11.	B.A. III	8	0	38	7	8	1	53
	TOTAL	77	13	333	106	36	3	529

Years 2011-12

Sno.	CLASS	SC	ST	OBC	GEN	Minority	Handicap	Total
1.	BBA I	0	0	5	6	0	0	11
2.	BBA II	0	0	3	1	0	0	4
3.	BCA I	4	0	13	4	1	0	21
4.	BCA II	0	0	7	6	0	0	13
5.	B COM I	5	0	35	12	1	0	52
6.	B COM II	5	2	31	8	2	0	46
7.	B COM III	6	0	40	10	0	0	56
8.	B COM COMP I	4	3	22	11	2	1	40
9.	B COM COMP II	6	2	18	12	3	0	38
10.	B COM COMPIII	6	1	19	13	2	0	39
11.	B.A. I	21	2	66	11	3	0	100
12.	B.A. II	11	0	44	11	3	1	66
13.	B.A. III	13	1	34	8	3	0	56
	TOTAL	81	11	337	113	20	2	542

Socio-economic profile Years 2010-11

Legend:
- SC
- ST
- OBC
- GEN
- Minority
- Handicap

6% 1% 14% 2% 19% 58%
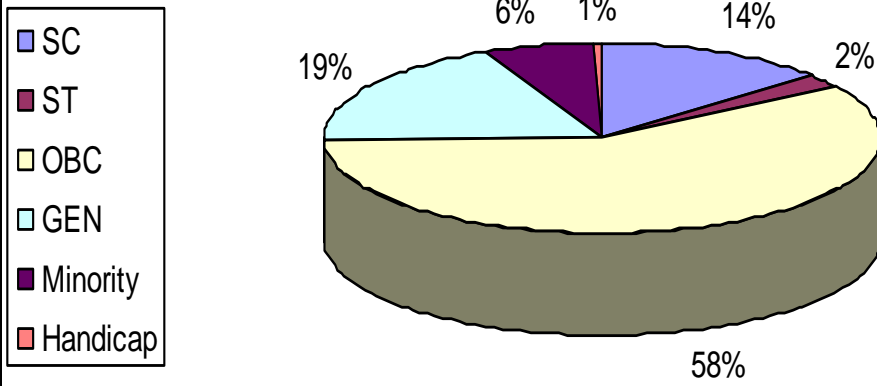
Socio-economic profile Year 2011-12

Legend:
- SC
- ST
- OBC
- GEN
- Minority
- Handicap

0.35% 3.55% 20.04% 14.36% 1.95% 59.75%
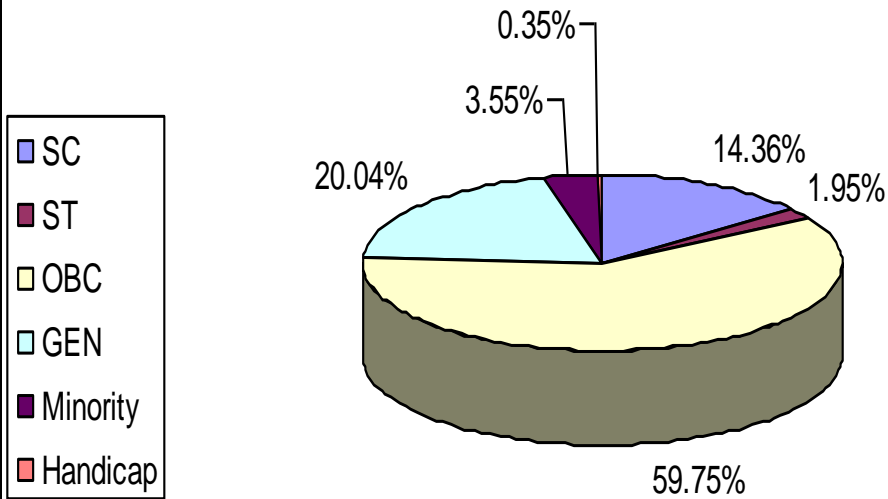
5.1.2 What are the efforts made by the Institution to minimize the dropout rate and facilitate the students to complete the course?

To help the students cope with the academic requirement of the program they enroll in, the College has a system of

a) Tutorial & remedial classes.

b) Internal Evaluation to gauge the academic progress of the student.

c) Student counseling.

d) Parent counseling.

5.1.3 On an average, what percentage of the students progress to further studies and for employment? Give details for the last two years (UG to PG to Ph.D. and/ or to employment)?

The College does not have a tracking system to systematically record the progress of all its students to higher studies or employment. Generally 60% students get enrolled for PG courses and about 10% are employed by the end of their graduation.

5.1.4 How does the Institution facilitate the placement of its outgoing students? What proportion of the graduating students has been employed? (Average of last five years)?

The College has a Vivekananda Career Guidance cell which has been active in placements since 2007 and has been directly involved in facilitating the recruitment of students every year. The College however does not have a mechanism to record the proportion of its graduating students securing employment.

5.1.5 How does the Institution facilitate and support students for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations (Average of last five years (UGC-CSIR NET, SLET, GATE, CAT, GRE, TOEFL, GMAT, Civil Services – IAS,IPS,IFS, Central/State services, etc.).

The College does not have a scheme to coach students for the various competitive examinations. Also, since it is an undergraduate institution, the students are ineligible to appear for some of the examinations specified. But with the help of remedial coaching and some specific employment training programmes under Vivekananda Cell the students are prepared for further competitive exams.

5.1.6 Give a comparative analysis of the Institutional academic performance with reference to other colleges of the affiliating University and the University average. (Pass percentage, Distinctions, Gold medals and University Ranks, Marks obtained in relation to university average etc. (Last five years' data)

Year	Class	Govt. Girls College Sehore	Govt. Degree College Aashta	Govt. College Ichhawar	Govt. College Nasurullaganj	Govt. P.G. College Sehore	Swami vivekanand college Sehore
2006-07	B.A I	96	61	94	86	82	NA
	B.A II	90	95	96	93	93	NA
	B.A III	95	92	100	93	100	NA
	B.com I	91	75	54	62	75	88
	B.com II	93	71	94	100	96	81
	B.com III	97	93	92	93	97	96
	B.Sc(Home science) II	100	NA	NA	NA	NA	NA
	B.Sc(Home science)III	100	NA	NA	NA	NA	NA
2007-08	B.A I	82	75	82	84	77	NA
	B.A II	97	94	89	88	91	NA
	B.A III	100	92	97	93	99	NA
	B.com I	72	72	41	15	64	80
	B.com II	92	71	92	30	63	83
	B.com III	100	90	75	66	61	93
2008-09	B.A I SEM	86	90	100	100	94	NA
	B.A II SEM	100	88				NA
	B.A II	88	93	96	96	98	NA
	B.A III	92	80	96	90	87	NA
	B.com I SEM	88	66	100	97	73	92
	B.com II SEM	97	57				96
	B.com II	96	89	100	100	91	97
	B.com III	93	93	11	94	98	93

2009-10	B.A I SEM	94	86	NR	NR	NR	NA
	B.A II SEM	92	NA	NR	NR	NR	NA
	B.A III SEM	94	61	NR	NR	NR	NA
	B.A IV SEM	96	NR	NR	NR	NR	NA
	B.A III Year	98	78	NR	NR	NR	NA
	B.com I SEM	98	85	NR	NR	NR	83
	B.com II SEM	98	NA	NR	NR	NR	86
	B.com III SEM	99	79	NR	NR	NR	94
	B.com IV SEM	95	NR	NR	NR	NR	87
	B.com III	98	92	NR	NR	NR	90
2010-11	B.A ISEM	99	66	NR	NR	NR	RA
	B.A IISEM	RA	RA	NR	NR	NR	RA
	B.AIIISEM	97	93	NR	NR	NR	RA
	B.AIVSEM	RA	RA	NR	NR	NR	RA
	B.A VSEM	96	91	NR	NR	NR	RA
	B.A VI SEM	RA	RA	NR	NR	NR	RA
	B.com I SEM	96	71	NR	NR	NR	92
	B.com II SEM	RA	RA	NR	NR	NR	RA
	B.com III SEM	98	80	NR	NR	NR	81
	B.com 1V SEM	RA	RA	NR	NR	NR	RA
	B.com V SEM	79	98	NR	NR	NR	97
	B.com VI SEM	83	NR	NR	NR	NR	98
	BCA I SEM	46	NA	NR	NR	NR	NA
	BBA I SEM	25	NA	NR	NR	NR	NA

* NA : Not applicable

*RA: Result Awaited

* NR: Data not received

5.2 Student Support

5.2.1 Does the Institution publish its updated prospectus, handbook and other student information material annually? If yes, what is the information disseminated to the students through these publications?

Yes. The annual publications of the College include its Prospectus the information disseminated to students through these publications is as follows:

Prospectus: The Prospectus contains a profile of the College and information regarding the programs and courses offered, seats available in each faculty, fees structure, admission requirements and procedures, opportunities offered for co-curricular and extracurricular activities, various Govt. scholarships available.

5.2.2 Does the Institution provide financial aid to students? If yes, specify the type and number of scholarships/ freeships given to the students during the last academic year by the Institution (other than those provided by the Social Welfare departments of the State or Central Governments).

No. But the College is trying to crate a fund for the purpose. Presently the staff of the college personally helps such students The College provides various scholarships that are provided by the State or Central Government. About 8 type of scholarships are provided.

5.2.3 Give details of schemes for student welfare? (Insurance, subsidized canteen facilities, special diets, student counseling support, "earn while you learn" scheme, etc.)

The College provides counseling support for students through the various scheme like Vivekananda career guidance Cell, which has been given the following trainings to students:

i)   In 2009 the beauty culture training was given to the students.

ii)   In 2010 the bag purse making training was given

iii)   In 2011 Mock interview preparation, Data Entry training , Formal Dressing training, Group Discussion preparation etc. were   provided by the cell.

.5.2.4 What type of support services is available to overseas students?

The College does not have any special support service for overseas students.

5.2.5 Give details of placement and counseling services for students

The mandated function of the College's Career Information, Guidance and Placement Cell is as follows:

i) Interact with students on a regular basis to know their career preferences so that they can be helped out with appropriate information and guidance.

ii) Arrange for the regular and timely dissemination of Career Information

iii) Invite experts to inform students on available career options and also guide them in their choice.

iv) Timely display of various employment news.

v) To make available various study material for the preparation of various competitive exam and their pattern.

5.2.6 How does the Institution encourage and develop entrepreneurial skills among the students?

Entrepreneurship Development is one of the subjects of Foundation course in the college. So , the students are encouraged in the class and also the college organizes various lectures of local successful entrepreneurs to motivate the students for self employment. The college organized a short term certificate

course also in sep 2010 with the help of Govt of India Dept of MSME (Ministry of Short and Medium Scale Entrepreneurship) .

5.2.7 Does the faculty participate in academic and personal counseling? If yes, give details on services provided during the last academic year?

The faculty in the different teaching departments undertakes academic and personal counseling of students of the department. The Student Counseling is done through the "SHIKSHAK ABHIBHAVAK YOJNA"

5.2.8 Is there a separate guidance and counseling centre for women students? If yes, enumerate the activities of the centre.

Since the College is a women's college, the counseling centre caters exclusively to women students.

5.2.9 Is there a Cell/ Committee constituted for prevention/action against sexual harassment of women students? If yes, detail its constitution and enumerate its activities (issues addressed during the last two years).

Yes, The Constitution of the Women's prevention against Sexual harassment committee.

Convener: Dr. Suman Taneja

Member: Dr. Amol Manjereker

Member: Dr. Jaya Sharma

Member: Shri B. N. Arora

During the last years no case has been brought up for the committee and this has been an achievement for the college. As the college provides such health teaching environment to students that no case was admitted by the committee.

5.2.10 Does the Institution have a Grievance Redressal Cell? If yes, what are its functions? Detail the major grievances redressed during the last two years.

Yes. Cell has following constitution

Convener: Dr. Suman Taneja

Member: Dr. Sudha Lahoti

Member: Mr. R.S. Viraha

Member: Shri B. N. Arora

The College has a Students' Grievance Redressed Cell with the following terms of reference for its functions:

The Cell is responsible for

i.   Developing a mechanism whereby students can easily communicate their grievances.

ii. Ensuring that all grievances are addressed within a reasonable frame of time.

iii. Obtaining information on the level of relief/satisfaction resulting from the redressal measures.

The college has no grievances redressed during last years. A compliant/Grievance box is kept near the principals office so that the students can complain in wiring. It is a great thing that the college does not have any major grievance during last two years.

5.2.11 Is there a provision for acquiring computer skills/literacy for all students in the curriculum? If yes, give details on how it is imparted and the level of proficiency.

While the acquisition of computer skills is not a compulsory component of the curriculum, there are courses especially in third year which require the use of computers. This curricular requirement is met through regular classes.

Students, for whom computer skills are not a part of their prescribed

curriculum, are allowed to gain basic computer literacy in the computer lab. 100% students are computer literate in the college and about 60% have their own e-mail. ID.

5.2.12 What value added courses are introduced by the Institution to develop life skills; career training; community orientation; good citizenship and personality development of students?

The college is not having any value added courses but with the help of NSS unit and Vivekananda Career Cell it organizes programmes related to social work, environmental awareness, campus cleaning, moral values, personality development, employment talks,

blood donation, eye donation etc.

5.2.13 How does the Institution ensure safety and security of the students, faculty and Institutional assets?

The measures the College has undertaken to ensure safety and security of the students, faculty and Institutional assets are as follows:

i. A prescribed uniform for all students, which allows easy identification and rapid response in emergencies.

ii. There are boundary walls encompassing both the academic and residential campuses of the College and the entry gates to these campuses are manned. A chowkidar provide round the- clock security for the campus.

iii. The College has undertaken a full scale maintenance repair of its electrical installations and the work is reaching completion.

5.3 Student Activities

5.3.1 Does the Institution have an Alumni Association? If yes,

Yes

1.	Madhu Parmar	Patvari

i) List its current Office bearers

      a) Ms Neelam Goswami: President

      b) Ms Shruti Kulkarni   Vice-President

      c) Ms. Monika Tyagi   Secretary

      d) Ms Swati Goyal   Asst. Secretary

ii)   The Alumni Association co-operates for the following activities:

1.   Guidance to the new comers at the time of admission

2.   Participate in the annual function

3.   participate in the extension activities of the college

4.   Participate in the NSS workshops and other programmes.

iii)   Give details of the top ten alumni occupying prominent positions.

2.	Seema Parmar	Teacher Grade 2
3.	Reenu Dhadi	Adhivakta
4.	Poonam Shrivastav	Radiojokey
5.	Uma Parmar	Patvari
6.	Ujma	Coaching Class
7.	Astha Tripathi	Teacher In Saint Annie
8.	Mohini Khatri	Samvidtha Shikshak
9.	Banty Batham	Samvidtha Shikshak
10.	Jyoti Singh	Civil Hospital In Aashta
11.	Pooja Joshi	Computer Operator
12.	Sagar Mewada	Samvidtha Shikshak
13.	Sayani Meena	Samvidtha Shikshak
14.	Charuchandra Vyas	Adhivakta
15.	Mradula Chandel	Teacher
16.	Indra Jradte	Civil Hospital In Sehore

iv)   Give details of the contribution of alumni to the growth and development of the institution.

The alumni contributes in the form of assistance to the new students about the college rules and regulation.. They also make it easy for the college to spread various information in the society about the extension activates of the college.

5.3.2 How does the Institution encourage its students to participate in extracurricular activities including sports and games? Give details of the achievements of students during the last two years (Institution level/intercollegiate/ Inter University/Inter State/ National/International).

The College encourages the participation of its students in extracurricular activities by organizing Institutional sports and cultural competitions and by sending College contingents to inter-collegiate competitions. Students from the College have also represented the affiliating University in Inter-University meets. The College ensures that adequate funds are available to support the extra-curricular activities of students.

Years 2011-11

Neetu mewada	football	inter university meet
Bharti ahirwar		
Sheela malviya	handball	inter university meet
Sheela malviya	kabaddi	inter university meet
Sapna sharma	zimnastic	inter university meet

Years 2011-12

Anuradha bhilala	kho-kho	inter university meet
Manju thakur	kho-kho	division level
Harshita awasthi	kho-kho	division level
Manisha parmar	kho-kho	division level
Soman parmar	kho-kho	division level

5.3.3 How does the Institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine and other material?

The college does not any magazine but the college is planning to publish a yearly magazine so that the students can get involve and publish their views.

5.3.4 Does the Institution have a Student Council or any similar body? Give details on its constitution, major activities and funding.

The college follow the rules provided by the department of Higher education Madhya Pradesh Bhopal and forms students council every year the present constitution is as follows:

President	None	
Voice-president	Ms. Manish Gaur	(BCA I Sem)
Secretary	Ms. Pooja Patidar	(BA I Sem)
Joint Secretary	Ms. Rupali Rathore	(BBA I Sem)
University representative	None	

5.3.5 Give details of the various academic and administrative bodies and their activities (academic and administrative), which have students representation on them.

The College has introduced the representation of students in various College committees. Since this is a new initiative, students have been nominated to these committees by different teaching departments. However, the College intends to have elected students representatives in these committees from the next session. The different committees with students' representation are attached in

4

5.3.6 Does the Institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve growth and development of the Institution?

No.

5.4 Best Practices in student Support and Progression

5.4.1 Give details of Institutional best practices towards Student Support and Progression

• Providing for student representation in various College Committees.

• Supporting economically disadvantaged students with book grants and freeships.

• Financial Support for students' participation in interinstitutional events and other competitions.

Additional Information for the following probes

1. What were the evaluative observations made under Student Support and Progression in the previous assessment report and how have they been acted upon?

The evaluative observations made under Student Support and Progression in the previous assessment report are as follows:

i.   Despite the shortage of the faculty, the performance of the students in the university examination is good.

ii. About three students every year represent university in state and national level sports competition.

iii. Students are encouraged to take part in the Inter University Cultural competition, debate, etc.

iv. The college should strengthen the Home Science faculty by introducing job oriented vocational courses.

v.   The college should submit proposals to UGC to start Vocational courses.

The following actions have been taken for the above observations:

The shortage of faculty is being filled by the invitation of guest faculties and correspondence is also being done with the Department of higher education to sanction new posts in the college.

i.   The students are guided to raise their performance in the examinations.

ii. The college is organizing new and innovative cultural and sports competitions through YOUTH FESTIVAL and ANNUAL FUNCTION to develop and explore student's skills.

iii. The department of Home Science is introducing some vocational courses like last year a vocational course on fashion designing and bakery was organized.

2. What are the other quality sustenance and enhancement measures undertaken by the Institution since the previous Assessment and Accreditation with regard to Student Support and Progression?

a) Community Service has been included as a compulsory component of the College curriculum.

b) Remedial Coaching classes is started to help the students prepare for various competitive examinations.

c) Yoga training for physical and spiritual development of the students.

d) NSS volunteers help other peer group with their physical and financial assistance.

e) The college collects the money by purchasing the tickets from the institutions that work to help the handicapped people. Students also purchase the tickets and thus participate in a work of social welfare.

f) Judo Classes are arranged for the students.

g) For personality with knowledge development of the students everyday in assembly a question based on General Knowledge or information from the day's newspaper, is asked and also at least two students present some noble thoughts.

Criterion VI: Governance and Leadership

6.1 Institutional Vision and leadership

6.1.1 State the Vision and Mission statement of the institution and give details on how the institution

a) ensures that the vision and mission of the institution is in tune with the objectives of the Higher education policies of the Nation.

b) translates its vision statement into activities.

The National system of Education is based upon the elements like equality of the sexes, protection of the environment and inculcation of the scientific temper, among many other elements. The Higher Education policy of the Nation aims at affordable education for all, including women and the marginalized, with an emphasis on research. The vision and mission statements of the College are given below:

Vision:

लक्ष्य आधारित गुणात्मक शिक्षा एवं शोध के क्षेत्र में उत्कृष्ट केन्द्र 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।

❖ व्यावसयिक 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।

We try to achieve our goals through the dedicated efforts of our teaching staff, cooperative non-teaching staff and a very strong and supportive office staff.

The college has planned and executed all its Academic and Administrative Reforms in tune with the vision and mission statements of the college.

- Co-curricular & Extra-Curricular Activities are planned with determination to improve overall personality of the students and their active participation is encouraged.

- The programmes to inculcate values and sense of social responsibilities are planned and executed through NSS and YRC with community involvement.

- Seminars, Workshops and lectures are conducted for quality enhancement of students and teachers.

- Academic ambience and infrastructural facilities are augmented to refine teaching learning and research culture.

- Empowerment of women is considered as a priority area and efforts are made to put it in reality in all Academic and Extra Curricular Activities.

- Though our college does not belong to Minority, many students specially from Muslim families take admission in our college, due to homely and impartial atmosphere maintained in the college.

b) The College ensures the translation of its vision statement into activities by being guided in its actions by the objectives which it has set for itself. These objectives are-

i. To foster a vibrant atmosphere conducive to the all round development of students with self-confidence.

ii. To undertake capacity building initiatives, to encourage every student to strive for the fulfillment of their potentialities.

iii. To ensure active and equal participation of women in the process of decision making in all spheres of life.

iv. To play an important role in development of knowledgeable and welfare society.

v. To nurture a lifelong association with learning and development of students according to need of present competitive world.

vi. To inculcate social awareness and responsibilities in women enabling them to make a meaningful contribution to the society and nation.

6.1.2 Enumerate the Management's commitment, leadership role and involvement for effective and efficient transaction of the teaching learning processes.

a) The Management, through the grant of study leave, facilitates faculty improvement and, in the period from 2007 – 2011, one teacher have received Ph.D. degree.

b) To ensure that the teaching – learning process is unaffected, faculty proceeding on study leave is replaced by the guest faculties appointed by the college's Janbhagidari Samiti.

c) Access to learning resources has been improved.

d) Net connectivity has improved in the college.

e) Equipment like LCD projectors and computers, have been acquired to enable teachers to use multimedia learning resources and create a rich learning environment. Teachers are being trained to use of basic ICT tools and the college is trying to provide every Department a computer and printer.

f) Budgetary provisions have been made for study tours and field trips.

g) Funding support is provided for departmental seminars, project work and guest lectures.

6.1.3 How does the Management and Head of the Institution ensure that responsibilities are defined and communicated to the staff of the institution?

The responsibilities are defined and communicated to the staff of the College through official orders. Receiving signature is taken for the proof.

6.1.4 How does the Management/Head of the Institution ensure that adequate information (from feedback and personal contacts etc.) is available for the management, to review the activities of the Institution?

The Management/ Head of the Institution rely on the following to gather information about the various aspects of College functioning:

a) Personal interaction of the Principal with students at both formal and informal levels.

b) Personal interaction of the Principal with the faculty and nonteaching staff.

c) Interaction of the Principal with guardians.

d) Information available in student feedback forms.

e) Information available in self-appraisal forms of teachers.

f) Meetings with Departmental Heads.

g) Reports of the different College Committees and Cells.

6.1.5 How does the management encourage and support the involvement of the staff for improvement of the effectiveness and efficiency of the institutional process?

The management encourages the participation of the staff in the process of decision-making in institutional functioning. Both teaching and non-teaching staff have their representatives in the College's committees. The College has also constituted different Committees and Cells with teacher and student representatives, which play an important role in the planning and implementation of activities in different spheres of functioning. The participatory role of the staff in the management encourages and sustains their involvement, which is necessary for the efficient and effective running of the College.

6.1.6 Describe the leadership role of the Head of the institution, in the governance and management of the Institution.

The Principal is the Head of the Institution and she bears the ultimate responsibility for the smooth-running of the College. The role of the Principal of the College is multi-dimensional:
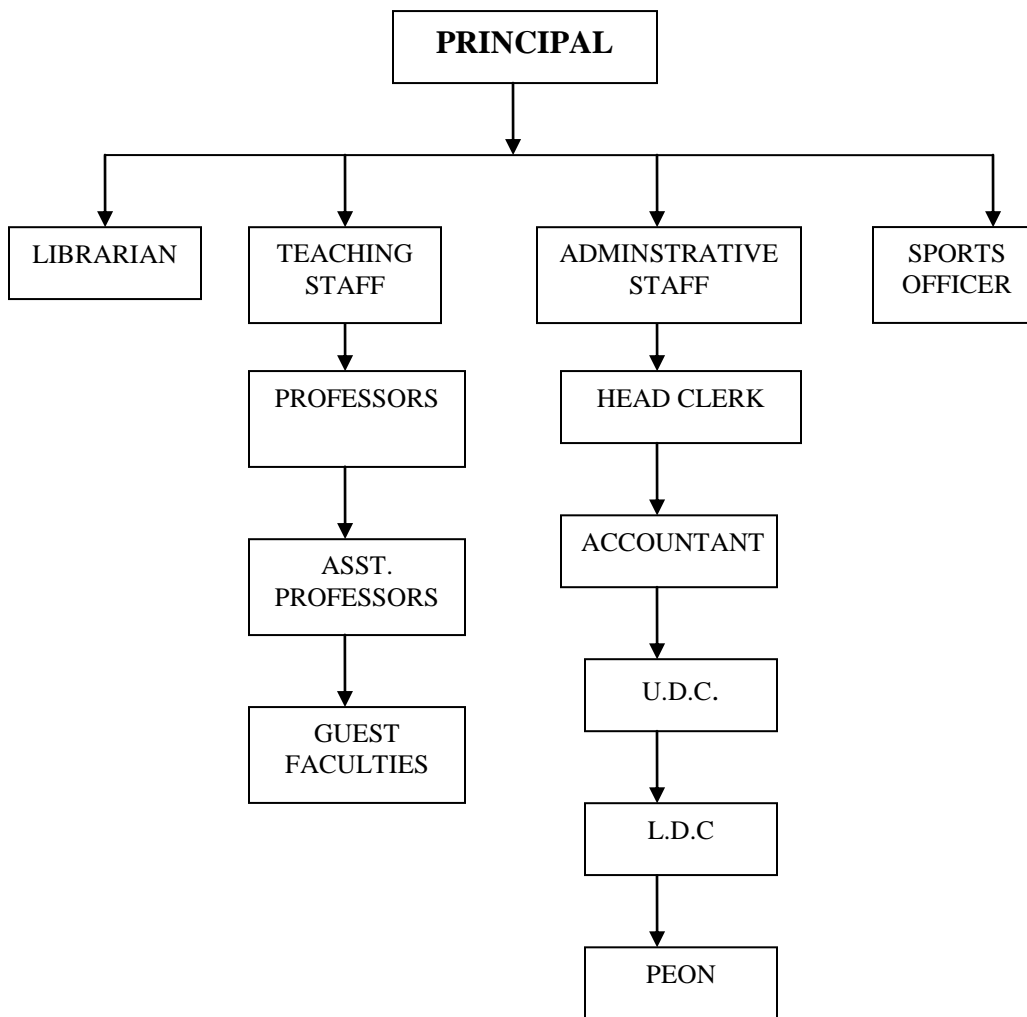
a) As the Head of the Institution, the Principal is responsible for both the academic and administrative functioning of the College.

b) As the Secretary of the College's Janbhagidari Samiti, the Principal permits the agenda for Janbhagidari Samiti meetings. She places before the Samiti, academic and administrative matters which require the Samiti's approval and she is responsible for executing its decisions. She is also responsible for all correspondence with the Janbhagidari Samiti, State and the Central Government, University Grants Commission, the Barkatullah University and different stakeholders of the College.

c) As the Chairperson of the Internal Quality Assurance Cell, the Principal chairs the meetings of the IQAC.

d) She also monitors the progress of the work under various schemes of UGC.

e) As Officer-in-Charge of all examinations held in the College, the Principal assumes responsibility for the receipt and dispatch of all confidential evaluation material, and the overall smooth conduct of each examination.

f) The Principal receives reports from the different College Committees On her approval of any action suggested by a Committee, implementation of the same is initiated and necessary funds are sanctioned from the College Budget. The Principal also chairs committee meetings if the agenda involves important policy decisions.

g) As the Drawing and Disbursing Officer for the College, the Principal assumes responsibility for all financial transactions of the institution facilitating audit of the College accounts.

6.2 Organizational Arrangements

6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching staff, research and extension activities, linkages and examinations held during the last two years.

The management of the College works as per the guidelines of the Department of Higher Education Madhya Pradesh. Janbhagidari Samiti is also formed accordingly in accordance with the guidelines provided by the Department of Higher Education Madhya Pradesh The Principal is the academic and administrative head of the Institution and also the Secretary of the Janbhagidari Samiti.

The Heads of the teaching departments are responsible for the day-to-day administration of the Departments and report directly to the Principal. Additionally, the College has a number of Committees, formed with the approval of the Janbhagidari Samiti, which play an important role in various institutional functions.

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The organizational structure of the college

The college Janbhagidari Samiti is in charge of monitoring the progress of the institution and mobilizing resources for its development.

Composition of the College Janbhagidari Samiti (CJS):

1. Chairman – From Local administrative, appointed by the state Government.

2. Vice Chairman – collector or his representative

3. Member- MP or his representative

4. Member- MLA or his representative

5. Member- members from the consumers of higher education department or their representative

6. Member- From parents and alumni.

7. Member- Parents from SC/ST/OBC if not in the previous categories.

8. Member- one female parent if not in the previous categories.

9. Member- Nominated from UGC

10. Member Secretary-   Principal of the institution

The Janbhagidari Samiti is expected to monitor the overall development of the institution and take decisions in the interest of the institution. It can take decisions on academic and non-academic issues such as starting of new courses, strengthening of infrastructure, making ad hoc appointments for supporting staff etc. All expenditure incurred in and CJS Fund is to be approved by the CJS. A short detail about the meeting of the CJS is as follows:

Name of Committee	Date	Decisions taken
Janbhagidari Samiti	26.04.2007	Decisions for appointment of a computer operator, payment of guest faculties in various subjects, and printing of dairy and registers for next two years. Permission of tube well and boundary wall.
	21.09.2007	Decisions regarding getting the 50% amt of the boundary wall expenses form the collector as District development scheme, Repairing of the windows of computer lab.
	23.02.2008	Increase in the remuneration of computer operator and other guest faculties appointed by Janbhagidari Samiti. Purchase of a

		almerah and table for computer lab, permission for purchase of two computers.
	20/02/2009	Permission of purchase of furniture and almerah for specific needs, repairing of library room, amount for installation of generator also permitted.
	27/06/2009	Permission for appointment of lab attendant and watchmen at collector rate. Invitation for the guest faculty for environment subject.
	12/10/2009	Affiliation fees payment for BCA Annual maintance contract for computers Green board purchase for classes Furniture for students. Instructions for sending proposal for BBA to university
	16/11/2009	Purchase of books from Janbhagidari fund Purchase of ceiling fan for commerce department.
	29/01/2010	Purchase of two computers with printer Antivirus loading, refilling of office printer, permission of expenses to be occur in seminar, expenses of publication of college magazine on silver jubli, intercom

		connections, purchase of new laser printer.
	12/04/2010	Maintenance and repair work in home science lab.
	04/06/2010	Permission for purchase of seven computers and one fax machine.
	26/06/2010	Pemission for appointment of two faculties for BCA and BBA, eight computers and one printer, remuneration increase of guest faculties
	11/10/2010	Decision regarding various expences in 2010-11 about payment of guest faculties, clerk, affiliation fees,etc. The Janbhagidari fees increased to earn more revenue, proposal to govt for B.Sc. course. Approval for constructions of Cement Concrete Road in the college, garden development, water tank, main gate.
	26/04/2011	Nomination of new members in the Samiti, imposing of dress code in the college form session 2011-12, organizing judo training for students and payment decisions for the same, getting proposals from PWD for the construction of small bridge at the college gate.

	30/08/2011	Increase in remuneration of guest faculties and computer operator , AMC payment, Purchase of computers and proposal for B.Sc.

The above details are also given in the ANNEXURE 7

Finance and infrastructure related decisions are taken as per the guidelines provided by the Department of higher education Madhya Pradesh.

Faculty recruitment is also done at the level of department of higher education Madhya Pradesh as per the UGC guidelines.

Performance evaluation of teaching and non teaching staff is made annually by the head of the institution as per the format (CR) provided by the Department of Higher Education, which in turn is forwarded to the Additional Director, Dept of Higher education. From there it is forwarded to the Commissioner of higher education Madhya Pradesh.

The matters relating to extension activities such as NCC, YRC etc. are taken in the respective committee meetings. All these activities are generally organized to fulfill the objectives of the institution and are in the best interest of the stakeholders.

IQAC: It is instrumental in developing perspective plans. It coordinates all the learning and teaching activities. It also conducts evaluative processes.

Examination committee: Please refer Annexure 4.

6.2.2 To what extent is the administration decentralized? How does the Institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?

The Principal is the administrative head of the College. However certain administrative functions are delegated to the Head Clerk and the Heads of Departments, with approval of the Dept. of Higher Education Madhya Pradesh.

The college has many Committees involving Staff members, which perform an advisory role in matters within their designated sphere of activity and also help in the execution of administrative decisions. As a semester cell has been created that is responsible for the proper application of the rules provided by the university and the department of Higher education. The UGC committee is responsible for sending proposals and utilization of the funds received. Financial Inspecting committee is formed to see the record and make the necessary decision involving finance. Heads of Departments play an important role in advising the Principal on matters of academic administration, student affairs and any other matter referred to them

6.2.3 Does the institution have effective internal co-ordination and monitoring mechanisms? If yes, specify.

The Principal ensures effective coordination between all the functionaries of the institution. Based on policies formulated, objectives are laid down and plans are made, a regular follow-up is maintained, thereby encouraging greater support and coordination.

The Heads of departments and teachers coordinate and plan their departmental activities and report it to the Principal for further action. The non-teaching staff also works as per the instructions of the Principal and the Head Clerk. In college meetings various activities are suggested, discussed and later the plans for the activities for the forth-coming academic year are chalked out.

The IQAC helps the Principal, to coordinate and monitor the various activities. The different reports such as departmental reports; performance appraisal reports, self appraisal reports, college annual reports, directives from government, student's opinion, peer reviews, suggestion box etc. become the data base for analyzing and evaluating the overall performance of the institution. This also forms the basis for the future plan of action. The overall monitoring responsibility of College functions rests with the Principal.

6.2.4 Does the Institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of grievances redressed during the last two years.

The College does not have a Grievance Redressal Cell for its employees. However, there is a set procedure for receiving and addressing the grievances of both teaching and non-teaching staff. Grievances of all staff are addressed to the Principal. The Principal usually deals with the problem but may refer a grievance according to the demand to Janbhagidari Samiti, the Directorate of Higher Education Madhya Pradesh if institutional mechanisms are inadequate to deal with a grievance. However, the last course is a rarity.

6.2.5 How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?

The management of the college lasts in the principal itself who is available in the college everyday in working hours so there is no especial meeting organized for this purpose. Further meetings of the Staff with the principal and Janbhagidari Samiti are held on time decided as per the schedule and also on requests which may originate from either entity.

6.2.6 Is there a Cell to prevent sexual harassment of women staff? How effective is the functioning of the Cell?

The institution has a cell to prevent sexual harassment of women. No such cases have been reported so far.

6.3 Strategy Development and Deployment

6.3.1 Describe the procedure of developing the perspective Institutional Plan. How are the teachers, students and administrators involved in the planning process?

The development of the perspective Institutional Plan is initiated keeping in view the National policies in higher education, existing priorities and local needs. Separate meetings are held for practical timetables. In these meetings the overall plan of activities of academic year are prepared and are conveyed to teaching and non teaching staff including office staff during meetings and through notices. The Coordinators of extra curricular activities further decide the final plans with the help of their committee members and student representatives and decide the dates, venue and other details of programmes. In some cases when permission is required from the Janbhagidari Samiti the final draft is presented to the Janbhagidari Samiti for its approval.

6.3.2 How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?

The College's objectives are communicated to all staff members through circulars and notices. The objectives are also published in the College's prospectus making them available to students, guardians and the public. Also, the College Committees, which have an important role in different institutional

functions, are all guided by defined terms of reference for their activities and these have been framed to address the fulfillment of the Institutional objectives.

6.3.3 List the different committees constituted for the management of different institutional activities? Give details of the meetings held and the decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages and examinations during the last two years.

The different committees constituted for the management of various institutional activities are given in the <mark>annexure 5</mark> The committees meet as and when required and take appropriate decisions

6.3.4 Has the institution an MIS in place to select, collect, align and integrate data and information on the academic and administrative aspects of the Institution?

No

6.3.5 Does the institution use the various data and information obtained from the feedback, in decision-making and performance improvement? If yes, give details.

Yes. The institution uses the various data and information obtained from the feedback, in decision-making and performance improvement. Feedback received from students has been primarily responsible for the following:

i. Instructions to Heads of Departments to ensure regular engagement of classes;

ii. Making drinking water available at more points within the campus.

   Feedback from Departments and faculty is taken into account with regard to the following:

   i. Determining the necessary setting requirements.

   ii. In preparing the Class Routine for the Academic Year.

   iii. In deciding priorities in infrastructure improvement and in deciding the budgetary allocations for the financial year.

   iv. In planning the introduction of new courses.

Feedback obtained from Committees is used in decision making pertaining to the area of responsibility of a particular Committee. Inputs received from students, faculty and the non-teaching staff is also considered in decision-making regarding the services provided by the office.

6.3.6 What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovation and empowerment of the faculty? (Skill sharing across departments, creating/providing conducive environment, etc.)

The institution's initiatives for promoting co-operation, sharing of knowledge, innovation and empowerment of the faculty include the following:

i. The college have various committees formed for academic, administrative and extra curricular activities. In these committees, faculties from different departments work together. Hence knowledge, skill, experience of each of them is shared and utilized for better functioning of college.

ii. Delegation of responsibility for various Institutional functions to committees, which allows for collective inputs and co-operative action.

iii. Faculty with knowledge of Information Technology and Computer help in online admission procedure, web updates, results, online submission of marks to university etc.

iv. Support for faculty to avail of UGC's FIP, MRP and other faculty development schemes, participation in seminars, conferences and training programmes.

v. During the annual gathering, sports are arranged for teaching as well as non-teaching staffs that participate in all these games very enthusiastically. Many of the staff members participate in our cultural programmes and enjoy equally along with the students.

6.4 Human resource management

6.4.1 What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluation by students and peers). Does the institution use the evaluations to improve teaching/ research of the faculty and service of the faculty by other staff? If yes, how?

Faculty assessments are made on the basis of self-appraisal report and student feedback. Important feedback on teaching is also obtained from guardians during the guardian meets, which are organized in the College. For performance assessment of the non-teaching staff, feedback is obtained from the primary recipients of the support services provided by them, viz., students, guardians and teachers.

The overall supervision of the academic and administrative functions of the Institution is performed by the Principal who interacts directly with the faculty, staff, students and guardians to gain first hand information on the academic and administrative functions of the Institution. The principal sends the CR of all staff to department of Higher Education in their prescribed format.

The feedback received is used to identify areas of improvement in both academic and administrative functions and the concerned Departments or individuals are informed by the Principal about the feedback and asked to

implement the desirable changes. Where necessary, the matter may, at the discretion of the Principal, be referred to the Janbhagidari Samiti for its view.

6.4.2 What are the welfare measures for the staff and faculty? (mention only those which affect the well-being, satisfaction and motivation).

The College's initiatives towards the welfare of its staff and faculty include the following:

i. Training in the use of computers for Grade III to motivate them to undertake self-development.

ii. Facilitation of faculty participation in programmes for professional development, organized by the College and also other agencies, through grant of leave and providing financial incentives.

iii. Organization of sports and cultural activities in which all staff can participate.

6.4.3 What are the strategies and implementation plans of the institution to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills?

The College conducts its recruitment of staff according to the guidelines provided by the UGC and Department of Higher Education, Government of Madhya Pradesh. Further, State Government rules determine the service terms of all staff members.

6.4.4 What are the criteria for employing part-time/ad-hoc faculty? How are the recruitment conditions of part-time/ad-hoc faculty different from that of regular faculty? (e.g. salary structure, workload, specializations).

According to the guidelines issued by the department of Higher Education Madhya Pradesh guest faculties are called. Advertisement is given in the

newspapers and information is also provided online. After receiving the applications the selection is done on merit basis as per the rules of higher education department. The salary structure, workload and specialization of teachers are decided as per the rules of depatment of higher education Madhya Pradesh if the guest faculty is called against a vacant post.

In other cases the salary structure is decided by the Janbhagidari Samiti of the college. In the departments where workload is more and regular permanent faculty is less the appointments of guest faculty is made on recommendations received from the Heads of Departments. While the departments decide the specialization and workload of the guest faculty, the salary and service terms are decided by the Janbhagidari Samiti.

6.4.5 What are the policies, resources and practices of the Institution that support and ensure professional development of faculty? (e.g. budget allocation for staff development, sponsoring for higher study, research, participation in seminars, conferences, workshops, etc., and supporting membership and active involvement in local, state, national and international professional associations.)

The College works with the motive of all-round development faculty, staff and students. Programmes are either organized or faculty members are encouraged to participate in various professional development, career development and personal development programmes that are being organized by other institutions.

6.4.6 How do you assess the needs of faculty development? Has the institution conducted any staff development programmes for skill up gradation and training of the staff? If yes, give details.

The needs of faculty development are assessed, keeping in view the changes taking place in higher education and also institutional requirements. At present the College has perceived the need for enabling its faculty to use ICT tools to create richer learning environments and also improve curriculum delivery so the college is working in this field. Previously the college arranged a yoga training for the physically and spiritual development of its faculty also.

6.4.7 What are the facilities provided to faculty? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively, etc.)

The facilities made available to the faculty by the College include the following:

i) The College office which takes care of all the administrative aspects pertaining to the service of a teacher in the College, viz. salary and other financial benefits, confirmation in service and promotion, inservice training and retirement benefits.

ii) All the faculty members are free to use the computer at the computer Lab where they are guided and encouraged by the computer faculties also. Faculty members can also avail internet facility there.

iii) Departments are provided with all required stationery material and can put in a requisition for any additional material. Departments are provided with funds to purchase books that the faculty may require and also recommend books to be acquired by the Library.

v) Better infrastructure in classrooms in the form of new furniture, better writing boards, where necessary projection equipment etc. are being implemented.

viii) Teachers' Common Room has been made available with the financial assistance from the UGC.

6.5 Financial Management and Resource Mobilization

6.5.1 Does the Institution get financial support from the Government? If yes, mention the grants received in the last three years under different heads. If no, give details of the sources of revenue and income generated during the last three years?

Yes. Our institute gets financial support from the Government. We receive the salary grants for approved teaching and non-teaching staff, non-salary grants and grants from UGC under development schemes. We are also eligible to get the grants from UGC as well as University for minor & major research projects and Seminars. We get the scholarship grants from Social welfare Department of the Government of Madhya Pradesh. Grants received under various heads in last five years are as follows:

<u>Amount received from Government or other agencies:</u>

HEAD	2007-08	2008-09	2009-10	2010-11	2011-12
Salaries	30,12,800/-	33,35,000/-	45,31,000/-	86,31,000/-	60,39,000/-
Allowances	12,00,00/-	13,37,000/-	14,39,000/-	28,86,000/-	27,53,200/-
Others	2,99,900/-	7,59,293/-	4,00,100/-	5,77,920/-	5,27,750/-
Scholarships	7,85,599/-	11,31,675/-	11,02,158/-	14,11,325/-	15,81,435/-
UGC	69,360/-	42,75,824/-	44,77,216/-	NIL	32,04,300/-
Seminar	36,000/-	NIL	67500/-	NIL	NIL
TOTAL	43,23,659/-	1,08,38,792/-	1,20,16,974/-	1,35,06,245/-	1,41,05,685/-

<u>Amount received from Janbhagidari fees:</u>

HEAD	2007-08	2008-09	2009-10	2010-11	2011-12
FEES	749593/-	770707/-	731896/-	972580/-	1032881/-

6.5.2 What is the quantum of resources mobilized through donations? Give information for the last two years.

None

6.5.3 Is there adequate budget to cover the day-to-day expenses? If no, how is the deficit met.

Yes. There is regular budget allocation for day-to-day expenses.

6.5.4 What are the budgetary provisions to fulfill the institution's mission and offer quality programmes? (Budget allocations over the past two years - provide income expenditure statements)

The Government of Madhya Pradesh pays the salaries of the permanent staff of the College. The College also receives amount from UGC for certain payments. Fees received from students are also an important component of the resources of the College. The income- expenditure statements for the preceding 5 years are also arranged.

6.5.5 Are the accounts audited regularly? If yes, give details of the internal and external audit procedures and the audit reports for the last two years.

Yes. The internal audit of the College accounts is done by the faculty who are given the responsibility to check the cash books and Daily fees Records. The external audit of the College accounts for UGC and Janbhagidari funds is done by a Chartered Accountant. The external audit of Government data is done by the audit party of Accountant General Gwalior Madhya Pradesh and other Govt. departmental audit parties.

The audit reports are presented in ANNEXURE 6

6.5.6 Has the institution computerized its finance management systems? If yes, give details.

The computerization of the financial management system has not been activated but the college is trying to arrange the resources for it.

6.6 Best Practices in Governance and Leadership

6.6.1 What are the significant best practices in Governance and Leadership carried out by the Institution?

The best practices in Governance and Leadership can be summed up as decentralization of work, participation and transparency in all academic and administrative work, best planning of development strategies, and effective finance allocations by proper budgeting system, and democratic work culture.

All the heads of the departments, Coordinators of the committees, office superintendent, are given full freedom to take rational decisions to gear up college functioning. The college provides arrangement for infrastructural development, necessary for the new courses that have been introduced. The principal encourages the staff to attend the Seminars & Conferences. Principal as Head of institution believes in teamwork, cordial inter personal relations, delegation of authority and participatory decision making, thus functioning in a democratic manner.

Additional information for the following probes:-

1. What were the evaluative observations made under Organization and Management in the previous assessment report and how have they been acted upon?

a) The evaluative observations made under Organization and Management in the previous assessment report is as follows:

1. The pay package of non-teaching staff needs to be revised

2. The college should start new courses for students

3. The accommodation is very less

The following actions are taken:

i) New courses have been introduced by Janbhagidari Samiti as BCA and BBA. The shortage of the faculty is filled up by the appointment of guest faculties. Requests are also sent to the higher authorities for creation of new posts.

ii) The Janbhagidari Samiti of the college has increased the pay package of the teaching and non- teaching staff. Government has also increased the pay package of the non-teaching staff.

2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Organization and Management?

The quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Organization and Management are as follows:

  i. Streamlining of the functions of College Committees by defining the terms of reference for their activities.

 ii. Providing students with a greater role in institutional decision-making through their inclusion in College committees.

iii. Initiating computerization of academic and administrative functions of the College.

 iv. Increase in the remuneration of guest faculties to motivate them work better.

  v. Effective implementation for Grievance redressal of students.

 vi. Student participation in various college committees to increase their participation in the governance of the college.

Criterion VII: Innovative Practices

7.1 Internal Quality Assurance System

7.1.1 What mechanisms have been developed by the Institution for quality assurance within the existing academic and administrative systems?

The mechanisms the College has adopted for quality assurance within the existing academic and administrative systems are as follows:

a) Academic System:

i) Application of an Academic Calendar.

ii) Lesson Planning,

iii) Training for faculty in the use of multimedia teaching tools.

iv) Classes through ICT applications like computers ,projectors etc.

v) Proper evaluation of Student Feedback.

vi) Invitation of Guest Faculties against vacant posts.

b) Administrative System:

i) College Committees with defined spheres of activity.

ii) Student representation in College Committees.

iii) System of Internal and External Audit of College accounts.

iv) Computerization of office functions is in progress.

v) Training of office staff to work with computers.

The College formed its IQAC in 2007, to address quality sustenance and quality development in the various aspects of institutional functioning.

7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement of the Institution?

a) Academic functions:

i. The Academic Calendar sets the annual schedule for all academic activities of the College and also co-curricular activities.

ii. Lesson Planning contributes to better learning in the classroom.

iii. Training faculty in the use of multimedia tools enables them to use a greater variety of learning resources and create richer learning environments.

iv. Remedial coaching to the weaker students for better results.

v. Invitation of Guest Faculties in various subjects fills the gap raised due to the vacancy of permanent faculty from the government..

vi. The college has arranged guest faculties also for the courses where less posts are sanctioned from the State Govt. like in Commerce that requires three regular faculties but the college is having only one.

vii. Student feedback on Academic Programme and Teaching serve a formative function.

b) Administrative Functions

i. College Committees emphasize the participatory approach in all aspects of Institutional functioning. The Committees, within their defined spheres of activity, suggest progressive measures and help in their implementation. They proffer advice to the Principal and matters referred to them.

ii. Students representation in Committees gives this most important of stakeholders a role in the decision-making process.

iii. Internal and External audit of accounts ensures proper utilization of the College's financial resources.

iv. The College has acquired some computers for its office functions like scholarships and admission to facilitate the process of office work that would lead to increase administrative efficiency.

v. Training office staff to work with computers is a step towards increasing their productivity.

The IQAC functions to provide information on quality parameters in higher education, obtains feedback on various aspects of Institutional activity and organizes its proper evaluation, initiates activities to engage students in educationally purposeful tasks, and suggests areas for the development of teaching and non-teaching staff. It also prepares the College's annual report for NAAC.

7.1.3 What role is played by students in assuring quality of education imparted by the Institution?

Feedback obtained from students constitutes a very important input in decision-making regarding the education provided by the College. The student feedback is obtained through various means, viz. questionnaires, direct interaction with students and through student's representatives in the Students' Union. Student feedback has helps the College set its priorities and improve the infrastructure in classrooms, create better library facilities, and organize student activity groups.

7.1.4 What initiatives have been taken up by the Institution to promote best practices in the Institution? How does the Institution ensure that the best practices have been internalized?

The College's initiatives to promote best practices include the following:

i. Integration of instruction and make lesson planning more effective.

ii. Support for an Asynchronous Learning Network to help create a more equitable learning environment

iii. Providing audio-visual equipment to help create a richer classroom environment.

iv. Making Community Service compulsory for all through its NSS unit, provides a value-orientation to the education it provides.

v. Providing financial support to students from economically disadvantaged sections through various Government plans to facilitate their completion of studies.

vi. Providing for student representation in College committees to share their views while decision-making.

To ensure that the best practices are internalized, the College makes adequate budgetary provisions, where necessary, for their support and has committees to oversee implementation.

7.1.5 In which way has the Institution added value to the quality enhancement of students?

The Institution has added value to quality enhancement of students through adoption of the following measures:

a) Use of multimedia learning resources and learning strategies like student seminars, discussions, collaborative learning and interdisciplinary teaching to create a rich classroom environment.

b) Setting up student-activity groups to enable students to engage in activities which contribute to a holistic education.

c) Supporting students' study and recreational tours helping them to gain exposure beyond the campus.

d) Providing opportunities for students to interact with community leaders, professional and other role models to develop a positive attitude.

e) Involving students in the College's extension activities to promote in them an attitude of service.

7.2 Inclusive Practices

7.2.1 What practices have been taken up by the Institution to provide access to students from the following sections of the society?

a) Socially backward

The College adheres to the prescribed quotas for students from socially-disadvantaged sections of society, in admissions to all its programmes as per the university rules.

b) Economically – weaker

The College provides free ships and book grants for students from the economically-weaker sections of society, from various available funds and scholarships.

c) Differently-abled

The College reserves seats in its academic programmes for differently-abled students. Their classes are arranges at the Ground floor only.

7.2.2 What efforts have been made by the Institution to recruit staff from the disadvantaged communities? Specify?

a) Teaching:

b) Non-teaching:

In the appointment of both teaching and non-teaching staff, the College follows the guidelines provided by the Government of Madhya Pradesh for recruitment of staff from disadvantaged communities.

7.2.3 What special efforts are made to achieve gender balance amongst students and staff?

The College is a Girls' college. However, the teaching staff includes both female and male. Out of the six regular faculties five are female that automatically balances the ratio required for the Girls College. In recruiting the guest faculties the college does not have any right to select the candidate as per the gender as it need to follow the rules of the State Government.

7.2.4 Has the Institution done a gender audit and/or any gender related sensitizing courses for the staff/students? Give details.

No. The Institution has not done a gender audit.

7.2.5 What intervention strategies have been adopted by the Institution to promote the overall development of students from rural /tribal backgrounds?

The Institution does not have any special intervention strategy to promote the overall development of students from rural/tribal backgrounds. However, most of the college students are form the nearby villages all faculties provide extra attention (in teaching and explaining) to them in comparison to the girls form the urban area.

7.2.6 Does the Institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?

No.

7.2.7 What initiatives have been taken by the Institution to promote social justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?

The College seeks to promote social justice and good citizenship among its students and staff through their involvement in its extension Activities, The

College also promotes skill formation among women of low-income groups, to support income-generating activities The College, on its own and in association with NGOs, initiates activities involving students and staff to help spread awareness about issues like HIV/AIDS, Cancer Prevention, Drug abuse and Ill-effects of Tobacco consumption and Climate Change. Through the NSS camps and other employment activities students and community is given training for various employment t activities like, sewing.

7.3 Stakeholder relationships

7.3.1 How does the Institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?

The stakeholders who are presently involved in the planning, implementation and evaluation of the academic programmes include the students, guardians and teachers. The views of the affiliating University, the Government and the local community are obtained through their representation in the JBS and the IQAC. Students' views on the teaching-learning process are obtained with the help of feedback formats designed by NAAC. The College elicits guardians' views on the implementation of its academic programmes through the guardian meets that are held by the college in each semester.

Teachers have a decisive role in the planning the College's academic programmes and they participate in decision making on issues such as introduction of post-graduate programs and new subjects at the undergraduate level, offering of major courses in existing subjects and new subject combinations. Teachers also decide the implementation strategy for academic programmes and as members of the affiliating University's Committees of Courses and Studies; they play a role in the evaluation and revision of academic programmes.

7.3.2 How does the Institution develop new programmes to create an overall climate conducive to learning?

Proposals for new academic programmes are considered keeping in view the relevance of the programme, existing demand, the limitations of the College's physical infrastructure and faculty requirements. If the programme is considered viable, steps are taken to introduce the programme. The BCA and BBA programmes have been introduced in the College in the light of these considerations. Apart from the above many decisions are taken looking at the facilitating side of the students like:

1) College timings

2) Library timings;

3) Decision about time and place for games according to seasons;

4) NSS camps, etc.

7.3.3 What are the key factors that attract students and stakeholders, to the Institution and result in stakeholder satisfaction?

a) Emphasis on all-round development of students

The College's Mission is to provide a holistic education, and it seeks to achieve this by providing opportunities for students to engage in educationally purposeful activities in and outside the classroom. Along with academics, they are encouraged to participate in debating, writing, sports, and other co- curricular activities. Students have demonstrated enthusiasm for various competitions held at college, state and university levels. The College also supports the participation of its students in extension activities, which helps in inculcating an attitude of service.

b) Academic Performance

The students of the College perform well in the University examinations. The Institution's results are good.

c) Faculty Profile

The College has a dedicated teaching staff fully competent in discharging their teaching responsibilities.

d) Single-gender character

The single-gender character of the College creates a climate of high expectations from women and contributes to socializing women in ways that can enhance their self-confidence.

7.3.4 How does the Institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and personal/spiritual development of the students?

In eliciting cooperation from stakeholders for ensuring the overall development of students the College adopts the following approach:

a) Curricular and Co-curricular activities:

The college is having student participation in almost all the committees of the college; students play an important role in the planning and execution of the curricular and co curricular activities of the College. Their participation in the decision-making process ensures their cooperation in these activities. Teachers of the College are actively involved in all curricular and co-curricular activities. Guardians are sought to be kept informed about the curricular and co-curricular activities of their ward through guardian meets.

b) Research:

Faculty cooperation has been given prime importance in the promotion of an interest in research among students. In the final year of some courses projects are compulsory as per the university system for some semesters, teachers guide the students through the phases of proposal preparation, implementation and report writing.

c) Community Orientation:

The College gives a community orientation to the education it provides through its extension activities. In implementing its extension activities faculty and students of the College work along side the local community, government and non-government agencies. The cooperation of each participating unit is ensured by keeping them informed and seeking their involvement, starting with the planning stages of a programme.

d) Personality/ Spiritual Development:

Besides the faculty who interact with the students on a regular basis, the College seeks the co-operation of other academics, community leaders, professionals, and individuals who can serve as role models to interact with the students and instill in them the desirable attitudes and values. For the physical fitness of the students heath checkup camps are organized in the college. Yoga classes are also arranged for their spiritual development.

7.3.5 How do you anticipate public concerns in your current and future Programme offerings and operations?

The College does not have a system to obtain direct feedback to gauge public concerns regarding its current and future programme offerings and operations. However it tries to gauge these concerns by taking into account current National policies in Higher Education, Global trends in higher education,

emerging opportunities and local needs. The college is working to achieve major success in the field of acquiring physical assets and provide the students better learning conditions. It is trying to get its own playground, badminton hall, etc. At the same time it is working in the field of getting permission for the science stream also. The ground for sports is going to be allotted for the colleges soon by the Government.

7.3.6 How does the Institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?

The College promotes social responsibilities and citizenship roles among students through its support for the College Students' Union and also through students' representation in College Committees. The College has a NSS unit which promotes these objectives. Also, the extension activities of the College make an important contribution to helping students become aware of their social responsibilities and citizenship role. At assembly time the students are also advised to always perform their social responsibilities and become a good citizen of the nation.

7.3.7 What are the Institution efforts to bring in community orientation in its activities?

The Institution tries to bring in a community orientation to its activities by having representatives of the local community in its apex decision-making body, the College's Janbhagidari Samiti and also in its IQAC. It draws on the input from the community representation in these bodies for decision –making. Further, the College plans its extension activities with inputs from the local community.

7.3.8 How does the Institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?

The College supports and strengthens neighborhood communities through its extension activities. To determine community needs and identify areas where it can make a meaningful contribution, the College interacts with members of the local community and also makes its own ground level assessment.

7.3.9 How do the faculty and students contribute in these activities?

All extension activities of the College are carried out with the active involvement of faculty and students who contribute skills, manpower and time for the implementation of these activities.

7.3.10 Describe how your Institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?

Student feedback is used to determine student satisfaction relative to academic benchmarks. However the College needs to streamline its feedback evaluation procedures and also design questionnaires to better capture the student's perspective.

7.3.11 how do you build relationships?

a) **To attract and retain students**

  i. By declaring the College's commitment to the students for their development.

  ii. By creating opportunities for students to engage in educationally purposeful activities;

iii. Providing for a student's role in the decision-making regarding institutional activities;

iv. hrough emphasis on the single-gender character of the College.

v. Providing a healthy learning environment.

vi. By analyzing them and provide extra classes and other teaching facilities as per their needs.

b) to enhance students' performance

i) Encourage academic and career counseling by faculty. This is in addition to the formal role of the Counseling Cell.

ii) Providing opportunities for students to compete with their peers in curricular and extracurricular activities within the institution and in inter-institutional events.

c) to meet their expectations of learning

i) Departments and the College invite resource persons to interact with the students and provide an additional dimension to learning.

ii) In inviting resource persons, the students' view is given due weightage.

7.3.12 What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in improvement of the organization, and for better stake-holder relationship and satisfaction?

Complaints received may originate from different stakeholders and are addressed accordingly. Complaints originating within the institution can be from the students, faculty and non-teaching staff. Students' complaints are received by the Grievance Redressal Cell, Heads of Departments or may be addressed directly to the Principal. The complaints are received as representations from individual

students or as representations made through the Students' Union. Complaints from teaching and non-teaching staff are addressed directly to the Principal.

Students, faculty and non-teaching staff also have the option of appealing to the commissioner of Higher Education for resolution of complaints. Complaints from guardians, public, bodies like the UGC and the affiliating University and the Government are received directly by the Principal's office. The resolution of complaints is undertaken at different levels. Students' complaints are sought to be resolved by the Grievance Redressal Cell or Departmental Heads, failing which the matter is referred to the Principal. The Principal acts in consultation with the concerned institutional units, including College Committees, to resolve the complaint. Complaints from the faculty and non-teaching staff are resolved by the Principal, again in consultation with the concerned institutional units.

The Principal, where necessary, refers the matter to the Commissioner Higher Education Department for advice. Complaints from the guardians, public, bodies like the UGC and the affiliating University and the Government are dealt with by the Principal in consultation with the relevant academic and administrative units of the College. In the resolution of all complaints the College is guided by existing rules and regulations.

The aggregation of complaints is an administrative function and the College administration ensures that valid points raised in complaints are used as inputs for institutional decision-making and improvement of its functions.

For Re-accreditation additional information for the following probes

1. How are the Core Values of NAAC reflected in the various functions of the Institution?

The Core Values adopted by NAAC for its accreditation framework for Higher Education Institutions include contribution to national development, fostering global competencies among students, inculcating a value system among students, promoting the use of technology and quest for excellence. The College's efforts to ensure that its various functions reflect these core values are demonstrated by the following:

Contribution to national development:

The functions of the College which reflect its contribution to national development are

   i. The holistic education it seeks to provide

  ii. Facilitating access to higher education by students from the socially and economically disadvantaged sections of the society;

 iii. Extension activities, which provide a community orientation to the education.

 iv. Retention of its single-gender character which contributes to efforts at achieving gender parity in education.

Fostering global competencies among students:

i) Offers a basic Computer information for all students;

ii) Promotes the development of communication skills, critical thinking skills, problem-solving skills and decision-making skills through curricular strategies like seminars, discussions, collaborative

assignments and projects and also by facilitating student interaction with individuals who can serve as role models.

Inculcating a value system among students:

The College tries to inculcate values through its-

i) Gender sensitization module

ii) Community service involving students,

iii) Collaborative learning activities,

iv) Environmental care initiatives.

v) Promotion of adventure sports

Promoting the use of Technology:

The College seeks to promote the use of technology

i) By organizing workshops for faculty focused on imparting computer literacy and ICT skills.

ii) Encouragement to use the internet as a learning resource.

Quest for Excellence:

The College's quest for excellence is demonstrated by its

i)   Adopting a lesson plan and taking the initiative to follow this up.

ii)   Initiating the integration of ICT in curriculum delivery.

iii)   Providing latest reading material to the students for the preparation of competitive examinations

iv)   Basic research related help for further studies.

C. Evaluative Report of the Departments.

Department of Political Science

1. Faculty Profile-adequacy and Competency of faculty

Political science is one of the subjects started with establishment of this college. The department is one man department and the head of the department is Dr. Suman Taneja. The faculty is quite competent to teach various branches of this subject. This subject is very important. The subject is very popular among the students as about 95% students adopt this subjects. The department always motivates the students to make them capable to face competitive examination and also become independent in their life. The department emphasis to improve the general knowledge of the students.

2. Student Profile-entry level competencies, socioeconomic status, language proficiency etc.

Most of the students are from lower income group only a few students are from economically strong families. So many students come from near by villages. Students from all communities take admission and behave in a very friendly manner. Students are mostly familiar with Hindi and their performance in English language is not so good.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes

The Semester system started in the session 2008-2009 at that time the first semester's course changed and now in the session 2011-2012 course changed again as it is going to be signal paper concept for all the courses.. The courses are decided by the university the department has no role in deciding course.

4. Trends in the success and dropout rate of students during the past two years

The success rate of the students is 99%.Around 4% student's dropout during the pass two years.

5. Learning resources of the department-Library, Computers laboratories and other resources

The main resource of learning is library of the college. Also to prepare CCE and projects Student use computer also.

6. Modern teaching methods practiced and use of ICT in teaching/learning

The department arranges group discussions, objective type questions, survey methods. For presentations Computers and projectors are used.

7. Participation of teachers in academic and personal counseling of students.

At the time of admission the process of counseling is held for the first Semester students and chance is given by the faculty to attend the different subjects class for a few periods and select the optional subjects according to their interest and caliber.

8. Details of faculty development program and faculty who have been benefited during the past two years.

The department organized a State level seminar in the year 2007. The Faculty of the department participates in seminars to gain current information about the subject knowledge. She has participated in two national seminars from the last two years.

9. Participation/Contribution of teachers to the academic activities including teaching, consultancy and research

The faculty helps other colleges and institutions as being the external examiner of viva examination. The faculty of the department is the incharge of Student union committee and thus she helps the students get the details regarding various information related to their academic development.

10. Collaboration with other department/institution, at the state, national, international levels and their outcome during the past two years.

None.

11. Priority area of research and details of the ongoing projects, important noteworthy publications during past two years.

NIL

12. Placement record of the past students and the contribution of the department to aid students placements.

The faculty provides guidance to the students about various spheres of jobs. Encourage them to prepare themselves for competitive examinations. Many students who achieved their graduation from the department are working in teaching and administrative fields, some are working with NGO's, some have started their own business like tailoring, some are provide coaching etc. Carrier counseling cell of the college has maintained all the records about it.

13. Plan of action of the department for the next five years

The department plans to arranging the special lectures by the experts and introduce post graduate courses to provide research faculties also to the students.

Department of Economics

1. Faculty Profile-adequacy and Competency of faculty

The Economics Department is working from the establishment of the college in the year 1984 of this college. In Economics Department one post is sanctioned from the state government. Therefore it is one man department and the head of the department is Dr. Amol Manjrekar. Students select this subject according to their interest .As Economics is related with economic-problems as well as Professional field; it has its own importance. The department helps to update the knowledge of students by discussing various current economic issues with them. Continuous efforts are made in this connection.

2. Student Profile-entry level competencies, socioeconomic status, language proficiency etc.

Most of the students from the Arts faculty have their representation in the department. As ours is the single girls college in the district that's why girls students of surrounding villages of district take admission in the college. Most of the department's students belong to backward community and also very weak in English Language.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes

The courses are designed by the university. The department has no role in this process.

4. Trends in the success and dropout rate of students during the past two years

The department has recorded near about to 94 to 97% of success rate in U.G Programme. Dropout rate of students during the past two years in the department is around 2 to3%.

5. Learning resources of the department-Library, Computers laboratories and other resources

Library is the main resource of learning of the department. In the library there are various types of reference books and text books. Students get the help from computers also.

6. Modern teaching methods practiced and use of ICT in teaching/learning

The department follows conversations, question answer methods, survey methods, group discussions, computer and LCD Projector are also used in teaching/learning.

7. Participation of teachers in academic and personal counseling of students.

For the enhancement of academic standard of students, the faculty motivates them through discussion, and also encouraged for conversation on practical problems. Students also enrich their knowledge through magazines of library.

8. Details of faculty development program and faculty who have been benefited during the past two years.

On the behalf of Economics Department I attended seminars and workshops. I also presented research papers and Participated in two national seminars.

9. Participation/Contribution of teachers to the academic activities including teaching, consultancy and research

As the faculty of Economics Department of the college the faculty helps other colleges time-to-time as an external examiner for viva.

10. Collaboration with other department/institution, at the state, national, international levels and their outcome during the past two years.

NIL

11. Priority area of research and details of the ongoing projects, important noteworthy publications during past two years.

NIL

12. Placement record of the past students and the contribution of the department to aid students placements.

The carrier guidance cell of the college has the record of placement details of the students. The department always guides the students about the various job opportunities available.

13. Plan of action of the department for the next five years

The department plan to arrange seminars and conferences to have a discussion about burning economic problems for the students benefit of the students and also to arrange special lectures by the subject Experts.

Department of Sociology

1. Faculty Profile-adequacy and Competency of faculty

Sociology is one of the eminent subjects of U.G Programme .The beginning of the Sociology department is from the establishment year of the college in 1984. The department is one man department and the head of the department is Dr. Sudha Lahoti. The faculty is quite competent to teach various branches of the subjects .Students select this subjects according to their interest. As Sociology is related with social problems and social structure of India, that's why it has its own importance. The department helps to update the knowledge of students by introducing current social problems. Continuous efforts are made to improve the knowledge of students. The department helps the students to gain the knowledge of social changes and basic research on rural and urban social culture. The department empowers student's inner strength so that they could play an eminent role in the socialization of non educated peoples specially in rural society.

2. Student Profile-entry level competencies, socioeconomic status, language proficiency etc.

Due to nature of subject, maximum students (around 99%) select sociology as an optional subject in U.G classes. Since the college is single girls' college of the district maximum girls from surrounding villages take admission in the college. The students are from different communities and from different income groups. Mostly students are from backward community and their language proficiency is in Hindi mostly.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes

The courses are designed by the university. Semester-System has been enforced by the department of higher education since session 2008-2009. For this

purpose a committee of selected representatives from different universities and colleges was formed by the department of higher education. Syllabus of six semesters, CCE and project was framed by the committee. The faculty of the department participated in the meetings in 2007, 2009 and 2010 for the formation and amendment of syllabus.

4. Trends in the success and dropout rate of students during the past two years

The department has recorded 100% success rate in U.G programme. The department has recorded 4% gradual dropout every year.

5. Learning resources of the department-Library, Computers laboratories and other resources

The main resource of learning is library of the college to prepare C.C.E and Projects. Students use computer as learning resource in the library. Social survey on different social problems is managed timely so that the classes are also not disturbed.

6. Modern teaching methods practiced and use of ICT in teaching/learning

The department arranges group discussion, objective type question, survey methods and for presentation is done through computers and projectors.

7. Participation of teachers in academic and personal counseling of students.

For the enhancement of academic standard of students are encouraged through discussion and conversation on practical problems. Students enrich their knowledge through magazines of library. At the time of admission the process of counseling is held for the First semester students and chance is given by the faculty to attend the classes of different subjects for a few days and select the optional subjects according to their interest and caliber.

8. Details of faculty development program and faculty who have been benefited during the past two years.

Being a full time faculty the head of the department participate in seminars to improve and update the knowledge. She has participated in 5 National seminars during the past two years.

9. Participation/Contribution of teachers to the academic activities including teaching, consultancy and research

The department is engaged in creating academic wealth at various spheres. On the behalf of the college the faculty of the department visit other colleges and institutions being the external examiner of project –viva.

10. Collaboration with other department/institution, at the state, national, international levels and their outcome during the past two years.

NIL

11. Priority area of research and details of the ongoing projects, important noteworthy publications during past two years.

NIL

12. Placement record of the past students and the contribution of the department to aid students placements.

The faculty of the department guide students about various avenues of job opportunities related to social services, social welfare programmes, woman and child welfare programmes etc. The placement record is kept with the career guidance cell of the college.

13. Plan of action of the department for the next five years

Arranging of conferences to discuss about burning social problems for the students.

- Arranging special lectures by the experts.

- To introduce a post graduate course in social work.

Department of Home Science

1. Faculty Profile-adequacy and Competency of faculty

The focus point of home science is the family and through the family the society and the country could be reached, with the help of this science one can contribute for the development of an individual society and the nation. The subject with such noble objectives and high ideals was started in this college in the year 1984 under Arts faculty. The utility of the subject in day today life is much more than other subjects. It is very useful not only for girls as well as boys also. The scope of this subject is very wide and universal. The entire life of student comes within its scope. The main aim of the course contains to raise the standard of living of people and improve it. So, that all the members of the family enjoy the best physical and mental health with their limited resources.

2. Student Profile-entry level competencies, socioeconomic status, language proficiency etc.

This subject student drawn from the rural and backward strata of the district and they generally belong to low and medium income group families. Their medium of study is Hindi and English which is mixed up because of the terminology and other technical words of Physiology and other branch they study in English and for rest of studies they prefer to Hindi language.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes

Because of the year 2008-2009 Semester system has been introduced and according to state government policy we concentrate our attention to the quality enhancement of students and therefore we prepare the CCE and project from the students.

4. Trends in the success and dropout rate of students during the past two years

The success rate of this subject is 98% and only two student dropout during past 2years because of their marriage.

5. Learning resources of the department-Library, Computers laboratories and other resources

The laboratory has sufficient number of Equipments and other necessary materials to conduct the practical .we emphasize the principals of learning "First do and than learn". W e are having sufficient no. of books some magazines and journals are also available. Department has one computer and it is used by home Science students.

6. Modern teaching methods practiced and use of ICT in teaching/learning

This subject is taught by lectures, demonstration, experiments, CCE, practical, project work group discussion observation, question answer and seminar methods. Audio Visual Aids and LCD are also used sometime. For practical work the students are taken on field visit to other institution. Recently we visit to LIFT. Subject matter specialist deliver lecture and students are benefited by these.

7. Participation of teachers in academic and personal counseling of students.

At the time of admission the process of counseling held for the first semester students and chance is given by the faculty to attend the classes of different subjects for a few days and select the optional subjects according to their interest and caliber

8. Details of faculty development program and faculty who have been benefited during the past two years.

We organized to job oriented Programme with the help of Vivekananda carrier cell and encourage the students to take Home Science as a subject and as result of this there is noticeable increase in number of students of Home Science.

9. Participation/Contribution of teachers to the academic activities including teaching, consultancy and research

To keep our self update we attend the seminar of our subject on state, National and International level. We prepare the question paper for the exam conducted by the university and also act as External and Internal Examiner for the practical exam and she inviting as resource person also.

10. Collaboration with other department/institution, at the state, national, international levels and their outcome during the past two years.

NIL

11. Priority area of research and details of the ongoing projects, important noteworthy publications during past two years.

NIL

12. Placement record of the past students and the contribution of the department to aid students placements.

As we had earlier said Home Science is a job oriented subject about 80% of Home Science students are placed. 40% of them are working in different services and NGO's and rest are self employed.

13. Plan of action of the department for the next five years

1. We will organize more job oriented courses.

2. We will teach with the help of smart classroom and other new teaching methods.

3. We will plan for other minor and major projects.

Department of Hindi

1. Faculty Profile-adequacy and Competency of faculty

The Beginning of Hindi Department is from the establishment year 1984 of this college. In Hindi Department one post is sanctioned from the State Government, Therefore like other departments it is also a one man department. Hindi Language is compulsory subject for all Students under the foundation course in the UG Programme while Student select Hindi Literature according to their interest .As Hindi is related with the development of Hindi Language it has its own importance specially as it is our mother tongue. The department helps to update the knowledge of in literature through various methods.

2. Student Profile-entry level competencies, Socio-Economic status, language proficiency etc.

Students of all classes have their representation in the Hindi department. As this is the only girls college in the district that's why girls students of surrounding villages of district take admission in the college. Mostly students belong to backward class-community.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes

The courses are designed by the university. The department has no role in this process.

4. Trends in the success and dropout rate of students during the past two years

The department has recorded near about to 98% of success rate in U.G Program. Dropout rate of students during the past two years in the department is around 2 to3%.

5. Learning resources of the department-Library, Computers laboratories and other resources

Library is the main resource of learning of the department. In the library there are various types of reference books and text books. Students get the help of computers also.

6. Modern teaching methods practiced and use of ICT in teaching/learning

The department follows conversations, question answer methods, survey methods, group discussions. Computer and LCD Projector are also used in teaching/learning.

7. Participation of teachers in academic and personal counseling of students.

For the enhancement of academic standard of girl's students, time -to-time through discussion, they are encouraged for conversation on practical problems. Students used to enrich their knowledge through magazines of library.

8. Details of faculty development program and faculty who have been benefited during the past two years.

The faculty of Hindi Department attends seminars, workshops, conference. Also presents research papers. The department has organized one national saminar ''Vartaman parivesh me Hindi bhasha ki asmita: mahatva,mulyankan''on 25&26 Febuary 2010 in this college.

9. Participation/Contribution of teachers to the academic activities including teaching, consultancy and research

The faculty of the department help other colleges time-to-time as an examiner for viva.

10. Collaboration with other department/institution, at the state, national, international levels and their outcome during the past two years.

NIL

11. Priority area of research and details of the ongoing projects, important noteworthy publications during past two years.

NIL

2. Placement record of the past students and the contribution of the department to aid students placements.

The carrier guidance cell of the college has the record of placement details of the students. The department always guide the students about the various job opportunities.

13. Plan of action of the department for the next five years

1. Arranging of seminars and conferences to discuss about Hindi language & Literatures problems for the students.

2. Arranging the special lectures by the Experts

Department of Commerce

1. Faculty profile-adequacy and competency of faculty

The department of Commerce, began in 1997, deals with commerce subjects covering 2 different B.Com. Combinations one with Economics and the other with Computers. The B.Com computer is established by the Janbhagidari Samiti. The department consists of one qualified permanent faculty two guest faculties for B.Com and one guest faculty for computer subjects. The permanent post is sectioned from the government and the guest faculty posts are sectioned by the Janbhagidari samiti of the college. To meet the steadily increasing student strength and teaching workload, the college feels the requirement of hiring qualified guest faculty. The faculty members are actively involved in teaching, learning activities.

2. Student profile-entry level competencies, socioeconomic status, language proficiency etc.,

The entry level of the students to the department shows variety in competence and composition. The students admitted to the department are from different strata of the society, across the district. The knowledge map shows that the slow learners are of sizable in number. Maximum students are from backward communities and lack proficiency in English.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes.

The courses are designed by the university. The department has a tiny role in this process by presenting suggestions through letters in which the higher education department asks colleges about the required suggestions. The department informs the principal about the changes required and she presents the views as and when required.

4. Trends in the success and dropout rate of students during the past two years.

The average success rate in the department is just over 90% and the dropout rate, during the past two years is about 2-4%.

5. Learning resources of the department – library, computers, laboratories and other resources.

The department get the information college Library. The department also use internet for updating knowledge continuously. The department has fully equipped computer lab with 16 no. of computers and one printer. Most of the computers are in LAN and 4 broadband internet connections from BSNL is also available.

6. Modern teaching methods practiced and use of ICT in teaching/learning.

The department conducts interactive sessions and group discussions. All the faculties have expertise in computer skills to handle ICT in teaching/learning. With the latest audio and video teaching aids installed, the use of ICT in teaching and learning is an everyday practice. The faculties use online teaching which is essential for computer courses and also for other students the information is explained by the National Misson on Education also.

7. Participation of teachers in academic and personal counseling of students.

The department is committed to address the challenges of the students. The faculty of the department counsels students in academic matters. In addition, the counseling centre in the college extends services.

8. Details of faculty development program and faculty who have been benefited during the past two years.

The faculty of the department regularly participates in seminars, symposia, workshops, orientation and refresher courses.

9. Participation/contribution of teachers to the academic activities including teaching, consultancy and research.

The department provides guidance to the other faculty members of the college about the use of computers and also helps them in the use of computers and multimedia in teaching. The department extends its support for all the ICT related initiatives and activities in the college. The faculty along with a few trained student volunteers takes care of the computer facilities in the college.

10. Collaboration with other department/institution, at the state, national, international levels and their outcome during the past two years

None

11. Priority areas of research and details of the , important noteworthy publications during the past two years.

None

12. Placement record of the past students and the contribution of the department to aid student placements.

The placement cell of the college has the record of placement details of the students. The faculty of the department has been guiding the students about the various avenues of job opportunities. Over 10% of the outgoing students get employed and about 40% of them move on to higher studies.

13. Plan of action of the department for the next five years

a) Starting of PG course in Commerce.

b) To strengthen research activities by collaboration with other institutes.

c) Organize National Conferences/workshops.

d) Arrangement of expert lectures for the students.

Department of English

1. Faculty Profile-adequacy and Competency of faculty

English is one of the eminent subjects of U.G programmed. The beginning of English department is from the establishment year of this college in 1984. In English Department one post is sanctioned from the state government. The department is having only one guest faculty working in this session as the post is laying vacant. The Guest Faculty that has been invited is quite competent to teach the subject. He always motivates the students to get the basic knowledge of the language so that they become independent in their life. Department always motivate students to gain knowledge of English. All the students of U.G Programme used to study English as compulsory subjects because it is one of the part of Foundation Course.. Some students select English Literature as an optional subject according to their interest. Since English is the international language that's why it has its own importance during the time of globalization. Secondly India is the country of different languages and only English language can united them. In this sense study of English is compulsory .The department helps to update the knowledge of students. Continous efforts are made to improve English speaking of students.

2. Student Profile-entry level competencies, socioeconomic status, language proficiency etc.

Most of the students are from lower income group only a few students are from higher class. Students from all communities take admission and behave in a very friendly manner. Students are athome in Hindi but their English is very poor. Since girls college is the single college of the district so mostly students of the

Colleges are from surrounding villages of the district. Maximum students are from backward communities and with very low proficiency in English, due to it the strength of English Literature students is low.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes

The courses are designed by the university. Semester System has been enforced by the department of higher education since session 2008-2009.The department has no role in this process.

4. Trends in the success and dropout rate of students during the past two years

The department has recorded 99% of success rate in U.G Programme.The department has recorded around 4% gradual reduction every year.

5. Learning resources of the department-Library, Computers laboratories and other resources

The main resource of learning is library of the college to prepare CCE .Students use computer as learning resource in the library. Library pays an eminent role as learning resources of the department .Department inspires students for Dictionary-work in library to enrich English vocabulary. Department also inspires students for the study of English magazines kept in library for the enhancement of English knowledge. Remedial classes for English is managed timely so that the classes are also not disturbed.

6. Modern teaching methods practiced and use of ICT in teaching/learning

The department arranges group discussion objective type question and students' presentation.

7. Participation of teachers in academic and personal counseling of students.

At the time of admission the process of counseling held for the first semester students and chance is given by the faculty to attend the classes of different subjects for a few days and select the optional subjects according to their interest and caliber

8. Details of faculty development program and faculty who have been benefited during the past two years.

NIL

9. Participation/Contribution of teachers to the academic activities including teaching, consultancy and research

NIL

10. Collaboration with other department/institution, at the state, national, international levels and their outcome during the past two years.

NIL

11. Priority area of research and details of the ongoing projects, important noteworthy publications during past two years.

NIL

12. Placement record of the past students and the contribution of the department to aid students placements.

The faculty of the department use to guide their students about various avenues of job opportunity related to English language.

13. Plan of action of the department for the next five years

- Arranging conferences to discuss about the importance of English.

- Arranging the special lectures by the experts.

Department of Urdu

1. Faculty Profile-adequacy and Competency of faculty

Urdu is one of the subject of literature in Bachelor of Arts. The Beginning of Urdu Department in the college is from the year from 1987 .In Urdu Department one post is sanctioned from the state government but the post is laying vacant so the colleges has invited guest faculty for the subject.. Most of the Muslim Students select this subject according to their interest .Continuous efforts are made to improve the knowledge of Urdu. The faculty always motivates the students to develop their subject knowledge. The department helps student to update their knowledge and for achieving this continuous efforts are made to improve Urdu speaking of students.

2. Student Profile-entry level competencies, socioeconomic status, language proficiency etc.

The departmental strength is very small and even out of them most of the students are from lower income group only a few students are from higher class. Students are not so good in Urdu at the time of admission but the faculty puts her best efforts to improve their subject knowledge.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes

The courses are designed by the university. Semester System has been enforced by the department of higher education since session 2008-2009.The department has no role in this process.

4. Trends in the success and dropout rate of students during the past two years

The department has recorded near about to 99% of success rate in U.G Program. Dropout rate of students during the past two years in the department is around 2 to3%.

5. Learning resources of the department-Library, Computers laboratories and other resources

The main resource of learning is library of the college to and to prepare CCEs the Students use computer as learning resource in the library and computer lab also. Library plays an eminent role as learning resources of the department .Department inspires students for Urdu Dictionary-work in library to enrich Urdu vocabulary. Department also inspires students for the study of Urdu magazines kept in library for the enhancement of Urdu knowledge.

6. Modern teaching methods practiced and use of ICT in teaching/learning

The department arranges presentation in power point using ICT.

7. Participation of teachers in academic and personal counseling of students.

At the time of admission the process of counseling held for the first semester students and chance is given by the faculty to attend the classes of different subjects for a few days and select the optional subjects according to their interest and caliber

8. Details of faculty development program and faculty who have been benefited during the past two years.

NIL

9. Participation/Contribution of teachers to the academic activities including teaching, consultancy and research

NIL

10. Collaboration with other department/institution, at the state, national, international levels and their outcome during the past two years.

NIL

11. Priority area of research and details of the ongoing projects, important noteworthy publications during past two years.

NIL

12. Placement record of the past students and the contribution of the department to aid students placements.

The faculty of the department use to guide their students about various avenues of job opportunity related to Urdu language. The placement details are kept by the career guidance cell of the colleges.

13. Plan of action of the department for the next five years

The department aims to increase the number of the students in the upcoming years and provide various expert lectures for the students.

Department of History

1. Faculty Profile-adequacy and Competency of faculty

The beginning of History Department in the college is from 2002.The Department is established under self financing scheme of Janbhagidari Samiti. The department is having one post which is filled by inviting a guest faculty of history The faculty is quite competent to teach various branches of the subject. She always motivates the students of prepare themselves to face competitive exam so that they make a deep study of the subject. Department always motivate students to gain deep knowledge of history and to update the knowledge of students Continuous efforts are made by the department.   The faculty also takes the students for study tour previously the students visited State Museum Bhopal and also some other historical places.

2. Student Profile-entry level competencies, socioeconomic status, language proficiency etc.

Most of the students are from lower income group only a few students are from higher class. Students from all communities take admission and behave in a very friendly manner. Students are not so good in history at the time of admission but afterwards through departmental efforts they acquire the deep knowledge of the subject. Since ours is the only girls college of the district so many students from surrounding villages of the district take admission in the department. Maximum students are from backward communities.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes

The courses are designed by the university. Semester System has been enforced by the department of higher education since session 2008-2009.The department has no role in this process.

4. Trends in the success and dropout rate of students during the past two years

The department has recorded 100% of success rate in U.G Programme. The department has recorded around 4% gradual reduction every year.

5. Learning resources of the department-Library, Computers laboratories and other resources

The main resource of learning is library of the college also to prepare CCE students use computer as learning resource in the library. Library plays an eminent role as learning resources of the department. Department also inspires students for the study of magazines kept in library for the enhancement of knowledge

6. Modern teaching methods practiced and use of ICT in teaching/learning

The department arranges group discussion objective type question and students' presentation using computers sometimes.

7. Participation of teachers in academic and personal counseling of students.

The faculty helps the students at the time of admission and also while classroom teaching for their career advancements.

8. Details of faculty development program and faculty who have been benefited during the past two years.

NIL

9. Participation/Contribution of teachers to the academic activities including teaching, consultancy and research

NIL

10. Collaboration with other department/institution, at the state, national, international levels and their outcome during the past two years.

NIL

11. Priority area of research and details of the ongoing projects, important noteworthy publications during past two years.

NIL

12. Placement record of the past students and the contribution of the department to aid students placements.

The faculty of the department guide their students about various avenues of job opportunity related to History.

13. Plan of action of the department for the next five years

- Arranging conferences to discuss about the importance of History in modern India.

- Arranging for more study tours

Department of Management (Business Management)

1. Faculty Profile-adequacy and Competency of faculty

The Management department is working from previous session in the year 2010-11 it is started by under self financed scheme. The courses officered by the department are BBA. The department is working with two guest faculties. Management Department always motivates the students to prepare themselves for further management studies so that they become independent in their life. Department always emphasize students to gain knowledge of various areas of management. The faculty of the department is competent to use bilingual teaching to address languages challenges of the students. The department id helping students gain the advance knowledge about Management and basic research culture.

2. Student Profile-entry level competencies, socioeconomic status, language proficiency etc.

The college received the permission from the university late in the previous session so the admissions in last year the strength was very few. In this current session (2011-12) the student strength has increasing. Most of the students are from lower income group only a few students are from economic strong families. Most of the student sare coming form the near by villages through bus and other local convince , the department also help the students by arranging the class time as the students can come from distance places also. Students from all communities take admission and behave in a very friendly manner. The department helps the students acquire as much management related information as required for the completation of their courses successfully.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes

The courses are designed by the university. Semester System has been enforced by the department of higher education .The department has no role in this process.

4. Trends in the success and dropout rate of students during the past two years

The department has recorded 25% of success rate in U.G Programme.

5. Learning resources of the department-Library, Computers laboratories and other resources

The main resource of learning is library of the college and the internet .Students use computer as learning resource in the library and computer lab. Library plays an eminent role as learning resources of the department. The faculty of the department also inspires students for the study of management magazines to enhance knowledge about management.

6**. Modern teaching methods practiced and use of ICT in teaching/learning**

The department throught the computers in the computer lab arranges seminars among students, objective type question and presentation related to current topics.

7. Participation of teachers in academic and personal counseling of students.

The students are guided about the various opportunities available throught the courses of the department so that they can decide according to their choice of career.

8. Details of faculty development program and faculty who have been benefited during the past two years.

NIL

9. Participation/Contribution of teachers to the academic activities including teaching, consultancy and research

NIL

10. Collaboration with other department/institution, at the state, national, international levels and their outcome during the past two years.

NIL

11. Priority area of research and details of the ongoing projects, important noteworthy publications during past two years.

NIL

12. Placement record of the past students and the contribution of the department to aid students placements.

NIL

13. Plan of action of the department for the next five years

The department plans to increase the strength by next five years and also increase the number of faculties. The department also plans to get the latest journals and management magazines to help the students.

Department of Computer Application

1. Faculty profile-adequacy and competency of faculty

The department of Computer science is established since 2010 the department is senctioned under self funding scheme. The fist batch of the department consisted only fifteen students due to delay in the permission from the affiliating university. The BCA department is working with two guest faculties The guest faculty fulfills the departmental requirements. The knowledge of this discipline is intensely used in every sphere in the contemporary times and the department is in process to get well equipped to encounter the challenges. The Faculty is competent to use bilingual teaching to address language challenges of the students. The department is helping students to gain the computer knowledge. The constant care of the staff empowers students' inner strengths and understanding of the subject.

2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.,

The entry level of the students to the department shows variety in Competence and composition. The students admitted to the department are from different area of the society. The total number of students in BCA 1st semester in the current session is 21 and 13 in the BCA 3rd semester. Maximum students are from backward communities and with very low knowledge in computer and English.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes

The courses are designed by the university. The department has a no role in this process.

4. Trends in the success and dropout rate of students during the past two years

The department has recorded 46% of success rate in UG program. The department has recorded around 13% gradual reduction in 2010-11.

5. Learning resources of the department – Library, computers, laboratories and other resources.

The department uses the main library of the college. The Library provides the computer magazines to the students and enhances their contemporary knowledge. Work is managed timely so that the classes are also not disturbed. The online resourced are the main source of learning.

6. Modern teaching methods practiced and use of ICT in teaching/learning

The department follows interactive sessions, group discussions, and participatory problem solving techniques, students' presentations and exposure programs. The staffs including the guest faculties are using computer and LCD projectors also in teaching/learning.

7. Participation of teachers in academic and personal counseling of students.

The department is committed to address the challenges of the students. The faculty members guide students about various queries related to their career advancement.

8. Details of faculty development program and faculty who have been benefited during the past two years.

NIL

9. Participation/contribution of teachers to the academic activities including teaching, consultancy and research.

The faculty of the department helps the student to consult various aspects of IT field.

10. Collaboration with other department/institution, at the state, national, international levels and their outcome during the past two years

NIL

11. Priority area of research and details of the ongoing projects, important noteworthy publications during the past two years

NIL

12. Placement record of the past students and the contribution of the department to aid student placements

NIL.

13. Plan of action of the department for the next five years

1. Acquiring more infrastructural facilities for the students.

2. Equipping the lab with latest technologies

3. Arranging for special lectures in the IT field.

Department of sprots

1. Faculty Profile-adequacy and Competency of faculty

The sports department of the college acquired its regular post of sports office in the year 2004. From the establishment the department is providing the students various facilities to improve their sports activities. With the guidance and assistance from the department the college students have scored achievements at district, divisional, state and university levels. The incharge sports officer of the college is very helping nature. As ours is the girls college the students needs more motivation and training. The department tries its best to provide the students various equipments to practice games. The college was not having sports ground at the time of previous accreditation but through continuous effort with the management of the college the department has acquired additional land for sports. One multi-facility hall is also going to be constructed to provide the students with latest equipments and sports environment. The department arranges training camps before the competitions.

2. Student Profile-entry level competencies, socioeconomic status, language proficiency etc.

As ours is the girls college and student are from near by villages. The girls are not so much interest in participating the outdoor games and some times even if they are selected for the game they do not wish to participate at higher level if the competition is going to be organized in some other place. The students are not so physically fit and it needs a lot attention and hard work from the department's side to encourage them participates in the competitions. The students are not so

active and they loose their concentration at some specific places to improve it the department arranged Judo, Karate and Yoga training for the students.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes

Not applicable

4. Trends in the success and dropout rate of students during the past two years

Generally 40% of the students take part in various indoor and outdoor games.

5. Learning resources of the department-Library, Computers laboratories and other resources

The main learning resource of the department is the play ground and for other information students seek library and internet.

6. Modern teaching methods practiced and use of ICT in teaching/learning

Not applicable

7. Participation of teachers in academic and personal counseling of students.

The department provides counseling to students every time they want to participate in a game or learn to play the games.

8. Details of faculty development program and faculty who have been benefited during the past two years.

The sports office of the department participate in various sports meets and seminar from time to time.

9. Participation/Contribution of teachers to the academic activities including teaching, consultancy and research

NIL

10. Collaboration with other department/institution, at the state, national, international levels and their outcome during the past two years.

NIL

11. Priority area of research and details of the ongoing projects, important noteworthy publications during past two years.

NIL

12. Placement record of the past students and the contribution of the department to aid students placements.

None

13. Plan of action of the department for the next five years

The department plans to use the acquired land for sports activities and create the multi-facility hall where the students can play various indoor games and the department also plans to create a ground for outdoor games.