SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOVT. P. G. COLLEGE KHARGONE

BISTAN ROAD KHARGONE
451001
www.govtpgcollegekhargone.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Govt. Post Graduate College, Khargone, is a recognized institute of higher education located at the district Head Quarter of District Khargone .It is a lead college, situated in a tribal area and has a large number of students. U.G. Classes were begun in Devi Ahilya H.S.S. building in the year 1958 which is the year of establishment of this college. The college has been shifted to the present campus in the session 1967-68.

Presently, the campus comprises of area about 48550.13 sq. meters approximately 20642 sq. meters built up area covers class rooms, laboratories, auditorium, library, canteen, buildings, reading hall etc. There are two distinguished facilities for games and sports viz; a multipurpose indoor stadium and a 400 meter track and field. Water coolers with purifier, playgrounds, well maintained garden and vehicle stand are some other infrastructural facilities. The rich library has 70,000 text books, reference books and a considerable number of journals. All the science departments are well equipped. Computer, Microbiology, Biotechnology and Social work departments are running under self finance. Besides these, departmental libraries in 13 PG departments also exist. These PG departments are Commerce, Hindi, English, Economics, Geography, Political Science, Master of Social Work, Physics, Chemistry, Mathematics, Computer Science, Zoology and Botany. Urdu, Sanskrit, History, Microbiology, Biotechnology, Sociology are the additional subjects taught at only UG level. The institute is also study center for IGNOU and M.P. BHOJ University.

The college belongs to Higher Education Department of Madhya Pradesh and affiliated to Devi Ahilya University, Indore which has recognized the college as a Research Center in four subjects viz. – Economics, Commerce, Geography and Hindi. A registered Alumni Association to co-operate and active "JAN BHAGIDARI SAMITI" headed by the collector of the district are also there to collect funds and to use it for the development of the college. College is rich in human resources as there are a large number of teaching and non-teaching staff available. There are seven professors, five associate professors forty-two assistant professors and thirteen full time guest faculty, seventy one class three and four employees.

Vision

To impart higher education to the students specially from the tribal area, dependent on agriculture and labour so that they become an active and worthwhile for society and help in the development of country.

Mission

1. To educate and empower the learners to realize their credential through ethical blending of knowledge skills and values for serving the society.

2.To generate experts in the field of science, arts and commerce to accelerate socio-economic growth of the country.

3. To empower the rural and tribal students through the use of modern technology, various curricular and extra-curricular programs and make them employable.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. **Biggest and Lead College of the District:**

UGC Recognized, Government Aided and NAAC Reaccredited with 'B' grade, Govt. P. G. College, Khargone is the Lead college in the District. It is situated at district Head Quarter Khargone. During current session- 6359 students took admission as regular students.

2. **Geographical Coverage:**

The students from remote villages and other bordering districts come to study at district place.

3. **Infrastructure:**

a. Location: The college premises are situated in prime locality. It is less than one km away from all important places of the city.

b. Area: The college premises has a large area about 12 acres (48550.13 square meters) which consist grand main building with proper elevation.

c. Library: Library is automated with SOUL 2.0 Library automation software developed by INFLIBNET in 2013-14 and still gets updated. Library also subscribes to N-LIST every year to provide access of rich and standard e-resources to teachers and students.

4**. Financial Status:**

The institution is financially strong as the Jan Bhagidari Samiti (Public Participation Committee) fund is more than 6 crores at present.

5. **Permanent Faculty:**

There are 52 persons working as permanent faculty in the college, out of which 35 faculty members having Ph.d degree i.e.67% are highly qualified.

6. **Engaging Sports Facility:**

The Institution is well equipped with indoor as well as outdoor sports facilities which are helpful in achieving high goals.

7. **Research Centers:**

Four departments of the college have honour of becoming research centers. These are Geography, Economics, Hindi and commerce.

8. **NSS and NCC Unit**:

There are Girls and Boys NSS Units in the college and efficient NCC Unit.

9. English Language Lab:

We have English Language Lab Which focuses on the finer shades of language like vocabulary, grammar, pronunciation, intonation, modulation, phonetics, MTI and syllabic division.

10. Swami Vivekanand Career Guidance Cell:

Swami Vivekanand Career Guidance Cell of the college is working well to guide the students regarding career opportunities.

Institutional Weakness

- **Communication Skill**:

Most of the students belong to remote areas and they have limited access to language learning facilities, when the students get admission in college in various courses. They find it comparatively difficult in expressing their views in grammatically correct languages. They need to improve English language, Hindi language and basic knowledge of computer. Their hurdle related to learning and understanding will be resolved.

- **Research:**

After completing their degree course students focus on to get employment. Some students enroll themselves towards professional courses to get job and some students do not take interest in further education due to their other responsibilities.

- **Paucity of professional and vocational courses:**

The institution lacks professional and vocational courses.

- **Alumni:**

Alumni is quite indifferent to the activities of the college and very weak in terms of ratio compare to the number of years of establishment. It provides no financial help.

- **Embarrassing Student- Teacher ratio:**

Student- teacher ratio is not in accordance with the norms of UGC.

- **Lack of ICT enabled Classrooms:**

The institution needs sufficient number of ICT enabled classroom keeping in view the modern technology of teaching and learning.

Institutional Opportunity

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1. Variety of Courses:

The institute provides opportunity to students to pursue variety of courses viz in Science, Arts, and Commerce & Law.

2. Sports:

Govt. P.G. College Khargone is a renowned college in terms of providing sports facility to students viz multipurpose indoor stadium, well furnished gym and running track, outdoor sports ground which gives opportunity to students in getting National/State Level sports awards and also help them in building their carrier in sports.

3. Locational advantage:

The college has locational advantage and it sets benchmark in academics for other higher education institutes of surrounding area. It is situated in the heart of the city which is immensely helpful to students in term of means of transportation specially girl students can have easy access to college who live in remote areas.

4. Research facility/well equipped labs:

Govt. P.G. College Khargone follows all the guidelines of HED (M.P) and DAVV Indore. The institute is pioneer in providing research related facilities to scholars/students and the labs of college are well equipped which gives wide opportunity to students in developing their interest in research as well as they can get advancement in their career.

5. Holistic Development:

The Institute's vision and mission are extremely helpful for students in their holistic development, facilities viz; National Service Scheme, National Cadet Corps, groom student's personality and provide them opportunity to develop leadership traits. Swami Vivekananda career guidance scheme, virtual classes and ICT enabled teaching - learning methodology add more feather in the cap of institute facilities which helps in the development of intellectual mental, physical, emotional and social abilities of students.

6. IGNOU/BHOJ Centre:

Govt. P.G. College Khargone is the centre of Indira Gandhi National Open University and Bhoj distance learning facilities which extends helping hand to students and provide opportunity to complete their quest of learning by imparting higher education through IGNOU/BHOJ.

Institutional Challenge

1. Optimum utilization of students potential:

Students are highly capable but it is challenging to utilize their potential in right direction and the Institute is trying to meet all the job related requirements of youth though it is challenging for the

administration/management.

2. Quality Enhancement:

With the changing scenario there are various parameters to enhance the quality of students. The institute is trying its level best in enhancing the quality of teaching and learning with its innovative measures to meet the demands of the students but it is highly challenging to fulfill dynamic requirements of the students. The students feel difficulty in expressing themselves in English Language due their rural background. The English department helps them immensely in improving their communication skills. Students are also helped in competitive exam and university examination as far as English language is concerned.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- Being affiliated to Department of Higher Education and DAVV Indore we have to follow the syllabus prescribed by them with an academic calendar of events.
- The implementation and review of curriculum through theory and practical classes is carried out with maintenance of time table and daily diary for effective academic planning by teachers.
- The conventional teaching methodology is blended with reasonable use of ICT with an organization of seminars, workshops, special lectures, group discussions, group assignments and their activities. Extra classes for slow learners are arranged while advanced learners are motivated to use e- library resources. The teaching departments are well equipped with computers and internet facility with an availability of projectors, spacious, classrooms, conference halls etc. The English Language Lab is available for the students to improve English language communication.
- Institution integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum.
- The Institute aims at integrating various issues Viz, environmental studies and consciousness, gender issues, moral values and professional ethics, in its curriculum. This is incurred both by curricular and co-curricular modes. At UG level moral values are inculcated among students through B.A./B.Com/B.Sc first Year foundation course. Environmental studies prescribed in B.A./B.Com/B.Sc Second year syllabus helps in imparting environment related awareness.Through field work and community oriented subjects values of community services imparted among students viz, Department of social work & sociology focus on various social welfare issues. Various programs arranged by the institute, which, contribute to sensitize students toward cross cutting issues viz, gender equality through functional women empowerment cell. MOU signed with Gayatri Shakti Peeth provides with Kanya Koushal Shivir for girls, yoga and meditation training both for boys and girls.
- For environment and sustainability, MOUs signed to install Solar Power Plant Rescue Model. NSS, NCC and MSW Department promote environmental awareness through plantation, solid waste management, water revolution program. Human values and professional ethics also imparted through NSS, NCC and special facilities are available for differently abled viz, ramps and wheel chairs.

Teaching-learning and Evaluation

- Govt. P.G.College Khargone imparts higher education to the students from the diverse socio-cultural, economical and educational background. The institution assesses the learning levels of the students by

identifying slow learners and advanced learners.

- During the course of time a systematic evaluation process is used to assess the learning levels of the students.
- The College strictly adheres to the academic calendar for conducting the continuous internal evaluation (CIE) by conducting regular class test, seminars open book tests, surprise test book review, home assignments etc.
- Learning outcomes are reflected in a high pass percentage of the students, their success in NET/SET/GATE Examinations and university merit ranking.
- The college has taken initiative in using student centric methods in teaching learning process as per the IQAC directions by adopting methods-experiential learning, participative learning and problem solving methods.
- Teachers utilize ICT enabled tools for CCE, projects, dissertations etc.
- The college library is well equipped with books, journals and e-resources required for teaching learning and research, for effective teaching learning process. Our English language lab is effective in developing communication skills of students. Remedial classes are also conducted.
- The college has a transparent, time bound and efficient mechanism to deal with examination related grievances. IQAC reviews the academic performance of each department.
- Similarly the department of English contributed to the transparency by adopting class teaching genre of C.C.E. Department of physics organized CCE through Google form.
- The college is affiliated to DAVV Indore and whole examination process is run under the control of university. New courses and subjects are adopted and implemented as per the needs of the society and area.
- Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution. For this evaluation, direct measure is the synthesis of examination result to identify pass percentage and marks obtained by students. Indirect attainment is reflected in terms of large number of students' selection in various competitive exams.

Research, Innovations and Extension

- The IQAC and Research committee plans and monitors the research activities at the Institute. P.G.College Khargone is a renowned teaching institution having thirteen PG departments and research centers in four subjects namely, Hindi, Geography, Economics and Commerce. It appreciates and plays an encouraging role in promoting an eco-system for innovation among faculty members. We have well functioning Swami Vivekananda Career Guidance Cell which helps students in utilizing career related opportunities. Activities like Career Fair, Personality Development Cell and Expert lecture provide an edge to the students of institute in grabbing career opportunities. Guidance related to UPSC and MPPSC exam by experts and publication of yearly Swami Vivekananda career magazine are of immense help to students.
- Live telecast of startup program of honourable Chief Minister sir from Bhopal (smart development corporation ltd.) on 29 sep 2018 was also among the activities organized for students' welfare.
- The college organizes a number of extension activities to promote institute neighbourhood community association to sensitize the students towards community needs to bring communal transformation in the surrounding rural communities. The students actively participate in social service activities leading to their overall development. These activities are carried out through NSS, NCC and social work department. The college conducted extension and outreach programs in collaboration with various stakeholders of the society.The institute serves the purpose of community service with its participation in Swachh Bharat Abhiyan, AIDS awareness, Blood donation camp, Tree plantations, health check up

camps and gender issues etc. Our students have participated in National Youth Parliament, acquired positions in camps as best cadets in NSS and Yoga camps.

Infrastructure and Learning Resources

- The institute has 12 acres area with built up area of 20642.12 divided into three blokes, covers well maintained classrooms, lecture halls, fully equipped science practical laboratories, computer labs, a fully equipped English language lab, sophisticated Auditorium and multipurpose working gymnasium.
- Library is housed at the ground floor of the college premises. It has huge and versatile collection of about 70,000 books and E-resources available in the library viz. N-list, DELNET etc. All the laboratories of the college are fully equipped with advanced equipments. The college provides additional facility to enhance the language efficiency of the students. Advanced digital language laboratory facility is available in college.
- The college is proactive and supporting in holistic grooming of students. The College has a huge playground for outdoor sports activities like cricket, football, hockey, athletic events. There is multi-purpose indoor sports hall for badminton, basketball, volleyball and kabaddi etc with adequate furniture for storage of sports equipments.
- The Auditorium Hall is available for cultural activities.
- The policy for maintenance and utilization of physical, academic and support facilities assures the optimum utilization and proper maintenance with a standard required specification of physical, academic and support service facilities of the college. The college has various committees which function for the up keeping and embellishment of the building and other physical facilities available for the development of campus beautification.

Student Support and Progression

- The College made its humble beginning with a view to provide best education to deserving students, particularly the lower middle class society. The concern of the college is to impart holistic education to the students coming from all the sections of the society equally. Therefore every student who joins the college is extended academic, psychological, professional and financial assistance to make their stay in the college an enriching experience. We provide sports-kits to the students of sports. We provide ramps, wheelchairs and scribes for the differently abled students.
- The college has active mechanisms like competitive exam guidance cell, SVC cell, placement cell, grievance redressal cell, anti-ragging, sexual harassment committee and welfare measures to support students. There is English Language lab in the college. Spoken English Classes have been arranged to develop communication skills of students.
- There is treadmill and gymnasium in the Department of Sports. A huge and spacious playground for outdoor games and multipurpose indoor stadium for indoor games are also available.
- The 78% students got benefit of the scholarships provided by the government during the last five years while some students were benefited by the non-government/institutional scholarship, free-ship concession in the fees and the prizes.
- College creates a platform for active participation of the students in academic and administrative bodies and committees.
- The Alumni Association has been established in the year 2014. It is registered as per society Registration Act, 1973 (44). The Association has enrolled 110 members and takes initiative to act as participatory management in the policy framing of the college. Many alumnae have given their valuable

guidance to the students.

Governance, Leadership and Management

- The vision and mission of the institute is visible on college website and in college campus at various locations.
- Unity and discipline are inculcated through NCC, NSS, and sports activities for the enhancement of the Institute. For the enhancement of students' knowledge e-library, seminars, expert lectures, workshops and other development works are continuously being done.
- The strategic plans of the institution are formulated and implemented by various committees headed by committee conveners under the patronage of the principal. Decisions related to emergency and matters of paramount interest are taken in the staff council and Jan Bhagidari Samiti of the college.
- The college executes the curriculum of D.A.V.V. Indore efficiently and gives suggestions to the board of studies for curriculum development.
- Regular classes, conducting examination with proper system, well functioning library, efficient feedback mechanism etc.
- The institution is a state government college hence service rules procedures appointment and promotional policies and rules for class I,II,III,IV and guest faculty are in accordance to the norms of Department of higher education, Govt. of M.P. and UGC.
- The use of ICT improves administration processes and the internal working of the department within an educational organization.
- The Institute offers worthwhile welfare schemes to all the teaching and non-teaching staff to ensure and provide thrust to their working efficiency.
- The performance of the teaching and non–teaching staff is assessed through the annual performance appraisal system.
- The accounts of the college budget are audited internally and externally regularly. The allocated funds are utilized to purchase equipment, infrastructure and development. Funds are also utilized to organize seminars, workshops and conferences etc.
- IQAC (Internal Quality Assurance Cell) and Jan Bhagidari Samiti have taken quality decisions which have made the development of the institution.
- College promotes a culture of participative management in which faculty members, staff and students at all levels are encouraged to contribute their ideas and viewpoints on institutional goals, aims and other decisions which have made the development of the institution.

Institutional Values and Best Practices

- The institute ensures gender sensitivity by providing equal opportunities to female students. Women Empowerment Cell, Anti – Ragging Cell, Sexual Harassment Cell, Social Work Department, NSS and NCC unit perform several activities to promote gender equality and gender sensitivity.
- To provide the safety and security institute provides facilities viz security personnel, CCTV cameras separate washrooms for girls and boys, two exit gates, identity cards and cradle home. The students are supported with academic and stress related issues as they are provided with counseling under mentor mentee scheme. To keep the college campus clean and healthy the policy of Reduce, Recycle and Reuse has been adopted. There is proper management for solid waste, biodegradable and non biodegradable waste. Use of polythene is banned. There are water conservation facilities; botanical garden and eco club are available in the college

- The college maintains transparency in its financial, academic, administrative and auxiliary functions. The institute provides a comfortable and barrier free environment to disabled persons. For linguistic enrichment, there is language lab in department of English.
- The institute attempts to sensitize students and employees towards constitutional obligations by celebrating various important days.
- Institute is committed to fulfill the objective of providing holistic education. For this, two best practices namely NSS and NCC have been adopted. A wide range of activities like Cleanliness, Personal Health, Plantation and Voter Awareness Program are organized during special camps in the nearby villages. A considerable number of students have participated in the state level and national level camps. NSS volunteers are directly benefited with the attainment of 'B' and 'C' certificates. The college NCC unit takes part in various camps and activities at college level, inter collegiate level, state level and national level. NCC cadets take part in the various activities ATC, CATC, NIC, ALC, RDS and various welfare works including Adult Education, Blood Donation, Tree Plantation and Celebration of various days. College has a huge and spacious enough play ground to hold outdoor sports. There is a multipurpose indoor sports hall for indoor games with adequate furniture for storage of sports equipments.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. P. G. COLLEGE KHARGONE
Address	Bistan Road Khargone
City	KHARGONE
State	Madhya Pradesh
Pin	451001
Website	www.govtpgcollegekhargone.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	R. S. Devra	07282-241562	9425981112	-	hegpgckhr@mp.gov.in
IQAC / CIQA coordinator	Shail Joshi	-	9425415367	-	joshizoology@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-07-1958

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Madhya Pradesh	Devi Ahilya Vishwavidyalaya	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	26-03-2014	[View Document](#)
12B of UGC	26-03-2014	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Bistan Road Khargone	Urban	12	20642

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce	36	HIGHER SECONDARY	English,Hindi	432	367
UG	BCom,Commerce	36	HIGHER SECONDARY	English,Hindi	480	466
UG	BSc,Science	36	HIGHER SECONDARY	English,Hindi	392	358
UG	BSc,Science	36	HIGHER SECONDARY	English,Hindi	351	329
UG	BSc,Science	36	HIGHER SECONDARY	English,Hindi	268	230
UG	BSc,Science	36	HIGHER SECONDARY	English,Hindi	804	738
UG	BSc,Science	36	HIGHER SECONDARY	English,Hindi	379	342
UG	BA,Arts	36	HIGHER SECONDARY	English,Hindi	300	260
UG	BA,Arts	36	HIGHER SECONDARY	English,Hindi	1720	1712
PG	MCom,Commerce	24	UNDER GRADUATE	English,Hindi	240	225
PG	MSc,Science	24	UNDER GRADUATE	English,Hindi	60	58
PG	MSc,Science	24	UNDER GRADUATE	English,Hindi	60	59
PG	MSc,Science	24	UNDER GRADUATE	English,Hindi	60	40

PG	MSc,Science	24	UNDER GRADUATE	English,Hindi	60	40
PG	MSc,Science	24	UNDER GRADUATE	English,Hindi	220	93
PG	MSc,Science	24	UNDER GRADUATE	English,Hindi	63	63
PG	MA,Arts	24	UNDER GRADUATE	English	160	141
PG	MA,Arts	24	UNDER GRADUATE	English,Hindi	160	156
PG	MA,Arts	24	UNDER GRADUATE	English,Hindi	90	88
PG	MSW,Arts	24	UNDER GRADUATE	English,Hindi	250	239
PG	MA,Arts	24	UNDER GRADUATE	English,Hindi	180	170
PG	MA,Arts	24	UNDER GRADUATE	Hindi	200	185
Doctoral (Ph.D)	PhD or DPhil,Commerce	36	POST GRADUATE	English,Hindi	10	4
Doctoral (Ph.D)	PhD or DPhil,Arts	36	POST GRADUATE	English,Hindi	4	0
Doctoral (Ph.D)	PhD or DPhil,Arts	36	POST GRADUATE	Hindi	12	2
Doctoral (Ph.D)	PhD or DPhil,Arts	36	POST GRADUATE	English,Hindi	8	2

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11				5				41
Recruited	3	4	0	7	4	1	0	5	31	9	0	40
Yet to Recruit				4				0				1
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				18
Recruited	0	0	0	0	0	0	0	0	7	4	0	11
Yet to Recruit				0				0				7

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				27
Recruited	16	1	0	17
Yet to Recruit				10
Sanctioned by the Management/Society or Other Authorized Bodies				20
Recruited	16	2	0	18
Yet to Recruit				2

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				10
Recruited	7	3	0	10
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				14
Recruited	12	1	0	13
Yet to Recruit				1

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	4	0	4	1	0	16	7	0	35
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	13	2	0	15

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	1	0	3
M.Phil.	0	0	0	0	0	0	3	0	0	3
PG	0	0	0	0	0	0	4	5	0	9

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	2149	0	0	0	2149
	Female	2653	0	0	0	2653
	Others	0	0	0	0	0
PG	Male	508	0	0	0	508
	Female	1049	0	0	0	1049
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	3	0	0	0	3
	Female	5	0	0	0	5
	Others	0	0	0	0	0

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Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	293	299	315	385
	Female	221	292	326	389
	Others	0	0	0	0
ST	Male	1084	1211	1186	1277
	Female	659	723	753	912
	Others	0	0	0	0
OBC	Male	600	616	611	676
	Female	806	1067	1294	1503
	Others	0	0	0	0
General	Male	263	292	254	236
	Female	456	563	601	540
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		4382	5063	5340	5918

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
535	535	493	493	493

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
23	23	23	23	23

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
6011	5684	5134	4628	3978

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1271	1271	1271	1183	1183

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1803	1739	1484	1314	1130

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
67	69	70	70	70

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
75	75	75	75	75

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 46

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
229.71	439.49	589.04	317.66	459.63

4.3

Number of Computers

Response: 98

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The Institute is a Government, affiliated college and so it follows the curriculum designed by the Department of Higher Education, M.P. and the affiliating Devi Ahilya Vishwavidhyalaya, Indore. However, some of our faculty members participate in framing the syllabi as Board of Studies as well as the syllabi committee of Department of Higher Education, M.P. The College carefully follows the academic calendar of events prescribed by the Department of Higher Education, M.P, and specifying available dates for significant activities to ensure proper teaching -learning process and continuous evaluation. Syllabus of each subject for the academic session is provided to the students. Teachers have to maintain a personal diary for effective academic planning, implementation and review of the curriculum. Theory and Practical classes are held according to the time-table which is prepared prior to the commencement of the academic year by a time-table committee and is displayed on notice board and college website.

Conventional classroom teaching is blended with reasonable use of ICT like YouTube assisted learning, power point presentations, websites, audio lectures and e-notes are also being used by teachers. Experiential learning, participative learning and problem-solving methods are also used for effective curriculum delivery. Seminars, workshops, special lectures, group discussions and departmental quiz by students, projects, group assignments, educational tours, field trips and industrial visits are also supplemented along with class room teaching. Extra classes are conducted for slow learners. Students are also motivated to refer to digital sources, internet, INFLIBNET and DELNET, apart from the prescribed text and reference books. Advance Learners are asked to use e-library resources along with other learning material.

Faculty members and students have been provided with user ID and Password for accessing NLIST books and journals. The Institute encourages faculty members to attend Orientation/Refresher courses, workshops, FDPs and present papers in seminars to update themselves and for acquiring necessary skills for effective delivery of the curriculum. Photo copies of the certificates of the above courses are provided by faculty members to IQAC for documentation. Library provides INFLIBNET, DELNET and e-journals. The college also provides departmental library and 10 Mbps internet connectivity with campus Wi-Fi facility to the students and the teachers for effective teaching-learning.

Departments are provided with computers and internet facility which the faculty uses for effective curriculum delivery. We have projectors, spacious classrooms, conference halls to conduct departmental programmes, extension lectures etc. Display boards/ notice boards outside the departments are used to display bulletins, announcements regarding tests, assignments, lectures etc. The College has English Language Lab which is being used to help students improve English Language Communication.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

As the College is a government affiliated institute, it has to adhere to the academic calendar of the Department of Higher Education/ University. It includes academic terms, examination schedules, holidays, co-curricular, extra-curricular activities and other special days. At the beginning of each academic year a staff-meeting with the IQAC Chairperson and departmental meetings are held to chalk out plans for all the activities. The semester/ annual plan is prepared and classes are assigned accordingly. At the end of every semester the department heads ensure the implementation of the plans.

The institution prepares and executes the academic calendar containing the schedule of continuous internal evaluation (C.I.E.) every year for UG and PG programmes. Examination committee also prepares a tentative schedule of CIE. The Heads of all the departments also prepare their own examination schedule in tune with the academic calendar of the college in consultation with the faculty members. The Principal of the college addresses the newly admitted students to make them aware of various facilities, rules and regulations, and examination related activities. The principal of the college regularly conducts meetings of various college committees to ensure the better functioning of the academic and examination related activities. It is mandatory for the students and the faculty to adhere to the academic calendar for the completion of academic activities.

The College has an Internal Examination Cell which displays all the circulars regarding examinations on notice boards from time to time. This examination is in accordance to the directives of the Higher Education Department and is conducted twice in a semester. The government has introduced annual examination system from 2017-18 and now we have quarterly and half yearly exams as internal exams. The time table is set by the Internal Examination Cell and each paper is allotted one hour time. The papers are set and evaluated by the faculty. These marks are sent to the University online, and are added to the marks obtained by the students in University exams.

At the commencement of every academic year, the students are made aware of the continuous internal evaluation mechanism which includes nature of question papers and marking scheme. General CCE is arranged in examination, i.e. students have to solve question papers, as per the earmarked time-table. Then their answer books are evaluated. In addition to this, the following genres are adopted for CCE:

1. Assignment.
2. Class seminars
3. Objective question
4. Job oriented project
5. Model making method was used in the department of Geography.
6. Chart making method was used in the department of Economics.
7. Classroom teaching method was used in the department of English.
8. Examination was conducted in Google forms in the department of Physics.

9. Power point presentation etc genres of CCE were used in the departments of Chemistry and Botany.
10. Questionnaire making method was used in the department of Social work.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 56.52

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

Response: 13

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 1

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
01	00	00	00	00

File Description	Document
List of Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0.13

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
40	00	00	00	00

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Our institution aims at integrating various issues viz environmental studies and consciousness, gender issues, moral values and professional ethics, in its curriculum. This is incurred both by curricular and co-

curricular modes.

Our curricular activities at UG level aim at teaching moral values and develop a positive approach towards our cultural heritage among students. The topics prescribed in B.A./B.Com./B.Sc. First year, Hindi Language and moral values (Foundation Course) accomplish these purposes. Likewise, the consciousness towards environment is inculcated among students, through "Environmental Studies" prescribed in B.A./B.Com./B.Sc. second year. Moreover "Environmental Studies" is an important part of syllabus in Botany, Zoology, Chemistry, Geography and Economics post graduate courses. All the students of first year are well familiarized with the need and importance of entrepreneurship. Service as a value and sensitization to gender equity is intensively dealt with, under the community-oriented subjects the field work and practical that is built into the subjects. Departments of Social Work and Sociology focus on various social welfare issues, as women's Welfare and Development, Domestic Violence Act 2005, Prevention of Atrocities Act 1989, Human Right Act 1993, Right to Information 2005, etc are prescribed in the syllabus. Moreover, "Human Rights" is taught as a paper in M.A. Political science and MSW. Professional ethics and values are covered under the paper on Management at M.Com Level.

Here is a brief detail of various programs arranged by the institute which contribute to sensitize students to these cross cutting issues.

Gender Equality-

MOU signed with Gayatri Shakti Peeth provides with Kanya Koushal Prashikshan Shivir for girls, Yoga and Meditation training both for boys and girls. College has functional Women Empowerment Cell headed by senior faculty members who look into the problems of girl students regarding academics and personal. Internal complaints committee has been established for counseling of student on received grievances. To enable the girl students face the challenges in the present scenario, Smart Girls Training Program is also organized.

Environment and Sustainability-

College is concerned to ensure the environmental sustainability. Keeping in view depleting energy sources and Pollution, college has signed an MOU to install Solar Power plant Rescue Model. The set-up has been installed in the college premises. NSS, NCC units and MSW department promote environmental awareness through tree plantation, water conservation; blood donation, village cleanliness, plastic free campus. The College has proper management for liquid and solid waste. Water Revolution program was arranged to save water. College has 20,022 square feet area covered with plants in the main building and 30,000 square feet in the boy's hostel.

Human Values and Professional Ethics-

The activities of NSS and NCC inculcate values like national integrity, patriotism, equality, peace brotherhood etc. College has Anti Ragging cell to ensure ragging free environment. There are tricycles available for people with disability. Under World Bank project approximately 13 lakh 60 thousands rupees have been allocated by the government for lift and disabled friendly toilet facility.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View Document](#)
Any additional information	[View Document](#)

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 11.73

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 705

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 76.92

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2359	1918	1865	1729	1652

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2542	2542	2542	2365	2365

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 84.03

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1100	1085	1029	995	984

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]()
Any additional information	[View Document]()

2.2 Catering to Student Diversity

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

Response:

The prime objective of any educational institute striving to achieve excellence is to identify respective learning levels of the students. Students from the diverse socio-cultural, economical and educational background are admitted to the college. Therefore, taking into account the varied needs of the students it becomes necessary to identify slow learners and advanced learners at the entry level. The Institution assesses the learning levels of students after their admission. Their knowledge is tested through oral communication during class teaching. The students are identified as slow and advanced learners on the basis of class tests (and an overall performance in The various auricular and Co-curricular activities) At UG level the slow learners of first year, second year and third year are identified at the beginning of the academic session. The improvement in their learning levels is checked at the end of each academic year. At PG level the slow learners are identified in the first semester and the improvement of their learning levels is evaluated at the end of Program in fourth semester.

The Strategy adopted for slow learners

Remedial classes are arranged for slow learners. They are taught during extra hours, their doubts are cleared. Teachers provide them with notes and books. Advanced learners are motivated to help the slow learners in understanding and learning, through group studies after the class is over. In our Institute most of the students are from economically and socially weaker section, most of them hail from rural areas with Hindi as their medium of learning. English Department conducts Computer Based English Language Learning course in its Lab to help students improve the language.

The Strategy adopted for advanced learners

Advanced learners are motivated to read more books, refer e-resources apart from other reference books, and listen to YouTube lectures. They are also provided coaching classes for competitive exams and books for their preparation are also provided to the students for NET/SET, PSC etc examinations. Students are encouraged to participate and present papers in various Seminars/Conferences/Workshops/Inter-Collegiate Competitions organized by other colleges. Students representing the college in various inter-collegiate meets are provided with the benefit of the re-test. They are also involved and encouraged to attend PhD viva, workshops, and seminars to help them in enhancing their knowledge of the subjects in course. Apart from this, departments hold special lectures and invite subject experts for both slow and advanced learners. The college has introduced prizes for meritorious students which motivates and inspires them for their future endeavors in academic growth. After organizing special programs for advanced learners, these students have shown better performance in university examinations as well as in career.

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

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

Response: 89.72

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The College has taken initiatives in using student centric methods in teaching learning process as per the IQAC directions. By adopting Experiential learning, Participative learning and Problem solving methods. We enable the students to take active participation in teaching learning process. The college endeavors to develop the learning levels of students by adopting various teaching, learning and pedagogical methods.

Experiential Learning:

1. Field visits have been organized by department of Geography, Social work and Botany. As it provides unparalleled opportunity to study the real world.
2. The students of UG and PG final year accomplish project – works and go for internship at various places. They get acquainted with real life circumstances.
3. Science students indulge in various experiments in the laboratories. It exposes them to the world of practical knowledge to hone their skills and abilities.
4. A district level youth parliament program was held in the academic year 2018-19 with the motto of making students familiar with the day to day activities and procedures of the parliament. The students practiced live discussion, playing the role of parliament members.
5. In this competitive and challenging world scenario, to enhance the capabilities and knowledge of the students, the institute organized expert's lectures corresponding to various industries, organizations and institutions.

Participative Learning:

1. Students get involved in various co–curricular activities viz. Teacher's Day celebration, NCC Day, Youth Festivals, Republic Day, Hindi Divas celebration etc. Through all such activities managerial skills of the students are developed.
2. Students involve in creative writing by composing poems, writing articles and stories for college magazine. In this way, their thought process is developed.

3. Writing good thoughts on the notice-board of the college is a routine practice for college students. They identify the jumbled words /rectified words of Hindi writing. This helps out them in eradicating grammatical errors.

4. N.C.C, N.S.S and many literary activities encourage participative learning which makes the students learn from each other by introducing assignments, group work, presenting papers in the seminars, power point presentations and promote students to participate actively in all events such as debates, group discussions, projects, C.C.E. and weekly test etc.

Problem Solving:

1. Choosing various spheres of problems and issues, students of M.S.W. and P.G. courses involve in dissertation writing. In this way they come across the practical solutions pertaining to the problems and enhance their ability to solve the complexities.

2. M.S.W. students try to probe into the problems of inhabitants of the village visiting in the fields. They spread awareness by performing street plays, group songs, slogans for villagers. This approach fulfills the purpose of the academic activities in an interesting way.

3. During the tenure of last five year N.S.S. camps have been organized on various themes such as health awareness cleanliness, adult education, plantation programs, etc. These activities assist the students to develop the skills to get jobs in various spheres.

4. Research scholars learn through problem solving methods in the four research centers of Institute.

File Description	Document
Upload any additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The college is connected through high speed internet bandwidth of 14 MBPS. All departments of the college have at least one computer with internet facility. The faculties make use of computer for supplementing lectures with power point presentation; make use of websites related to their subject and YouTube lectures. The Institute supports students through its virtual classroom which is connected with video conferencing system. Various virtual classes organized by M.P. Higher Department are attended by students in this room.

The Institute has 'two smart classrooms' and rich library which is having soul 2.0 version software based on 5 modules Viz; Acquisition circulation cataloguing, serial control, OPEC (Online Public Excess Control) and INFLIBNET N-list subscription for students knowledge enrichment based on E-platform. The INFLIBNET is available to the faculty and the students, username and passwords have been given for open access to journals and books for research and learning. Teachers provide guidance to students; some teachers use e-mail to provide study material to students. Teachers use ICT enabled tools for Continuous Comprehensive Evaluation, assignments, projects, practices, dissertations etc. In order to enhance students' communication skills in English language, the institute has separate language laboratory with Wordsworth Software subscription.

During expert lectures organized by various departments of the college, Projector and ICT tools are utilized by the faculties in teaching learning process to impart education according to present day scenario.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 111.31

2.3.3.1 Number of mentors	
Response: 54	

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 92.27

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 46.33

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
37	35	29	30	29

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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

Response: 14.07

2.4.3.1 **Total experience of full-time teachers**

Response: 943

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The Institute is keen to adopt a transparent and robust mechanism of internal assessment in terms of frequency and variety. Internal examination cell displays all the circulars regarding examination on notice boards, the dates of the test are notified, students are briefed regarding mode of internal assessment and questions paper pattern. The examination marking scheme is in accordance to directives of Higher Education Department. The government has introduced annual examination system from 2017-18 and now we have quarterly and half yearly exams as internal exams. In our College, tests are taken by the respective subject teachers after the completion of topics/units from the syllabus. The internal assessment mechanism

followed by the institution is transparent and robust. The Continuous Internal Evaluation for all the subjects is conducted in two shifts. The rooms are allotted according to roll numbers, staff is put on invigilation duty and later the answer sheets are collected and assigned to the faculty for correction.

The answer papers are assessed at the departmental level. The examination department maintains the custody. Marks obtained are shown to the students in the class to ensure the transparency. These checked answer-sheets are kept in the department for any doubt from the side of the students. The student is given suggestions regarding required improvement in the answers given, if there is an error in totaling of marks, it is rectified and amendment is sent to the Examination Cell. The project work is the first primary step towards research; to inculcate the practice of in depth study; analyzing and logical thinking. This has been made mandatory for final year PG students. Some students go for internships and some are given project work based on their syllabus. Students are given guidance regarding the project work. The record of these projects is maintained by the teachers. The final mark sheets are given to the semester cell for putting up marks on University website.

In order to increase more transparency in the process of internal examinations, the department of physics took an innovative step by conducting the internal examination in Google forms for PG students. Students are informed through email about their performance and score. Similarly the department of English contributed to the transparency by adopting class teaching genre of CCE. PG students taught to the UG students. Performance based marking scheme is followed in this genre.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

Students are free to present their grievances regarding internal and main examinations. If the students have any grievances in respect of the internal examinations, they are free to discuss with Department level and then Institute Level Grievance Redressal Committee. The Head of the department primarily redresses all grievances about evaluation, including the internal assessment marks awarded to the students. In case of dissatisfaction, the same is put before the Principal. The committee appointed by the principal looks after such grievances and redresses the same.

If the students have some grievances which can be redressed only at university level, they are helped through a regional office of university in the institution. According to an ordinance issued on 02 January 2015 by Devi Ahilya University, Indore, a regional office has been established to deal with grievances pertaining to examination conducted by it. A college level committee has been constituted for this purpose. The regional office plays the role of a branch of university. The applications are accepted from the students. Such applications are forwarded to the university after enclosing all the required documents. In this way the students do not have to rush to university for their problems. The result process is completed

within 45 days after examination. They are also helped in online time bound rechecking and revaluation. They fill the revaluation and rechecking forms in the prescribed format with necessary documents and send to the university through regional office. Sometimes all the applications are taken personally by committee members and grievances are redressed hand to hand.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

The basic goals of higher education such as the dissemination, creation and application of knowledge as well as developing innovative minds for sustainable better world are preferred and attained by defining the Program outcomes, program specific outcomes and course outcomes. Teachers impart the subject related skills taking into consideration the outcomes through various teaching - learning activities. The program outcomes, program specific outcomes and course outcomes for all programs are prepared by each department and uploaded on the institutional website.

The link of detailed program outcomes, program specific outcomes and course outcomes are attached.

http://govtpgcollegekhargone.org/po-pso-co/

File Description	Document
Upload any additional information	View Document
Past link for Additional information	View Document

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

Response:

The programme outcomes and course outcomes are evaluated through internal and main exam. The process for the evaluation of the students in different subjects is followed as per the rules and regulations of the affiliating university. Subject teachers implement the syllabus in planned manner. In order to help the students achieve the course outcomes and programme outcomes successfully, our Institute promotes the faculty to organize workshops and invite subject experts for lectures. Most of the faculty participates in the

seminars and conference to update themselves. Internal assessment is a part and parcel of the entire process of evaluation to attain a degree and hence, is essential for the fulfillment of the COs and POs. The subject teacher does a continuous comprehensive evaluation of the students through internal test, quarterly, half yearly and main exams. One of the internal assessments is designed in the form of assignments/presentations/projects etc, to measure analytical ability and knowledge of the students. The teachers are given full autonomy to design question papers/tests/quizzes etc. to assess and evaluate the learning level of the students. Both objective and descriptive questions are included in question papers of test to evaluate the student's knowledge. Moreover, group discussions, field visits, study tours, practical work, project work etc. add to the evaluation process.

The attainments of learning outcomes are analyzed on the basis of direct and indirect measures. Direct measure is the synthesis of examination result to identify pass percentage and marks obtained by students. Indirect measures are employment generated student progression to higher learning and feedback from various stakeholders. Direct attainments of learning outcomes of different departments are clearly reflected in terms of impressive pass percentage of students, less number of dropouts from programs. Indirect attainment is reflected in terms of considerable number of students` selection in various competitive exams viz; UGC (NET) , JRF, MPPSC, state eligibility test for lectureship (SET), MPSI, GATE and various entrance exams viz; NIMCET, BHU, JNU etc. The attainment of desired learning outcomes provides opportunities to the students to get employment/pursue higher studies in the premier institutions of national recognition.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 98.88

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1803	1731	1441	1301	1116

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1803	1739	1484	1314	1130

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.17

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 4.18

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	4.18	0

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 8.96

3.1.2.1 **Number of teachers recognized as research guides**

Response: 6

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 13.33

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	2	0

3.1.3.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
03	03	03	03	03

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Govt. P.G. College, Khargone is a renowned teaching institution having 13 postgraduate departments and research centers in four subjects namely Hindi, Geography, Economics and Commerce. It appreciates and plays an encouraging role in promoting an ecosystem for innovation among the faculty members. This spirit of innovation remains inherent through various outreach programs for the creation and transfer of knowledge. Activities to gear students up for the life ahead and transform them into responsible, well established citizens with moral values and professional ethics are being conducted by various departments and Swami Vivekananda Career Guidance Cell. The Career Guidance Cell brings forth innovative ideas in business among the students and guides them to acquire financial assistance for developing start- ups and enterprises from different agencies.

The following activities were organized: -

1) Career Fare: Every year career fare organized for the bright future of Students. In this career fare placement related activities are conducted , various job providers viz; LIC, Banks , Industries etc give job offers to those passing out students, who fulfill their criteria. Career related guidance and preparation strategy for UPSC, MPPSC and other competitive exams are also shared by experts. In this career fare students get opportunity to explore new career avenues with the help of eminent personalities. The College publishes yearly career magazine named as Swami Vivekanand career magazine which comprises of complete guide for students in their various career endeavors.

2) Personality Development Cell: The institute has well functioning personality development cell which organizes various activities in College for the overall personality development of students. This cell helps the students in facing various challenges regarding their career and boosts their confidence which in general motivate them to overcome challenges. Sessions based on character building, Nation building etc. are being organized time to time in our College.

3) Expert Lecture: All the Departments of Institute organize expert lectures in their respective subjects. These expert lectures enhance understanding of students towards particular subject, give them insight and transform them from layman to expert in that subject. Students get exposure towards new advancements in their subject and teachers also get benefitted from expert lectures and this process creates appropriate atmosphere for teaching learning process.

4) Live telecast of startup program: Live telecast of startup program of Honorable chief minister from Bhopal which was telecasted from Bhopal Smart City development corporation Ltd on 29 Sep 2018. After the program was over a discussion session was conducted.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 0

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
List of workshops/seminars during last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 3

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 18

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 06

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.03

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	01	0	01

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The college organizes a number of extension activities to promote institute-neighborhood community association; to sensitize the students towards community needs and to bring communal transformation in the surrounding rural communities. The students actively participate in social service activities leading to their overall development. These activities are carried out through National Service Scheme (NSS), National Cadet Corps (NCC) and Social Work department. Students of our college come from nearby urban as well as semi urban areas for better education facilities. A close study of the student's inclinations reveals that most of the students have an inherent tendency to work for society. But they lack certain opportunities and platform to perform. The N.S.S. units utilize this notion of the student youth to work practically and enthusiastically in the adopted villages by involving themselves as N.S.S. volunteers with the purpose of inculcating awareness in rural community regarding education, prevention of disease etc. The N.S.S. volunteers work with the rural community. Moreover, a wide range of activities like Cleanliness, Personal Health, Plantation, Voter Awareness Program, Practice of 'Yoga', Observance of important days and Awareness Campaigns are organized during special camps in the nearby villages. We have also focused on prevention of female foeticide because of decreasing sex ratio and smart girls training program was organized.

Our Social work students visit homes in the nearby areas and try to create awareness on various issues related to health and hygiene. AIDS Awareness Programme is organized by the college on 1st December to create awareness among the community about sexually transmitted disease and sexual health. We have initiated menstrual hygiene program for adolescent girls with the help of health department and 'Samman' NGO, Bhopal. Under this activity to two sanitary napkin vending machines have been installed in our College. Every year the NSS unit of the college organizes a camp for seven days in a chosen village. The volunteers carry out a cleanliness drive and other different works like construction of check dam, soak pits, sanitation pits and roads. NCC Cadets take part in various welfare works including Adult Education, Blood Donation, Tree Plantation, Celebration of various important days for developing character and discipline amongst the students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 2

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	01	01	0	0

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
Any additional information	[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 154

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
38	26	31	31	28

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last

five years

Response: 42.57

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2586	2394	1865	2064	1862

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 147

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
114	6	2	21	4

File Description	Document
e-copies of related Document	[View Document](#)
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document](#)
Any additional information	[View Document](#)

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 5

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	01	01	01	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

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Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The institute encompasses about the 12-acre area as a whole, wherein approximate 20642 sq. meters built-up area, divided into three blocks, covers well-maintained classrooms, lecture halls, fully equipped science practical laboratories, computer labs, a fully equipped English language lab, a sophisticated auditorium and multipurpose working gymnasium. The College has good infrastructural facilities and resources to conduct curricular, co-curricular and extra-curricular programmes and activities. Continuous development of the infrastructure, renovation and maintenance is done with the help of PWD. Most of the classrooms and sensitive places of the college campus are equipped with CCTV Cameras and Wi-Fi facilities.

Classrooms:

The college has excellent classrooms to conduct regular classes in the three different building blocks, like Main building, Vigyan Bhawan and Commerce Building. To ensure its optimal utilization, besides conducting regular classes, the classrooms are used for conducting remedial coaching, annual and semester examinations, departmental meetings, mentoring sessions, association activities, indoor competitions, training programme. The college provides ample resources for e-learning. There are ICT-enabled classrooms with LCT projectors, smart boards, printer with scanning and Xerox facilities have been provided to each department.

Library:

Our Library is housed at the ground floor of the college premises. It has a huge and versatile collection of about 70,000 books. Books belong to course-book to help students with the current syllabus approved by the university; it also has the collection of reference books, general books to support students. Library is automated with SOUL 2.0 Library automation software developed by INFLIBNET in 2013-14 and gets updated. The software provides the facility of different modules viz., Acquisition, Catalogue, Circulation, Serial Control, OPAC, Administration. OPAC (Online Public Access Catalogue) can be accessed from any device that is connected with the college network from SOUL server. It also helps to generate various reports regarding library collection. Three computers are there for automation, circulation and server in the library.

Laboratories:

All the Laboratories of the college are fully equipped with advanced equipments. Each department has its own computing facility to meet their own requirements for carrying out academic works. In addition to the regular curriculum, students are encouraged to pursue their study/project work in the emerging areas of research.

Language Laboratory:

Most of the students hail from rural and tribal belts of the district. Hence the college provides additional facility to enhance the language efficiency of the students. For enriching the communicative abilities of the students the college has made available Advanced Digital Language Laboratory with interactive language lab software from Wordsworth, Ahmedabad.

Computing Equipments:

The college has 135 computers in all the departments for day-to-day use for the students and the faculty. Computers are also provided in staff rooms and departmental library. The college has provided LCD projectors, smart boards, printers with scanning and Xerox facility to each department for effective ICT enabled teaching learning. All the departments and computer labs are connected with 10 Mbps bandwidth. Computer labs, language lab, various software and tools are available for facilitating the teaching and learning process.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

Infrastructure for Sports, Gym and Yoga:

The College is proactive and supporting in holistic grooming of students. College has a huge and spacious enough play ground to hold sports activities like Cricket, Football, Hockey, Athletic events. There is a multipurpose indoor sports hall for Badminton, Basketball, Volleyball, Kabaddi and Kho-Kho with adequate furniture for storage of sports equipments. There are other indoor games in college like Carom, Chess, Table Tennis and equipments for weightlifting, judo, yoga and gymnasium for all-round development of students. Yoga activities including meditation are conducted in open playground for better health of students. The college has a distinguished facility of gymnasium for physical fitness. There is multi-station machine for improving fitness and maintaining body tone. Moreover, there are Treadmill, Dumbbells, Bars, Rods, Plates etc. are also available. Students regularly participate in Inter College, University, District, State and National level sports activities through-out the year under the supervision of sports officer. Special kits are distributed and required materials are procured and given. On such an occasion nutritious diet such as energy drink rich in protein is provided during practice and actual matches. First aid facility is provided by the sports department.

Table: 4.1.2. (A). Sports Outdoor and Indoor Games:

Outdoor Games:

Sr. No.	Game/Sport	Court/Ground	Area/Size	Establi
1.	Athletics (Standard Track)	01	177 x 93 mtr	2014
2.	Football	01	115 x 74 yard	1965

3.	Hockey	01	91.4 x 55 mtr	1965
4.	Cricket	01	137 x 150 mtr	1965
5.	Volleyball	01	18 x 9 mtr	1965

Indoor Games:

Sr. No.	Game/Sport	Court/Ground	Area/Size/Capacity	Esta
1.	Badminton	04	35 x 21 mtr	1965
2.	Basketball	01	28 x 15 mtr	1975
3.	Table-Tennis	02 Tables	6 x 11 mtr	1980
4.	Kabaddi	01	13 x 8 mtr	1965
5.	Kho-Kho	01	29 x 16 mtr	1965
6.	Wrestling	01	9 mtr	1965
7.	Gymnasium	01	10 x 5 mtr	2006
8.	Multi Station	08 Station	10 x 5 mtr	2018
9.	Treadmill	01	01	2019
10.	Chess	05	05	1975
11.	Carrom	02	02	1980

Infrastructure for cultural activities:

The multipurpose auditorium is available for cultural activities. Practice sessions of cultural activities such as plays, mimes, folk dance, one-act plays, street plays are performed in the multipurpose auditorium. Various cultural activities of college level, inter college level, district level are organized every year under Youth Festival and College Annual Gatherings. Musical instruments like Harmonium, Tabla, Dholki, Dhol, Tasha, Trumpets, Flutes, Lazim, etc are always made available for the students in the musical room. To inculcate the cultural and traditional values amongst the students the events such as Youth festival and Annual function are organized.

Sr. No.	Infrastructure	Area/Size	Year of establishment	Seating Capacity	
1	Open Stage	50x80 sq.ft	1965	20 seats on stage and 400 se stage.	
2	Bharat Mata Hall	79x48.4 sq.ft	1965	30 seats on stage and 600 se stage.	
3	Seminar Hall	39x30.6 sq.ft	2014	150 seats	

File Description	Document
Upload any additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 19.57

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 09

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 18.12

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0.45	146.16	219.03	40.47	33.31

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Library has a huge collection of about 70,000 books. There are reference books, general books, course books to help student with the current syllabus approved by the university. Library is automated with SOUL 2.0 Library automation software developed by INFLIBNET in 2013-14 and still gets updated. The software provides the facility of different modules viz., Acquisition, Catalogue, Circulation, Serial Control, OPAC, Administration. OPAC (Online Public Access Catalogue) can be accessed from any device that is connected with the college network from SOUL server. It also helps to generate various reports regarding library collection. Three computers are there for automation, circulation and server in the library.

Name of the ILM Software	SOUL (Software for University Libraries)

Nature of Automation	Partially automated
Version	2.0
Year of Automation	2013-14

Library also subscribes to N-LIST every year to provide access of rich and standard e-resources to teachers and students. It provides access to 6,000+ journals, 1,64,300+ e books from various sources. Teachers and students are encouraged to use N-LIST and for this purpose, individual username and password is generated to use the service. In reading room, eight dedicated computers are also facilitated to use e-content. It also has subscription of DELNET for resource sharing with other libraries and to get access to some e-resources. Library collection is being classified with DDC (Dewey Decimal Classification) to arrange the book on the stock. Library also has a reading room with the capacity of 100 students to sit. Various newspaper and magazines are subscribed to keep faculty and students updated.

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 25.6

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
10.34	37.85	23.64	30.39	25.79

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 3.69

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

Response: 224

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Each Department of the college has at least one computer with printer and internet facility. The faculties make use of computer for supplementing lectures with PowerPoint presentation, make use of websites related to their subject, and also use YouTube lectures. Previously the speed was 4 MBPS with 18 GB data per day. The Internet service provider of college is BSNL. The College has 08 projectors installed in different rooms and 02 smart class rooms. 26 printers and 04 photocopiers are also setup at places of prime requirements. The College also has 1 generator installed for power backup. The College has also kept 8 Dongles for emergency use of internet. College is having Biometric attendance facility for the teachers and other staff members. The College has 4 Wi-Fi access points for students and teachers.

The computer lab of college was established in the year 2002. The two computer labs at present have got 65 computers with the following configuration HP-30, wipro-12, HCL-23 with dual core, i5Core processor and i3Core processor. The institute has an English language lab with 30 computers was setup for the students. All in one Desktop 15 with i5Core processor with 4GB Ram and 500 GB hard disc with windows10 were updated. The lab had 15 Acer desktop computers with i3/i5 Core processor with 4GB

Ram and 500 GB hard disc with windows 8. The library E-resource INFLIBNET and DELNET is available to the faculty and the student's username and passwords have been given to them for open access to Journals and Books for research and learning. Some of the teachers use E-mail to provide study material to students.

Table 4.3.1 (a). Comparative chart showing updates of ICT facilities in the last five years:

S.N.	Facility	In 2015	In 2020	
1	Total Computers	77	135	
2	Campus Network	Broadband with LAN and Wi-Fi in lab, library and office	Broadband with LAN department	
3	Internet Facility	4 Mbps	14 Mbps	
4	Computer laboratory/centers	02	03	
5	ICT enabled Classrooms	Nil	44	
6	Smart classroom	Nil	02	
7	Printers, scanners and Photocopier	19	40	
8	e-Journals	Nil	6000	
9	e-Books	Nil	164300	
10	Language Laboratory	Nil	01	
11	Number of LCD Projectors	02	08	

File Description	Document
Upload any additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 61.34

File Description	Document
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: C. 10 MBPS – 30 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and

academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 30.58

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
92.31	134.47	88.49	123.80	129.36

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The Policy for maintenance and utilization of physical, academic and support service facilities assures the optimum utilization and proper maintenance with a standard required specification of physical, academic and support service facilities of the college.

AIMS:

1. To achieve optimum utilization of facilities and services for the benefit of stakeholders.

2. To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.

3. To prevent misuse and misconduct of resources and services.

4. To achieve timely up-gradation, replacement and repairing of the resources and services.

5. To set standardized maintenance and utilization procedures for resources.

6. To reduce probabilities of accidents at workplace for ensuring safety.

The mechanism for implementation-

Administrative office The administrative office is a ground level step to fulfill the commitment expressed

in the policy statement. Day to day maintenance and care is taken by the administrative office in consultation with the Principal.

Infrastructural Facilities:

The College has various committees which function for the up keeping and embellishment of the building and other physical facilities available. For the development of campus beautification there is an efficient development committee. This committee monitors all the activities. Planting of seasonal trees and plants is carried out in the college premises regularly. Gardens are maintained on regular basis. The interiors of all the blocks like display board, notice board is looked after by the same committee. To look after the construction work the College has Infrastructural Construction and Maintenance Committee. Construction, repair and maintenance of the building and all repair works are done through PWD as per instructions of the government.

Class four employees are allotted rooms which are to be kept cleaned and properly arranged by them. We also have an electrician who is responsible for all the electricity related work. As far as possible for a fully government owned institution, a constant effort is made to provide secure space for necessary items of repair and tools. The College has 07 invertors for uninterrupted power supply. Maintenance of toilets and service areas are outsourced through an external agency. For drinking water supply the college has installed water purifiers and water coolers**.**

Library: To keep the library updated, regular acquisition of books and periodicals is necessary. For this a decentralised purchasing process is adopted. After the purchase process is completed, books are classified and catalogued using DDC and SOUL software respectively. Circulation in the library is done using SOUL library automation software. E-resources like NLIST and DELNET are also subscribed. Any user can view the library catalogue using WebOPAC. A reading room with the capacity of 100 students is there. Annual stock verification is done to check the collection and weed out old and non-useful items. Security cameras are also installed in the library.

Sports Complex

Volleyball, basketball, throw ball, wrestling mats as well as carom sets, badminton rackets, balls, ropes, chess set, boxing gloves, throw disks and physical exercise equipments etc. are used for various games. All these sports equipments are used to train and motivate the players to participate in games/competitions organized at local, district, university and national levels. The sports complex is maintained by players and support staff. The equipments are oiled / greased frequently. The ground is cleaned for practice and to conduct the games.

Computer and IT Infrastructures

The Institute has availed computers, internet connectivity, Wi-Fi, LAN facility, antivirus and IT equipments. The power is provided to all e-appliances with proper cabling. The computers are used for computer printers and LCD projectors are provided to the departments and office. There is free Wi-Fi connectivity is made available in all departments. The LAN facility is provided at the computer laboratories, administrative office and all the departments. Upgradation of software and hardware and maintenance of ICT facilities is done by the department of computer science concerned departments take a necessary steps for the maintenance of computers and IT equipments.

Laboratory Equipments

The support staff cleans and maintains the physical infrastructure, equipments etc. The laboratories are cleaned before and after the practical and prepared for the next day practical. A stock register is maintained in laboratories for keeping a list of instruments used in the laboratory. Repairing of broken items is made on as and when required by the service providers. A dead stock register is maintained regularly to keep account of the non-functional equipments.

Purchase committee

The annual review of the facilities and services are made by stock verification committees. The report is put forth in the meeting of purchase committee chaired by the Principal. In these meetings, priorities are fixed and important decisions are referred to the Jan Bhagidari Samiti meetings. After receiving permission from IQAC chairperson and Jan Bhagidaari Samiti , the purchase or maintenance expenses are utilized as per the predetermined procedures.

The college has signed following contracts for maintaining and utilizing physical facilities

Sr.No.	Nature of work	Name of agency / Person	Contact n
1	Gardening	Mr. Damu Pawar	99772141
2	Plumbing	Mr. Sagore	
3	Electric maintenance	Mr. Mohanlal Mahajan	99937800
4	Housekeeping	Shivam Security Service Khandwa	83199200
5	Pest control in the library	Mr. Manohar	
6	Computer maintenance and ICT facility maintenance	Shree Computers, Radha Vallabh Khargone	94066320
7	Laboratory equipments/instruments maintenance	Lab Technician, Lab Attendent	
8	Housekeeping	Shivam Security Service Khandwa	83199200
9	Security Guard	Shivam Security Service Khandwa	83199200
10	Building maintenance	P.W.D	
11	Cycle stand parking maintenance	Shivam Security Service Khandwa	83199200

File Description	Document
Upload any additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 90.34

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
6281	5660	4497	3730	3160

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.07

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	5	1	0	10

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1.**Soft skills**
    2.**Language and communication skills**
    3.**Life skills (Yoga, physical fitness, health and hygiene)**
    4.**ICT/computing skills**

Response: B. 3 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 26.24

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
896	1720	1044	1398	1411

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

    1.**Implementation of guidelines of statutory/regulatory bodies**
    2.**Organisation wide awareness and undertakings on policies with zero tolerance**
    3.**Mechanisms for submission of online/offline students' grievances**
    4.**Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 3.52

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
65	64	45	40	48

File Description	Document
Upload any additional information	[View Document](#)
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years (Data Template)	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 134.05

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 2417

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education (Data Template)	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0.6

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.*)) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	5	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
215	166	158	50	45

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 8

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	8

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

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

Response:

College provides a platform for the active participation of the students in the various academic and administrative bodies including other activities, which empower them in gaining leadership qualities, rules and regulations and execution skills. Each council has a representative council, which is called Class Committee and it includes student as a member. The members bring forward the views and suggestions of the entire class with respect to faculty, subjects, syllabus methodology, and other related activities.

Student representatives on various academic and administrative bodies;

The participatory mechanism facilitates the students representation in various academic and Administrative bodies/committees, these include;

- Boys/Girls NSS Committee
- NCC Committee
- Prevention of Sexual Harassment Committee
- Anti-ragging committee.
- Student Council
- Magazine and Publications committee
- Cultural activity committee
- Library advisory committee
- Hostel committee
- Youth Festival
- Career Counseling

Student Council -

The Madhya Pradesh Government Student Council jurisdiction had suspended the formation of student council, and so it was only in last academic year i.e.2017-18, the student council could be formed. The decision came late and the Council could be formed in the month of October, 2017. One representative each is elected as class representative (CR) from all the programs running in the college. The governing body is formed as per government norms through class representatives The students are taken in academic and administrative committees such as NSS, NCC, Youth Festival, Alumni Meeting, Annual Gathering etc. The CR is the spokesperson of its class and conveys any grievances to the concerned authorities for any solution thereof. She/he plays an important part in encouraging and motivating students participate in existing student oriented programmes of the college such as Annual Function, Sports Day, National Festivals, NSS, NCC, Red Cross etc. We celebrated various programs like Guru Purnima, Teachers Day, Independence Day and Republic Day etc. The student council also celebrates Annual Function; organizes the Saraswati puja in college functions and is responsible for the smooth execution of the various aspects related to these functions. This leads to healthy interactions among students and teachers regarding academic, co- curricular and extracurricular activities of the college. The student council helps in maintaining discipline in the college campus by encouraging students to observe the rules of the college and instill environmental consciousness.

File Description	Document
Upload any additional information	[View Document]()
Paste link for additional information	[View Document]()

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 17

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	19	14	20

File Description	Document
Upload any additional information	[View Document]()
Report of the event	[View Document]()
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document]()

5.4 Alumni Engagement

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

Response:

The Alumni Association has been established in the year 2014 and registered with Committee Registration No03/30/01/17480/14 dated as per Society Registration Act, 1973 (44).

The college organizes the meeting of Alumni Association regularly to share and discuss the issues related to the progress of the college. Such meetings help to share their ideas and expectations with the administration. The college continues its interaction with students even after they have formally left college for higher studies through an active and vibrant Alumni association which consists of former students as well as retired teachers.

The institution has a network of old students. The institution rests on the rich history of the students' success and glory. The association regularly meets and interacts with the management. The Alumni organizes lectures on personality development. Over the years it has been helping in holding interactive sessions to motivate the students regarding social adoption and career seeking. It have expanded and strengthened with new enrolments. They appear for various activities and their suggestions are taken into account. They have been contributing significantly to the development of the college during the last five years. The institute interacts frequently and collaborates with the alumni. They frequently visit the institution and attend the alumni meets. The Alumni Association has enrolled 110 members. It has Shri Naveen Modak as its president, Shri Rajesh Rawat as Vice President, Shri Aalok Kumar as Secretary, Shri Sanjay Agrawal as Treasurer and Pawan Billore as Joint Secretary. Most of them have contributed by various means for the development of the institute.

The members organize and conduct various activities such as-

- The association takes initiative to act as participatory management in the policy framing of the institute. They put their expectations before the administration.
- In the annual alumni association meeting, the activities pertaining to the development of the institute are planned such as-

1. Tree plantation in the college campus

2. Health awareness related activities

3. Motivation to the junior students

4. Interaction with the respective departmental students and teachers

5. Guidance for the development of students

6. Sharing of experiences with the students

7. Career counseling for better future

8. Lecture for Career Guidance

9. Industry Institute Interaction

During the session 2020-21 new Executive body has been constituted:

It has Shri Rajesh Mandloi as president, Shri Dinesh Patel as vice president, Shri Bholu Karma as Secratry and Shri Purnashankar Thakur as Joint secratry. The new committee laid emphasis on the establishment of Law College and a botanical garden for research oriented activities pertaining to medicinal plants.

File Description	Document
Upload any additional information	<u>View Document</u>
Paste link for additional information	<u>View Document</u>

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision and Mission of the institute are well in tune with the objectives of higher education. It is reflected through the following programmes and activities. The vision and mission of the institute is visible on college website and in college campus at various locations. Unity and discipline are inculcated through NCC, NSS and sports activities. Besides special winter camp, Blood donation camp, Tree plantation, AIDS awareness rally etc. are organised. The college encourages the faculty to attend national and international seminars and conferences.

Career development of students through- Swami Vivekanand Career Cell, distance education courses, learning centre and soft-skills development programme, community services and development of students, well functioning placement cell. For the enrichment of the institute and enhancement of students' knowledge seminars, expert lectures, workshops and other developmental works are continuously being done. We strive to materialize our mission and vision by emphasizing on overall development of the students' personality through systematic education system. The students get opportunity to take participation in activities viz., quiz, debate, literary, cultural competitions, annual function, community service etc. As a result of all these students develop leadership skills, team spirit, communication skills and responsibility towards society.

The vision and mission of the institution:

Vision:-

To impart higher education to the students specially from the tribal area, dependent on agriculture and labour so that they become active and worthwhile for society and help in the development of country.

Mission:-

1. To educate and empower the learners to realize their credentials through ethical blending of knowledge skills and values for serving the society.

2. To generate experts in the field of science, arts and commerce to accelerate socio-economic growth of the country.

3. To empower the rural and tribal students through the use of modern technology, various curricular and extra-curricular programs and make them employable.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The strategic plans of the institution are formulated and implemented by various committees headed by committee conveners under the patronage of the Principal. The members of the respective committees take the decisions regarding the execution of various schemes. The various academic and non academic activities are carried out with coordination between IQAC and Jan Bhagidari Samiti (JBS). The IQAC is responsible for the carriage of academic activities while JBS deals with financial matters in the development of infrastructure. The college is government funded institute, hence, it does not have any independent management committee. It has various prospective plans regarding infrastructural development, renovation of labs, sports, grounds, attendance of students, placement and employment, academic classroom activities, examination and result related matters and administration of the college.

The organizational structure of the institute runs through the following hierarchy:-

1. Principal - Head of the Institute
2. IQAC Coordinator
3. Principal Advisory committee
4. Administrative Officers
5. Faculty Incharge
6. Head of the Departments.
7. Committee Coordinators
8. Semester Cell Coordinators
9. UGC Coordinator
10. Examination Coordinator
11. NSS Incharge
12. NCC Incharge
13. Career Cell Incharge
14. Sports Officer
15. Librarian
16. Head Clerk
17. Research Committee.

Purchase of books by the library as a case study :- (2019-20)

The practice of decentralisation may be founded during purchase of books in the college. Every year, books of amount 1500.00 for each SC/ST students are being purchased under Schedule Caste and Schedule Tribes Fund since 2012. Additional Director Higher Education, Indore publish tender for purchasing books according to the government procedure. For session 2019-20 notification for purchasing books by AD was published on 17 July, 2019 in local newspapers and the college received the letter on 19 July 2019 after

this librarian was asked to prepare the list of the book to be purchased. Recommendations from the HODs were received with bibliographical details of the books and final list was prepared.

Within 15 days of the publication of the tender notice, 17 suppliers presented their rate list in the college in sealed envelopes. These envelopes were presented before the purchasing committee on 05 August 2019 for making comparative chart. On same date prepared chart was presented to the principal through the librarian. All the purchase orders of the books have clear mention of terms and condition of the tender with their respective budget heads. Book suppliers have delivered the books as per order within due date: after the verification of the books, accession number was allotted to the books and series of accession number were put on the stock register. After the acquisition procedure bills were passed by librarian and the principal, after this, the bills were presented in the treasury for the payment by the Accounts office. Thus, the Principal decentralised his rights of purchase of books among purchase committee members, Librarian, HODs and the Accountant office.

Participation of Faculty in the Decision Making –

The Faculty plays an important role in decision making polices in tune with JBS and stack holders.

File Description	Document
Upload any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

1. Curriculum Development

The college executes the curriculum of D.A.V.V Indore efficiently and gives   suggestions to the Board of Studies for curriculum development.

2. Teaching and learning

Regular classes are conducted and students are motivated for better academic performance. Innovative Teaching methodologies are used to develop overall strength of students as well as staff.

3. Examination and Evaluation

College has its systematic procedure for conducting examination as per the university guidelines.

4. Library ICT and Physical infrastructure/ instrumentation

College has a rich library where reference books, journals, newspapers are available in plenty.

5. Human Resource Management

Meetings are held with the staff to discuss allotment of duties. Their feedback is taken from time to time and college management redresses the grievances of staff effectively.

6. Admission and Students

Admission Committee is formed for smooth functioning of students' admissions. Proper guidance is given to students for their admission; documents are verified if required by the admission committee.

STRATEGIC PLANNING OF ADMISSIONS FOR 2019-20

The online admission for first year classes was introduced for the first time in 2010-11 by the Department of Higher Education, Government of M.P. for all the Government Colleges. The same procedure continues till date without any change. Prior to this offline admission procedure was followed. In the session 2019-20, the Department of Higher Education and the Principal gave directions and orders for the admission work, a stipulated procedure of verification and admission was followed. Its brief strategy and plan is as follows:

The Principal in consultation with admission in-charge forms admission committees for various classes who are provided with an admission schedule and the rules of admission. A help desk was made available for parents and students seeking admission to ease the process. Registration and verification committee was also formed to scrutinize the document of the students. After the completion of verification process, the merit list of eligible candidate was displayed on the portal of Higher Education Department. When the eligible students submitted fee through online mode, their admission was confirmed. Students with seat allotment letters finally appeared and were given admission in the desired course, the records accordingly maintained and information provided to the admission in-charge. Offline admissions are actually renewal of the previous year's eligible students' i.e. second and third year students. Fee can be paid to the college online. Later on online admission procedure was adopted as a new initiative for the students of second and third year. This is how the complete work of verification and admission is done according to the Government directives, strategy and plan. The final list of admitted students is released program wise by the professor in-charge for admission.

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)

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

Response:

The institute is an affiliated Government college, hence the Department of Higher Education, Madhya

Pradesh is the apex governing body. The college firmly follows the rules and directives of the state government. The guidelines framed by the government and the university are included in the functioning of the institution. A committee comprising faculty members and administrative staff is involved in the planning and implementation, academic and evaluation. There are different bodies that give academic and administrative leadership to the institution. An optimum level of decentralization through the autonomous departmental system and participative decision making process are well in practice.

Principal executes all academic and administrative plans and policies with the help of following committees viz.

1. Jan Bhagidari Committee
2. IQAC Cell
3. NAAC Committee
4. Library Committee
5. Examination Committee
6. Remedial Coaching Committee
7. Cultural Committee
8. Alumni Meet (Ex-Students Association of College)
9. Pay Fixation Committee
10. NSS
11. NCC
12. Sports Committee
13. Swami Vivekanand Career Guidance Cell and Placement Cell
14. College Magazine Committee
15. Youth Festival Committee
16. Grievance Redressal Cell
17. RTI Committee
18. UGC Committee
19. Semester Cell
20. Scholarship Committee
21. Purchase Committee
22. Write off Committee
23. Sexual Harassment Committee
24. Internal Audit Committee
25. CM Help Line Cell
26. Disciplinary Committee
27. Anti-Ragging Committee

The institution is a state government college hence service rules, procedures, appointment and promotional policies and rules for class I, II, III, IV, and guest faculty are in accordance to the norms of Department of Higher Education, Government of M.P. and UGC.

File Description	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Government P.G. College, Khargone believes in overall development of employees for their better contribution in accomplishing the vision, mission and objectives of the Institute. The Institute offers worthwhile welfare schemes to all the teaching and non-teaching staff to ensure and provide thrust to their working efficiency.

As per the norms of Government of M.P. the following facilities are available to all permanent teaching and non-teaching staff:-

1. Medical Reimbursement - Faculties appointed in Government of M P before 2005 are eligible for pension benefits on retirement, GPF, gratuity and faculties appointed after 2005 are eligible for NPS system.
2. Pension/ NPS, this facility is provided to all the permanent teaching and non teaching staff.
3. Leave Encashment are availed by retiring faculty as per the government norms.
4. Ex- gratia for teaching and non-teaching staff.
5. The college has provision for admissions of eligible wards of employees.
6. PF loans are sanctioned as per GOI rules.
7. The Institute provides uniform to non-teaching staff (Class IV employees)
8. Group insurance scheme for teaching and non-teaching staff.
9. Canteen facility for teaching and non-teaching staff along with the students.
10. The Institute provides childcare room for staff (teaching and non-teaching staff).
11. The Institute provides health check up facility at the time of blood donation camp organized in the institute under the aegis of Red-Cross Committee.
12. Wi-Fi Facility is available for teaching and non teaching staff.

13. Sports facilities given to teaching and non teaching staff.
14. Yoga facilities are available for all the staff members.
15. Parking facility for vehicles of all the staff members.
16. Clean water for drinking is available.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 3.43

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	03	09

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	0	0	0	0

File Description	Document
Upload any additional information	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 12.21

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

2019-20	2018-19	2017-18	2016-17	2015-16
14	8	06	2	12

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

The Institution has Performance Appraisal System in place for teaching staff following UGC regulations 2010 (and the two amendments thereafter), Candidates may offer themselves for assessment for promotion , if they fulfil the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS (Performance Based Appraisal System) old or revised as may be applicable time to time by the UGC as per the UGC career advancement scheme guidelines (which also includes second Amendment of UGC regulation titled Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and measures for the maintenance of standards in Higher Education).

UGC regulated career advancement scheme is not applicable for non-teaching staff Annual Performance Assessment Report (APAR) is maintained for every employee. According to responsibilities assigned, the Principal takes decision and gives instructions and suggestions to the respective employee and also gives

instructions to Head clerk to supervise the duties allotted to these employees. This feedback is considered while preparing confidential report of respective employee. Their work is then categorized as excellent, very good, good, satisfactory, and poor on the basis of their performance.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The accounts of the college budget are audited internally and externally in a regular mode. For the internal audit, an Audit Inquiry Committee of senior faculty members is constituted which inquires accounts regularly and submits the report to the Principal. For the external audit professional CA's help is being taken regularly and AGMP Gwalior (M.P.) come to audit the accounts. The external /statutory audit has been completed up to the session 2019-20.

In the last two years internal as well as external audit committees do not raise any major audit objections. The last audit was done by AGMP Gwalior (M.P.) on 28 January 2014. Therefore no audit objections have been raised after this date. At the end of each session physical verification is done in all the departments and office.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

27-09-2021 02:15:47

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The availability of fund is not only essential but also important for the development of organisation. If it is in the right direction and coordinated then the level of progress is fruitful otherwise it becomes ineffective even though the fund is available and the progress needs the mobilisation of fund. The principal and the committees of the college are monitoring the use of resources received from the State Government, UGC, Janbhagidari funds, RUSA and World Bank. The allocated funds are utilised to purchase equipment, infrastructure development, organize seminars, workshops and conferences etc.

Optimum utilization of financial resource

Following strategy is adopted by the college for optimum utilization of resources :

- The college IQAC invites requirements from all departments and accordingly prepares plan.
- The needs of the college are identified by the college IQAC and then after making plan funds are utilized accordingly.
- For the smooth working of the institute the Janbhagidari Committee has been constituted which utilizes the Janbhagidari funds effectively. The Janbhagidari committee study and analyzes the requirements of the college and then forwards it to college management committee with expected expenditure and planning.
- Purchase and Development committee monitors and spends the fund as per the needs of departments, so that its optimum utilization can be done. All records are maintained by the accounts section and after attaining the utility certificate it is sent to the higher office.

File Description	Document
Upload any additional information	[View Document](#)

6.5 Internal Quality Assurance System

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

Response:

In the funds pursuance of quality assurance and upgradation, the college has established the internal quality assurance cell on 23rd October 2013. The college has succeeded to a great extent in making available the

following resources with the help of the funds from the State Government, UGC and the Janbhagidari Samiti.

1. Infrastructure Development / Upgradation / Modification -

1. Beautifully renovated and repainted college building with new renovated main gates.
2. Separate covered parking areas.
3. Conference hall, well equipped with ICT facilities
4. English Language Lab.
5. Auditorium for various activities.
6. Multipurpose Indoor Sports Stadium.

We have a professional camera, 8 classrooms with projectors and enough equipment for Science Department and Geography. The college has separate rooms for NSS and NCC units in the campus. Our students have acquired top positions at the state and national level. The college has a specious play ground, green campus, purified drinking water facility, separate washrooms for girls and boy, high speed Wi-Fi broadband connectivity and free Wi-Fi. Library has a reading hall with computers, e-resources facilities and approximately 70 thousands books. All departments have desktop computers with internet connections and printers.

2. Academic Initiative - Guest lectures, workshops, seminars and field visit for Academic Excellence:-

Various expert lectures have been organized. Some notable lectures are on communication skills, Social work, Commerce and Mathematics. The institute has arranged workshops in Department of Economics. Field visits in Geography and Botany for academic excellence are arranged frequently.

The IQAC works with the following goals:-

1. Obtaining, analyzing and action taken on feedback from students, parents and alumni on quality-related institutional processes.
2. Submission of the Annual Quality Assurance Report (AQAR) to NAAC based on the quality parameters.
3. Membership of Board of studies of the University.
4. Extension activities for community development.
5. Organization of Remedial classes and student counselling sessions.
6. Effective involvement of alumni.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The College reviews its teaching learning process, at periodic intervals through IQAC. Following are the two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC-

Structural feedback and review of learning outcomes:-

The analysis of the effectiveness of teaching learning is made through the stakeholder's feedback mechanism. IQAC has developed well structured feedback systems. IQAC prepares various feedback forms and collects structured feedback on design and review of syllabus and students' feedback on institution. Feedback committee discusses and analyses the feedback forms and submits a consolidated report to IQAC. IQAC prepares inclusive feedback report of the College for further reform.

Teachers Diary :-

Effective teaching achieves its success only if it is well planned, and hence for the proper planning of teaching, each teacher is provided with an academic diary containing time table annual/semester wise teaching planning, workload, actual teaching units, syllabus completing summary, daily teaching plan and academic and administrative committee responsibilities. Every teacher has to maintain an individual teacher diary to record the day to day teaching learning activities regularly. The teaching diary gives an overall summary of the topics covered by a teacher in each class per course per semester. Since the formation of IQAC feedback system has been formalized and structured. Students, parents and alumni feedback is collected on curriculum and infrastructure.

Post-accreditation improvements: -

- The College has secured **'B'Grade** in first and in the second cycle of NAAC re-accreditation in **2004 and 2015 respectively.** In order to make teaching learning process more effective and feasible for teachers and students, each department is **using ICT**. There are smart classrooms, projectors and computers for this purpose. There is a common virtual classroom where all students attend lectures as per the declared time-table of **Higher Education Department.**
- **English language lab** has been established. Through Wordsworth software students are trained to acquire good communication skills. There are four **research centres viz Hindi, Economics, Commerce and Geography.** Faculty publish their research papers in UGC approved journals. **New Books are being** regularly added in the library and E-resources are also made available to the faculty and students for enhancement of knowledge.
- Although placements were done at a professional level, however a need was felt to promote placement as the undergraduate students (nearly two-thirds) aspire to go for higher studies and are absorbed into the post graduate course. It is now the endeavour of IQAC to address the requirement of the reaming one-third who don't make it to any postgraduate program.
- To ensure the selection of students in competitive exams, coaching class for jobs such as Madhya Pradesh Public Service Commission, UPSC, and Banks Corporate Placement etc are organised in

the institute.
- **Alumni Association is** activated and the suggestion and guidance of Alumni are utilized for the institute.
- A well facilitated and **spacious auditorium has** been constructed for the curricular and co-curricular activities. Large Vehicle parking sheds have been constructed. Appointments of librarian and sports officer have been done by HED Govt. of M.P.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The college is a co-education institution. It ensures gender sensitivity by providing equal opportunities to Female students. The College administration is very keen on the desires, aspirations, abilities and professional skills of human resources as men and women without any discrimination about their gender. We have Women Empowerment Cell, Anti-ragging Cell, and Sexual Harassment Cell. Besides these associations and their programs, we show gender sensitivity in providing a safe and sound campus for female students.

- **Measures initiated** by the institution for the promotion of gender equality during last five years:

    Issues related to gender equality and gender sensitivity are taught in the syllabus of social work and sociology. These two departments of the college work in collaboration with the Women Empowerment Department of the district, to promote the gender equality program. In addition to this, college executes various curricular and extracurricular activities pertaining to gender equality and gender sensitivity. Special sessions for women are held in N.S.S. camps. 'Beti Bachao Beti Padhao', 'Surakshit Balika Saptah', 'Women's Day Celebration' etc. programs are held. To train the girl students, "Smart Girls program" was held. Questionnaire of women empowerment was arranged.

- **Safety and Security**:

1. A security personnel is appointed on the campus round the clock. For girl's hostel, a full-time warden is appointed.
2. CCTV cameras are installed in the college premises which provide 24 hours surveillance in order to observe the ongoing activities.
3. The college has committees to monitor and address safety, security and social issues like Anti-ragging Committee, Sexual Harassment Committee, etc.
4. Separate washrooms for girls and boys in the premises.
5. Two exit gates.
6. Separate washrooms for male and female staff.
7. Identity Cards issued to all the students, teachers and the non-teaching staff.

- **Counseling** - College conducts the activities of counseling and guidance. Groups of students (mentee) are regularly monitored by the mentors. The students are supported with academic, stress-related issues and personal counseling is done to tackle the day to day problems of the mentees. The college adopts the practice of counseling the male and female students at the time of "Welcome Session" covering the issues of gender sensitization.
- **Common Room -** The College has a common room with attached washrooms. The room is designed to give female students a place to relax, to study and to have informal discussions during their free time. They have been provided with the facility of sanitary napkin vending machine and incinerator.

- **Day Care Center -** The Institute provides child care room for teaching and non- teaching staff.
- **College Chalo Abhiyaan -** In order to enhance the admission of girl students in higher education, 'College Chalo Abhiyan' became very prominent. Through this scheme approximately 56% of girls take admission in our institute. This could be possible because of cooperative and secured milieu provided to these students.

File Description	Document
Link for annual gender sensitization action plan	View Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Solid Waste Management:–

1. Waste management action is taken in the institute regularly.
2. The institute campus is cleaned regularly and use of polythene is banned.
3. The instructions are given to the students regularly about the clean campus and use of dust bin.
4. Tempering of the furniture (Repairing of broken furniture)
5. Old and broken furniture is used for various purposes on the campus.

Waste management is intended to reduce adverse effects on health, the environment or aesthetics. We follow the 'Swaccha Bharat' motto of the government. The college adopts the policy of Reduce, Recycle and Reuse (3Rs). Separate trash bins for bio degradable and non-biodegradable waste are mounted at different places in the campus.

The Institute has a proper management for **Bio Degradable Waste**. There are various species of plants and trees in the college campus and garden, the remains of the trees viz-leaves, bark, flowers, fruits and branches are dumped and stored in a pit. All the organic material of the college is stored in this pit. To maintain moisture, water is poured into the pit frequently so that micro organisms and bacteria may decompose the material stored in it. Thus, biodegradable waste is used in the form of humus, which is later used in the garden of college campus. In this way, the institutes utilizes its solid waste and keep its garden green and helps in maintaining clean and green environment. The college has displayed various slogans, posters to develop environmental consciousness among the students and the staff.

TECHNIQUE FOR SOLID WASTE MANAGEMENT USED BY SCIENCE DEPARTMENT

Solid Waste :- Media, lancet niddle , cotton plug, paper napkin , swabs , gloves, pins etc.

Treatment Techniques :-

- Autoclaving of solid waste is performed (temp.-121 C, pres.- 15 lbs)
- Incineration of needles is performed.
- For waste media treatment boiling water and HCL are used.
- Solid waste containing hazardous substance are shifted to Nagarpalika for treatment.
- Used different types of Dustbin for Different solid waste like paper, polybag & solid media.

TECHNIQUE FOR LIQUID WASTE MANAGEMENT USED BY SCIENCE DEPARTMENT

LIQUID WASTE: - Media broth, dyes, stains etc.

TREATMENT TECHNIQUES:-

- Liquid wastes are treated by chemicals like chlorination.
- Hazardous liquid are transfer to Nagarpalika for further treatment.
- Acids and Acidic materials are neutralized by adding water.
- Expired liquid wastes are treatment by dumping.
- Autoclaving of Liquid Broth Waste is performed (temp-121 C, press- 15 lbs).

E – Waste Management: -

E-Waste such as discarded computers, printers, old televisions, VCRs, OHPs and broken laboratory equipments are safely stored in an allotted room. As ours is a government college we cannot dispose them

without permission from the higher government authorities. Maintenance of all electronic equipments in the college is done on contractual basis.

File Description	Document
Any other relevant information	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Any other relevant documents	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: C. 2 of the above

File Description	Document
Any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Govt. P.G.College, Khargone is a renowned institute of West Nimar District Khargone (M.P). The socio-economic and environmental condition of the region is quite different from other developed regions. The activities pertaining to national festivals, awareness programs and government policies are carried out with full devotion of heart and soul. The local administration is also hand-in-hand in the carriage of these activities.

Our Institute celebrates Birth Anniversary of Mahatma Gandhi Ji to share Gandhi's way of life and his works, thoughts among students in order to build their personality. There runs a specific program for linguistic enrichment in Language Lab in the Department of English. Moreover, the admission process is given a shape in accordance with the rules and regulations of Department of Higher Education Govt. of

M.P. with full attention to specific earmarked ratio for each category. Even the role of public participation committee and local citizens is also commendable.

N.S.S and N.C.C units are always active in organizing programs viz, cooperation in Pulse Polio, education awareness, environmental awareness etc. Blood Donation camps are arranged by N.C.C unit with the help of Red Cross unit established in Govt. Hospital Khargone. As the students of the college are both from urban and rural background, we are successful in maintaining harmony amongst them regarding culture as well as academic atmosphere. Programs viz Aids awareness programs, adult education, street plays for de-addiction and unity day etc. have been organized to develop the of way of life of students and to widen the horizons of knowledge as well as to impart practical knowledge in collaboration with theoretical knowledge.

In this way the institute takes initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional linguistic, communal, socio-economic and other diversities.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Our Institute is a role model of best governance and democracy. Not only the students and employees but citizens of the town as well respect the college for its contribution to social development. Preamble of the Constitution is displayed at the entrance of the college's main Building. The boards of fundamental duties and rights, National Anthem, Madhya Pradesh Gaan are clearly displayed in the campus. National anthem is sung at 11:55 Am everyday. The students of Political Science learn the Fundamental Rights and Duties throughout the syllabus. M.S.W. and Political Science students collect information about Human Rights and local self governance throughout the question papers of human rights and Panchayati Raj. A number of programs are organized in the Institute. National Unity Day is celebrated every year in the College. It is organized by the NCC unit of the College. Human Right Day is celebrated every year in college. On this occasion, a lecture has been arranged by the Department of Political Science. The programme initiates with Preamble reading of the constitution followed by lectures on the sensitization of students on responsibility towards the constitutional values, duties, rights and responsibilities of citizens.

A lecture has been organized on 'Human Rights and Duties' in 2016-17 in which the chief speaker was Dr. J.C. Sinha, and Prof. S.R. Gole, In the session 2018 19, a district level Youth Parliament has been organized by the College to provide an opportunity to young minds to participate in debates on various topics related to social change. This enhances democratic values among youth of the nation. Dr. Vandana Barve delivered their lectures. In the year 2019-20, Constitution Day is celebrated on 26th November in

which a lecture has been delivered by Dr. Kamla Gautam, Head of the Department of Political Science. Many students have expressed their views and opinions. The celebration is attended by Students, Teaching and Non teaching Staff, Invitees, guests and attendees. Right to Vote is given under the article 326 to every citizen of India. Citizens need to be aware about their responsibility to participate in elections which is the backbone of democracy. Many programmes are organized every year on the National Voters' Day. As sector officers, the principal and professors of the institute give all the information related to VVPat Machines and its functioning to the voters of that particular area.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

National festivals and birth and death anniversaries of great Indian personalities are organized in the institution with full enthusiasm. The students have a mission towards better India by breaking the boundaries of caste, creed and religion with a pluralist approach towards them. The spirit of national integrity is inculcated among the staff and the students.

15th August Independence Day: It is celebrated with pride. We pay deep respect to those who laid their

lives for freedom. The cultural activities are performed. NCC cadets perform well and practice marching past. Staff members and students share their thoughts.

20 August Sadbhavana Diwas: Birthday of Late Prime Minister Rajeev Gandhi is celebrated as Sadbhavana Diwas and on this day the oath is taken for unity and amiability. His 75th birthday was celebrated in the session 2019-20.

5th September Teachers' Day: On 5th September, our students organise a programme in the honour of teachers and offer a token of respect to them. Mahatma Gandhi is remembered on 2nd October. We follow his deeds of labour and cleanliness. In the session 2019-20. Mahatma Gandhi's statue was unveiled in college Campus on the occasion of Mahatma Gandhi 150th birth anniversary.

NSS Day: The NSS scheme was launched in 1969. Through the activities of NSS the seeds of community services are germinated with an exposure to nature and rural background. Volunteers of NSS are given complete knowledge about the activities and make them realize their duties towards society.

1st November Madhya Pradesh Sthhapana Diwas: An oath is taken on Madhya Pradesh Sthapana Diwas and intellectual activities are organised. The Honorable Principal addresses the students on this occasion and blesses the students.

14th November Children's Day: This day is celebrated on 14 November every year as a tribute to India's First Prime Minister, Jawaharlal Nehru and the objective behind celebration of this day is to increase awareness of the rights, care and education of children.

NCC Day: NCC day is celebrated on fourth Sunday in the Month of November every year with the zeal and enthusiasm to nurture leadership and patriotism in students. On this day the various activities are organized such as Flag-hoisting, Plantation, Ground Parade, Blood Donation etc.

1st December World Aids Day: 1st December is known as World Aids Day. Various doubts related to AIDS are cleared by awareness campaigns, through speeches, street plays etc, so that people should be aware and well informed about the disease and its cure that is prevention only.

26th January Republic Day: Republic day is celebrated on 26th January to commemorate the adoption of the constitution with formal events including flag-hoisting and march-past.

21st June International Yoga Day: This Day is celebrated on 21st of June.

File Description	Document
Link for Geotagged photographs of some of the events	[View Document]()
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document]()

7.2 Best Practices

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

Response:

1. Title of the Practice I: National Service Scheme (N.S.S.)

2. Objectives of the practice:

The N.S.S. activities are part and parcel of the college education to fulfill the objective of holistic education. Through these activities the participants directly work for the cause of community and nation. At the same time their personality is developed as they come across with real life experiences and situations. Thus, the institute attains the goal of transforming the volunteers of N.S.S. into responsible citizens of the nation. N.S.S. unit adopts a nearby village in order to spread intellectual awareness and value of education, among villagers.

N.S.S. had been introduced in the year 1969 by the Government of India with the purpose of inculcating the spirit of social responsibility, consciousness; self motivated discipline and respect towards labor among the students of higher education. Student should utilize his/her leisure for the service of society and for the completion of his education, come across with the real life situations so that his/her personality can develop.

3. The Context:

The institute conducts its N.S.S. activities throughout the academic session as a team work of N.S.S. volunteers under the active guidance and leadership of program officer. A close study of the student's inclinations revel that most of the students have an inherent tendency to work for society. But they lack certain opportunities and platform to perform. The N.S.S. unit utilizes this notion of the student youth to work practically and enthusiastically in the adopted villages by involving them as N.S.S. volunteers with the purpose of inculcating awareness in rural community regarding education, prevention of disease. The N.S.S. volunteers work with the rural community. Moreover, a wide range of activities like Cleanliness, Personal Health, Plantation, Voter Awareness Program, Practice of 'Yoga', Observance of important days and Awareness Campaign are organized during special camps in the nearby villages.

4. The Practice:

N.S.S. unit performs various activities in the nearby adopted villages and in the institution. Most of these activities are focused on the special theme "**Health and Cleanliness and Personal Health**".

- N.S.S. volunteers donate their labour for village cleanliness and institutional premises. They generate awareness regarding cleanliness among villagers through collaborative work, morning walks, slogans, songs and street plays.
- Blood donation camps and Health check-up camps are arranged under the aegis of Red Ribbon Club and Indian Red Cross Society. Community is made aware for the prevention of AIDS and other diseases. The need and importance of nutritional food is explained through the various activities. Programs are arranged for spreading awareness.
- Intellectual sessions are organized in camps. In such sessions various lectures are delivered for the

intellectual upgradation of the students.

- N.S.S. volunteers take vow to work for the promotion of literacy. They practically work for the eradication of superstitions and increase in literacy rate. Important days and anniversaries of great men are celebrated including Gandhi Jayanti, Swami Vivekanand Jayanti, Voter Awareness Day, Sadbhavna Diwas, N.S.S. Establishment Day Celebration, National Sports Day etc. Activities pertaing to the particular day viz Essay writing, Slogan writing, Debate etc are organized. While celebrating Swami Vivekanand Jayanti Yogasanas and Soorya Namaskar are practiced in the college.
- For women Empowerment Smart girl training program, Surakshit Balika week, Beti Bachao, Beti Padaho etc. programs are arranged.

5. Evidence of Success:

In past five years college N.S.S. units have organized various activities including unit camps, district camps, celebrating special days. As a result of these activities a noticeable change has been observed in the personality of the students. Participants emerge more confident and efficient as they gain practical experience of tackling the real life problems. Some noteworthy achievements of the N.S.S. volunteers are as follows:

- A considerable number of students have participated in the state level and national level camps.
- N.S.S. volunteers are directly benefited with the attainment of 'B' and 'C' certificates. These certificates support the students with weightage marks in job selection process.

6. Problems Encountered and Resource Required:

Though N.S.S. volunteers are committed to work for the cause of community and society, yet it is very difficult for them to live up to the high expectations of the people. They have to perform numerous tasks ina relatively short period of time, while completing their degree courses. They are bounded by rules and regulations.

They come across some practical problems while performing various awareness campaigns. One such common problem is that some villagers are reluctant to cooperate with the volunteers and adamant about their notions. Organizers too, come across various problems. Selecting a proper place for the camp is a tough task. However, problems are overcome and activities go forward in the direction of success. Sufficient funds should be allocated for NSS activities. Permanent faculty should be appointed on the regular basis to carry out NSS activities. NSS activities should be included in the syllabus as essential part.

1. Title of the Practice II : National Cadet Corps (N.C.C.)

2. Objective of the Practice:

Under its manifold objectives college NCC unit aspires at developing character, a secular outlook, comradeship, discipline, the spirit of adventure national integrity and ideals of selfless service amongst students. Further, it aims at creating a connectivity of organized, trained and motivated youth with leadership qualities in all walks of life, who will serve the Nation regardless of which career they select. Moreover, the NCC provides an environment conducive to motivate young Indians to join the armed forces.

3. The Context:

Existed as the fourth line of defense of the nation, N.C.C. unit had been established in 1965 in the college. This unit is under 36 M.P. Battalion N.C.C. Khandwa and its group headquarter is 9 M.P. Battalion N.C.C. Indore. In college N.C.C. has been established in the form of company. Its number is 3/36 Govt.P.G.College Khargone. Cadets are trained with the purpose of serving the Nation for internal security and emergency services. The session of N.C.C. is from August to January. 40 parades are conducted in a session. (Twice in a week)The session includes various activities viz. drill practice, weapon training, map reading and other activities.

4. The Practice:

Institutional training conducted at College is the mainstay of NCC training and is conducted by Associate NCC Officers and Armed Forces personnel. Institutional training includes basic military training to the cadets as part of the curriculum and prepares them to join the Armed Forces. It is conducted with the following specific purpose:-

- Firstly, to expose young cadets to a `regimental way of life' which is essential to inculcate in them the values of discipline, duty, punctuality, orderliness, smartness, respect for the authorities, correct work ethos, and self- confidence.
- Secondly, to generate interest in cadets by including and laying emphasis on those aspects of Institutional Training which attract young cadets into the NCC and provides them an element of thrill and excitement.
- Thirdly, to inculcate Defense Services work ethos that is characterized by hard work, sincerity of purpose, honesty, ideal of selfless service, dignity of labour, secular outlook, comradeship, spirit of adventure and sportsmanship.

The College NCC unit takes part in various camps and activities at college level, inter collegiate level, district level, state level and national level. NCC cadets take part in the following activities:

- ATC- Annual Training camp
- CATC: Combined Annual Training Camp.
- NIC: National Integration Camp
- ALC: Advanced Leadership Camp
- RDC: Republic Day Camp
- TSC: Thal Sainik Camp
- TC: Tracking Camp

Besides these activities, N.C.C. Cadets take part in various welfare works including Adult Education, Blood Donation, Tree Plantation, Celebration of various days, 'B' and 'C' certificate exam.

5. Evidence of Success:

A noticeable change is observed in the personality of students after attending the various activities and training. They emerge as more confident, self-reliant, hardworking, self disciplined, willing to work for the nation. During last five years many N.C.C. cadets glorified the institute with their achievements.

Some of these achievements are listed below:

1. Pushpendra Namdev awarded with:
    1. Best Cadet Medal for the participation in TSC Inter Group.
    2. Gold Medal for TSC Delhi Tent Pitching.
2. Rajat Munshi awarded with:
    1. Gold Medal for the participation in CATC Salami Shastra Ashapur Dist. Burhanpur.
    2. Bronze Medal for CATC Dril Test Ashapur Dist. Burhanpur.
    3. Gold Medal for CATC Best Work.
3. Nine cadets awarded with Gold Medal for the participation in CATC Tent Pitching.
4. Yogesh Khede awarded with:
    1. Won best work Gold Medal for the participation in CATC Khandwa.
    2. Gold Medal in Salami Shastra in CATC Ashapur Dist. Burhanpur.
5. Nine cadets awarded with Tent Pitching Gold Medal in CATC khandwa.

6. Problems Encountered and Resource Required:

- One of the major problems encountered is the lack of sufficient clothing for cadets.
- Lack of proper facilities in camps.
- Most of the students don't want to join NCC. The reason behind their reluctance is that after obtaining certificates cadets don't get any direct benefit in job recruitments. Another reason may be availability of job oriented courses. Most of the students prefer job oriented courses and instead of joining NCC.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Since the Vision of the Institute focuses on comprehensive and sustained growth of the students, the college aims to bring the economically weak rural and tribal youth into main stream and make them a responsible citizen of India. Students need a break from classroom and lectures to rejuvenate and extracurricular activities are the best way to regain that energy and enhance student's personality. Whether getting involved in student clubs, volunteering activities and sports tournaments, these activities outside the regular classroom, help students meet new people and develop their social skills. While academics play a significant role, sports-related activities are also important in shaping the personality and character of a student. With the same ideology, the College emphasizes on sports and encourages its students to participate in various tournaments.

Sports Officer is available for scientific training and coaching in various games and sports and physical fitness program. Students regularly participate in Inter-College, District, University, State and National level sports activities through-out the year under the supervision of sports officer. Sports persons are given admission in sports quota and given attendance and support to make up for academic loss due to practice, training, participation at various levels. Special kits are distributed and required materials are procured and given. On such an occasion nutritious diet such as energy drink rich in protein is provided during practice and actual matches. First aid facility is provided by the sports department.

The College is proactive and supporting in holistic grooming of students. College has a huge and spacious enough play ground to hold sports activities like Cricket, Football, Hockey, Athletic events. There is a multipurpose indoor sports hall for indoor Badminton, basketball, Volleyball, Kabaddi, Kho-Kho with adequate furniture for storage of sports equipments. There are other indoor games in college like Carom, Chess, Table Tennis and equipments for weightlifting, judo, yoga and gymnasium for all-round development of students.

Outdoor and Indoor Games:

Outdoor Games: Volleyball, Football, Hockey, Cricket, Kabaddi, Kho-Kho, Athletics (400m Track with 8 Lanes)

Indoor Games: Basketball, Badminton, Volleyball, Table Tennis, Power lifting, Judo, Chess, Yoga

Participation of students in various Sports Competitions:

The Institution has some remarkable achievements in sports activities in the session 2015-16. Rum Singh Vaske represented at All India Inter-university level in Cross Country and Athletics. Two students – Narendra Panchal and Kamla Jamre participated at West Zone Inter-university level Kabaddi. Nishant Patel glorified the institution by taking participation in Hockey at West Zone Inter-university level. Three students – Shailendra Tawde, Nishant Patel and Piyush Sharma represented the college in Indoor Hockey at All India university level. Similarly, in 2016-17 students acquired notable rewards in sports activities. Navin Meena participated in Chess at West Zone Inter-university level. Two students – Bhurelal Danvar and Daryab singh participated in Athletics at West Zone Inter-university level. Priyanjali Mandloi participated in Hockey at West Zone University/State level. Vaibhav Kadam participated in Hockey at State level. Shailendra Tawde and Kanhaiya Solanki represented the college at West Zone Inter-university level in Hockey and Taekwondo respectively. Sports competitions organized at the institution level in 2017-18, Football at district level in which 12 students participated, in Basketball (district level) 9 Students participated and in badminton (district level) 1 Student participated in various university / State/ National / International level. Many students of the institute participated or represented DAVV Indore / Govt.P.G.College khargone at individual capacity.

Ms.Oshi Jayaswal and Ms.Priyanka Chouhan participated in Hockey at west zone intervarsity and represented DAVV / College in individual capacity. Ravindra Mukati Vaibhav kadam participated in Hockey at west zone intervarsity / State and represented DAVV/College in individual Capacity in indoor Hockey, Milan Badole participated in cross country running, Sports event at all India intervarsity in individual capacity and represented DAVV Indore /College. In Similar way many students of the institute participated in various Sports events Viz; Athletics, kabaddi, Hockey Indoor, Chess, Taekwondo, Cricket etc.

Sports competitions organized at the institution level in 2018-19-In Cricket at district level in which 16 students participated , in Basketball (district level) 7 students participated ,in Badminton (district level) 5 students participated and in Hockey (Division Level) 11 students participated or represented DAVV Indore / Govt. P.G. College Khargone at individual capacity. Afsar Akleem participated in Football at West Zone Intervarsity /State and represented DAVV Indore /College in individual capacity.

Vaibhav Kadam and Rajat Munshi participated in Hockey at West Zone Intervarsity /State and represented DAVV Indore /College in individual capacity. Shivram Mandloi in Athletics at State Level and Krishna Solanki in Cricket at West Zone Intervarsity participated and represented West Zone Intervarsity participated and represented DAVV Indore /College in individual capacity.

In the session 2019-20, one male and one female student from the 11 players team of the college, participated in the state level Hockey team and one from male category and one from female category participated at the University level in Hockey. Most of the students represented at Divisional level sports events in which one male student in Kabaddi, four male students in Kho-Kho, four male students have participated in Cricket, 11 male students and one female student played hockey which is a matter of pride for the college. At division level, four boys participated in Athletics while at the same level, 6 boys participated in Cross-Country and represented the college. 10 players out of 16 participated at the Divisional Football and 4 students participated in the Divisional Chess event.

At the District level, there found only male student participation in which 2 students participated in Badminton, 12 students in Kabaddi, 12 students in Kho-Kho, 16 students in Cricket, 2 students in Basketball and 4 students in Chess and 10 students in Football participated and played well. Overall 118 players participated in 12 different sport events at College level and we are trying our level best to enhance girls' participation in various sport events.

File Description	Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Our college has gained recognition for the professional honesty and competence of the faculty members. It is distinguished in the entire region for the best examination results and achievements of its students in the field of social work through activities conducted by department of MSW. Many students have gone to participate in different activities at state and university level. One of the major strength of the institution is Jan Bhagidari Samiti in the development infrastructure through a financial head. The institution has four research centers in hand, Economics, Commerce, Geography and Hindi departments. The institution also takes pride in environment based activities to create holistic consciousness among students and staff.

The principal works in close co-operation with the staff and different committees to regulate and maintain an amicable and scholastic environment. The staff council is a vibrant body which works closely with the principal and deals with issues pertaining to the functioning of the institution. Though we know our limitations yet institute will continue its journey for quality sustenance and enhancement

Concluding Remarks :

Govt.P.G.College, Khargone is a renowned institute of West Nimar. It is well known for its development not only in quantity but also in quality of teaching and learning. It is a home of hope to the learners equally to the lower strata of the society across urban as well as rural social layers. It enrolls most of the students of SC, ST, & OBC categories and provides them facilities for their academic as well as mental upliftment. It also provides financial assistance to regress social inequalities of students through government funded social welfare schemes. There are different platforms for their welfare. The basic need of every human being is self –actualization. The college offers scope of self-expression through various committees formed to ensure effective execution of curricular and co-curricular activities. Extension activities have helped the physical and the social development of the individual inculcating the spirit of working as a team, developing leadership potentials. It has a remarkable culture of participative management which induces the principle, faculty, non-teaching staff, students, parents and alumni.

The college is well furnished with class rooms for teaching, smart class rooms, a reading room, a very good library, laboratories, a meeting hall, computer lab, language lab & other compartments to be ranked among prestigious institutes. The college conducts different outdoor and indoor games/sports activities. It has a big play ground with an indoor sports hall. There are many extension services including Red Cross, save daughter, Blood Donation camp, sanitary & hygiene practice and other activities under the guidance of N.S.S., N.C.C & Career Guidance Cell.

The college has achieved B grade in first and second cycle and continuously efforts to improve further its infrastructural and academic parameters in pursuit of realizing the mission, vision and objective of the college. Thus the college has a long journey of progress full of pride and prestige which will bring many laurels to it. It is committed to "**Quest for Quality**" to fulfill the core values laid down by NAAC.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	**Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years** 1. **Academic council/BoS of Affiliating university** 2. **Setting of question papers for UG/PG programs** 3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses** 4. **Assessment /evaluation process of the affiliating University** Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: C. Any 2 of the above
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification:

<table>
<tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr>
<tr><td>01</td><td>00</td><td>00</td><td>00</td><td>00</td></tr>
</table>

Answer After DVV Verification :

<table>
<tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr>
<tr><td>40</td><td>00</td><td>00</td><td>00</td><td>00</td></tr>
</table>

Metric ID	Sub Questions and Answers before and after DVV Verification
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders* *1) Students* *2)Teachers* *3)Employers* *4)Alumni* Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: B. Any 3 of the above
1.4.2	**Feedback process of the Institution may be classified as follows:** **Options:**

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Answer before DVV Verification : B. Feedback collected, analysed and action has been taken
Answer After DVV Verification: B. Feedback collected, analysed and action has been taken

2.1.1	**Average Enrolment percentage (Average of last five years)**

2.1.1.1. **Number of students admitted year-wise during last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6359	5918	5340	5031	4385

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2359	1918	1865	1729	1652

2.1.1.2. **Number of sanctioned seats year wise during last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
7029	6929	5970	5850	5560

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2542	2542	2542	2365	2365

Remark : The HEI has not provided the first year data but all the three years data of the Number of sanctioned seats year wise during last five years.

2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**

2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3278	3121	2674	2580	2334

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1100	1085	1029	995	984

Remark : As per the HEI statement and the documents made available in support of the HEI claim.

2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)** 2.3.3.1. Number of mentors Answer before DVV Verification : 67 Answer after DVV Verification: 54
2.4.3	**Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)** 2.4.3.1. **Total experience of full-time teachers** Answer before DVV Verification : 943 Answer after DVV Verification: 943
3.1.1	**Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)** 3.1.1.1. **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)** Answer before DVV Verification: TABLE1 Answer After DVV Verification : TABLE2
3.1.3	**Percentage of departments having Research projects funded by government and non government agencies during the last five years** 3.1.3.1. **Number of departments having Research projects funded by government and non-government agencies during the last five years** Answer before DVV Verification: TABLE3 3.1.3.2. **Number of departments offering academic programes** Answer before DVV Verification:

TABLE1:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	5.13	0.50

TABLE2:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	4.18	0

TABLE3:

2019-20	2018-19	2017-18	2016-17	2015-16

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
03	03	03	03	03

3.3.1	**Number of Ph.Ds registered per eligible teacher during the last five years** 3.3.1.1. **How many Ph.Ds registered per eligible teacher within last five years** Answer before DVV Verification : 6 Answer after DVV Verification: 18 3.3.1.2. **Number of teachers recognized as guides during the last five years** Answer before DVV Verification : 21 Answer after DVV Verification: 06
3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years** 3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.** Answer before DVV Verification: Table A Answer After DVV Verification : Table B Remark : In the data provided during clarification most of journals claimed by the HEI are on cancelled journals list of the ugc. The HEI does not have any paper in journals listed in ugc-care/ scopus/ Web_of_Science.
3.3.3	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years** 3.3.3.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years** Answer before DVV Verification: Table C

Table A (3.3.2.1 before DVV):

2019-20	2018-19	2017-18	2016-17	2015-16
15	19	18	19	14

Table B (3.3.2.1 after DVV):

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	0	0

Table C (3.3.3.1 before DVV):

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	1	8	5

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	01	0	01

Remark : As per the data attached with the Metric during the process of clarification. The HEI has not provided details/ cover page of the conferences in which the claimed papers were included. Only 02 books considered.

3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

3.4.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	3	0	0	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	01	01	0	0

3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

3.4.3.1. **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
43	28	35	35	31

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
38	26	31	31	28

Remark : As per the HEI statement in the response dialogue box and the documents/ data provided

	with the Metric during clarification.
3.4.4	**Average percentage of students participating in extension activities at 3.4.3. above during last five years** 3.4.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>6863</td><td>2549</td><td>6514</td><td>6409</td><td>3840</td></tr></table> Answer After DVV Verification : <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>2586</td><td>2394</td><td>1865</td><td>2064</td><td>1862</td></tr></table> Remark : As per the HEI statement in the response dialogue box and the documents/ data provided with the Metric during clarification.
3.5.1	**Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year** 3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>344</td><td>7</td><td>2</td><td>21</td><td>4</td></tr></table> Answer After DVV Verification : <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>114</td><td>6</td><td>2</td><td>21</td><td>4</td></tr></table>
3.5.2	**Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years** 3.5.2.1. **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>2</td><td>2</td><td>2</td><td>3</td><td>0</td></tr></table>

	Answer After DVV Verification :				
	2019-20	2018-19	2017-18	2016-17	2015-16
	2	01	01	01	0

4.1.3	**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)* 4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 42 Answer after DVV Verification: 09 Remark : As per the HEI statement in the response dialogue box and the documents/ data provided with the Metric during clarification.
4.2.2	**The institution has subscription for the following e-resources** 1. **e-journals** 2. **e-ShodhSindhu** 3. **Shodhganga Membership** 4. **e-books** 5. **Databases** 6. **Remote access to e-resources** Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: A. Any 4 or more of the above
4.3.3	**Bandwidth of internet connection in the Institution** Answer before DVV Verification : C. 10 MBPS – 30 MBPS Answer After DVV Verification: C. 10 MBPS – 30 MBPS

5.1.1	**Average percentage of students benefited by scholarships and freeships provided by the Government during last five years**

5.1.1.1. **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
12156	9847	9091	8109	7337

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
6281	5660	4497	3730	3160

Remark : As per the data attached with the Metric. The HEI has claimed ST/SC books grant to the HEI as benefit to the students in the form of scholarships and freeships provided by the Government.

	This grant is to te college and not individuals. Similarly families availing Awas Yojna is not scholarship to the students.
5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.** 5.3.1.1. **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
10	5	7	7	8

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	8

5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
29	31	34	28	33

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	19	14	20

6.3.2	**Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years** 6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	5	13

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	03	09

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
14	8	7	2	12

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
14	8	06	2	12

| 6.5.3 | **Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : C. 2 of the above
Answer After DVV Verification: C. 2 of the above |
|---|---|
| 7.1.2 | **The Institution has facilities for alternate sources of energy and energy conservation measures**

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Answer before DVV Verification : C. 2 of the above
Answer After DVV Verification: B. 3 of the above |
| 7.1.4 | **Water conservation facilities available in the Institution:** |

	1. **Rain water harvesting** 2. **Borewell /Open well recharge** 3. **Construction of tanks and bunds** 4. **Waste water recycling** 5. **Maintenance of water bodies and distribution system in the campus** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above Remark : As per the HEI statement in ten response dialog box and the data provided with the Metric during clarification. The HEI has provided supporting documents for rainwater harvesting. open well recharge/borewell recharge and Contsruction of tanks.
7.1.5	**Green campus initiatives include:** 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants** Answer before DVV Verification : Any 4 or All of the above Answer After DVV Verification: Any 4 or All of the above
7.1.7	**The Institution has disabled-friendly, barrier free environment** 1. **Built environment with ramps/lifts for easy access to classrooms.** 2. **Disabled-friendly washrooms** 3. **Signage including tactile path, lights, display boards and signposts** 4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment** 5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: B. 3 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
26	26	25	25	25 | Answer After DVV Verification: | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
535	535	493	493	493	

1.2	**Number of programs offered year-wise for last five years**				
	Answer before DVV Verification:				

2019-20	2018-19	2017-18	2016-17	2015-16
26	26	25	25	25

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
23	23	23	23	23

2.1	**Number of students year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6359	5918	5340	5031	4385

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6011	5684	5134	4628	3978

2.2	**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3515	3465	2985	2925	2735

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1271	1271	1271	1183	1183

3.1	**Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
67	69	70	70	70

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
67	69	70	70	70

4.1	**Total number of classrooms and seminar halls** Answer before DVV Verification : 42 Answer after DVV Verification : 46
4.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)** Answer before DVV Verification:

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
229.71181	439.49262	589.04921	317.66799	459.63531

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
229.71	439.49	589.04	317.66	459.63