



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	GOVT. P. G. COLLEGE KHARGONE
• Name of the Head of the institution	Dr. D. D. Mahajan
• Designation	Incharge Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07282-241562
• Mobile no	8719806419
• Registered e-mail	hepggckhr@mp.gov.in
• Alternate e-mail	naacpgkhargone@gmail.com
• Address	Bistan Road Khargone
• City/Town	Khargone
• State/UT	Madhya Pradesh
• Pin Code	451001

2. Institutional status

• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12 (B)
• Name of the Affiliating University	Devi Ahilya Vishwavidyalaya, Indore
• Name of the IQAC Coordinator	Dr. Shail Joshi
• Phone No.	07282241562
• Alternate phone No.	07282241562
• Mobile	9425415367
• IQAC e-mail address	joshizooology@gmail.com
• Alternate Email address	naacpgkhargone@gmail.com
3. Website address (Web link of the AQAR (Previous Academic Year)	http://govtpgcollegekhargone.org/wp-content/uploads/2020/12/AQAR-2019-20.pdf
4. Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://govtpgcollegekhargone.org/wp-content/uploads/2020/12/Academic_calender_2020-21.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	0	2004	01/08/2004	31/07/2009

Cycle 2	B	2.21	2015	01/06/2015	30/04/2020
Cycle 3	B++	2.81	2021	14/12/2021	13/12/2026

6.Date of Establishment of IQAC	19/08/2014
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7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,				
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	Nil	State Government	2020-21	75562212
Institutional	Nil	JBS	2020-21	25759332
Institutional	Nil	Local Fund	2020-21	2083268

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File

9.No. of IQAC meetings held during the year	3
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	

11. Significant contributions made by IQAC during the current year (maximum five bullets)

Wire fencing has been done at the boundary of Botanical Garden to preserve environment.

First and second floor of Botany lab has been approved for construction and the work of wooden floor at Indoor Stadium has been completed.

Expert lectures organized.

Books purchased.

Appointments of teachers for various disciplines have been done.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Expert Lecture	Expert Lectures/Induction Programs/webinars have been organized for the students.
Book Purchasing	Books have been purchased for Law Students.
Training for Girls	Self-defense training programs have been organized for girls.
E-News Letter	E-news Letter has been published.
MOUs	Four MOUs have been signed out with following institutions. 1.Nirbhay Singh Patel College Indore 2.Animal Husbandry Department Khargone 3.Arya Mahila P.G.College Banaras 4.Gayatri Shakti Peeth Khargone
JBS Appointments	Guest Faculties have been appointed on already sanctioned posts of Jan Bhagidari Samiti.
Induction Program	To make students aware about various facilities provided by the institute..

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
Nil	Nil

Extended Profile

1. Programme

1.1

Number of courses offered by the institution across all programs during the year

26

File Description	Documents
Data Template	View File

2. Student

2.1

Number of students during the year

6966

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

4191

File Description	Documents
Data Template	View File

2.3

Number of outgoing/ final year students during the year

2322

File Description	Documents
Data Template	View File

3. Academic

3.1

Number of full time teachers during the year

83

File Description	Documents
Data Template	View File

3.2

89

Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	45
4.2 Total expenditure excluding salary during the year (INR in lakhs)	498.59
4.3 Total number of computers on campus for academic purposes	138

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institute is a Government affiliated college; it follows the curriculum designed by the Department of Higher Education, M.P. and the affiliating DAVV, Indore for significant activities to ensure proper teaching-learning process. Our faculty members participate in framing the syllabi in Board of Studies as well as the syllabi committee, HED. Teachers have to maintain a diary for effective academic planning, implementation of curriculum. Conventional classroom teaching is blended with reasonable use of ICT.

Seminars, workshops, group discussions, educational tours and industrial visits are also organized for knowledge enhancement. Extra classes are conducted for slow learners. Advance Learners are asked to take lectures on some topics for other class-fellows which help in personal improvement of students.

Faculty members and students have facility for accessing INFLIBNET, DELNET, NLIST books and journals. The Institute encourages faculty members to attend Orientation/Refresher courses, workshops, FDPs and present papers in seminars to update themselves. The college also provides facility of proper internet connectivity with campus Wi-Fi facility.

We have projectors, spacious classrooms, conference halls to conduct departmental programs, extension lectures etc. Display boards/

notice boards outside the departments are used to display bulletins, announcements regarding tests, assignments, lectures etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.dauniv.ac.in/syllabus

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As the College is a government affiliated institute, it adheres to the academic calendar of the Department of Higher Education/ University. It includes academic terms, examination schedules, holidays, and co-curricular, extra-curricular activities. 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 plan is prepared and classes are assigned accordingly.

The institution prepares and executes the academic calendar containing the schedule of continuous internal evaluation (C.I.E.) every year for UG and PG programs. Examination committee also prepares a tentative schedule of CIE. 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. The papers are set and evaluated by the faculty. These marks are sent to the University through online mode.

In addition to this, the following genres are adopted for CCE:

1. Assignment.
2. Class seminars
3. Objective question
4. Examination was conducted in Google forms in the department of Physics.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://govtpgcollegekhargone.org/notice/

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

B. Any 3 of the above

**bodies during the year. Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

19

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

18

File Description	Documents

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

1.3 - Curriculum Enrichment

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

Our institution aims at integrating various issues viz. environmental studies and awareness, gender sensitization, moral values and professional ethics, in its curriculum.

The curriculum aims at imparting moral values and also increases the consciousness towards sustainable development through "Environmental studies", "Human Rights" which in part of the syllabus in PG & UG courses. Sensitization to gender equity and overcoming gender-based prejudices is intensively dealt under community-oriented subjects like Social Work and Sociology.

Gender Sensitization -

College redresses the issues of female students regarding academics and personal through defined Cell. To empower female students self-defense training has been organized and expert lectures for boys were organized to sensitize them against stereotypes based on gender roles.

Environment and Sustainability-

The college has signed a MOU to install Solar Power plant Rescue Model and is being established. NSS, NCC units and MSW department promote environmental awareness. The College has proper management for segregation of waste. Water harvesting system is being functional for water conservation. The college has green coverage of approx. 50,000 sq. ft.

Human Values and Professional Ethics-

Various activities like MoU with Gaytri Shakti Peeth help in promotion of human values like national integrity, harmony.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

800

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	http://govtpgcollegekhargone.org/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional	View File

information	
URL for feedback report	http://govtpgcollegekhargone.org/wp-content/uploads/2022/01/feedback-report_2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

6966

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

6966

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The prime objective of any educational Institute striving to achieve excellence is to identify the respective learning levels of the students. At UG level first year students are identified as slow or Advanced Learners on the basis of classroom performance and CCE marks. At PG level they are identified on the basis of the result of semester Frist . The slow learners are further observed regularly in PG second, third, fourth semester. Their progress report is observed.

The following strategy is adopted for slow learners:

1. Extra classes.
2. Notes are availed.
3. Paper solving.
4. Help in class study.

Advanced Learner are supported through coaching classes, seminars and the facility of journals.

Expert lectures are arranged for slow and advanced learners.

File Description	Documents
Paste link for additional information	http://govtpgcollegekhargone.org/wp-content/uploads/2022/01/2.2.1f.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
6966	83

File Description	Documents
Any additional information	View File

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

The college has taken initiatives in using a 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.

experiential learning:

1. Field visit has been organised by department of Geography and Social work.
2. The students of UG and PG final year accomplish project - works and internship
3. Science students indulge in various experiments in the laboratories.

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.
2. Writing good thoughts on the notice- board of the college is a routine practice for college students.
3. N.C.C., N.S.S. and many literary activities encourage participative learning.

Problem Solving:

1. M.S.W. students try to probe into the problems of inhabitants of the village visiting in the fields.
2. N.S.S. camps have been organized on various themes such as health awareness cleanliness, adult education, plantation programs etc.
3. Research scholars learn through problem solving methods in the four research centers of Institute.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All departments of the college have at least one computer with internet facility of high speed internet bandwidth of 14 MBPS. The faculties make use of computer for PPT, YouTube lectures. The Institute supports students through its virtual classroom which is connected with video conferencing system instructed by M.P. Higher Department.

The Institute has 'two smart classrooms' and library having SOUL 2.0 version software based on 5 modules such as OPEC (Online Public Excess Control) and INFLIBNET N-list subscription for students based on E-platform. The INFLIBNET is available to the faculty and the students with username and passwords for open access for learning and teaching. Teachers provide guidance to students through e-mail and use ICT enabled tools for CCE, assignments, projects, dissertations etc. The institute has a language laboratory with Wordsworth Software to develop communication skills of students. Projector and ICT tools are utilized during expert lectures by the faculties. In this year, most of the meetings, guest lectures, projects viva-voce, webinars, online classes instructed by HED Bhopal, organised on e-platforms i.e. through Googlemeet, zoom and Microsoft team applications. Assignments have been taken on Google form by Physics Department. 11 professors of this college created video content for HED, Bhopal.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors**83**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year****83**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****46**

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers****943**

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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.

Due to corona, we opt following methods:

1. Pen Paper Method.
2. PowerPoint Presentation.
3. Assignment.
4. Exam through Google Form.
5. Online Vivaoc.

File Description	Documents
Any additional information	View File
Link for additional information	http://govtpgcollegekhargone.org/notice/

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

Students are free to present their grievances regarding internal and Open Book Examination. They are free to discuss their complaints with Grievance Redressal Committee appointed by the principal in respect of COVID. The Head of the department primarily redresses all grievances about evaluation and assessment marks. In case of dissatisfaction, the same is put before the committee.

The grievances that redressed only at university level, students are helped through a regional office of university in the institution. A regional office has been established to deal with grievances pertaining to examination conducted by it as per the ordinance issued on 02 January 2015 by DAVV, Indore. The regional office plays the role of a branch of university. The applications are accepted from the students and forwarded to the university with required documents. The students don't have to rush to university for same. The result grievances process is completed within stipulated time of 45 days after examination. Students need to fill the revaluation and rechecking forms offline to recheck and reevaluate their copies and send to the university through regional office. Sometimes grievances are redressed hand to hand.

File Description	Documents
Any additional information	View File
Link for additional information	http://govtpgcollegekhargone.org/wp-content/uploads/2022/01/2.5.2f.pdf

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.

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	Documents
Upload any additional information	View File
Paste link for Additional information	http://govtpgcollegekhargone.org/po-pso-co/
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The programme and course outcomes are evaluated through internal/main exam. The process for the evaluation in different subjects is followed the rules/regulations of the affiliating university. Teachers implement the syllabus in planned manner.

To gain Cos and POs:-

- Our Institute organizes workshops and invite subject experts for lectures.
- Teachers participate in seminars/conferences/workshops.

- Internal assessment is organised such as CCE, Half yearly test, sometime in the form of assignments/presentations/projects etc, to measure analytical ability.
- The faculty designs questions paper/tests/quizzes etc. by using objective and descriptive questions to assess and evaluate the learning level of the students.
- Moreover, group discussions, field-visits, study-tours, practical-work, project-work etc. added to the evaluation process.

The attainments of learning outcomes are analyzed through 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 stakeholders.

Direct attainments of learning outcomes are seen in pass percentage of students, less number of dropouts from programs. Indirect attainment is found in considerable number of students' selection in competitive examinations. Both provide opportunities to students to get employment/pursue higher studies in the premier institutions.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

2276

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://govtpgcollegekhargone.org/self-study-report/>

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Nil

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

7

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

Nil

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

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. Swami Vivekanand 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) **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.

2) **Internship and Project Work:** Students are assigned with job oriented project work and internship.

3) **Use of ICT:** Conventional Learning is blended with reasonable ICT.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://govtpgcollegekhargone.org/annual-report/

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

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

02

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI	http://govtpgcollegekhargone.org/wp-

website	content/uploads/2022/01/3.3.1data1.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

29

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

5

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

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. These activities are carried out through NSS, NCC and MSW department. 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.

MSW 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. 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	Documents
Paste link for additional information	http://govtpgcollegekhargone.org/annual-report/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

5

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

58

File Description	Documents
Reports of the event organized	View File
Any additional information	View File

Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File
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3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

4461

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

266

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File

Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The institute encompasses 12 acre area out of that approximate 20642 sq. meters is built up into 3 blocks. The college has infrastructure facilities and resources to conduct programs and activities. College premises are equipped with CCTV cameras and Wi-Fi facility at required places.

Classrooms:

The college has classrooms to conduct regular classes, examinations, remedial classes, meetings, sessions, various activities, trainings, etc. in three buildings i.e. Main Building, Vigyan Bhavan and Commerce Building. College provides E-Learning resources- ICT-enabled classrooms with LCT Projectors, Smart-board, printers-scanner and Xerox facilities.

Library:

Library has collection of 70,000 books including course-books-related to syllabi approved by University, and reference and general books. Library is automated with SOUL 2.0 Library Automation Software (INFLIBNET) recently updated that also provides OPAC software accessed from any device connected with the college network.

Laboratories

Laboratories are updated with advance equipments. Each Department have Computer facility for carrying out the academic works and research works.

Language Laboratory:

Collage has made available Advanced Digital Language Laboratory with Wordsworth software to enhance language efficiency.

Computing Equipments:

The college has 135 computers provided in all departments, staff-room, and in library connected with 14 mbps bandwidth for teaching and learning process.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtpgcollegekhargone.org/classrooms/

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

The college is dedicated in holistic grooming of students. College has a huge play ground to hold sports activities so they can participate in Intercollege, University, District, State and in National level sport competitions under the guidance of Sport Officer. It has a multipurpose indoor sport hall with adequate storage for furniture and sports items of equipment and also has multi-station machine such as Treadmill, Dumbbells, Bars Rods, and Plates etc. Meditation and yoga activities are conducted in open play ground. Special kits are distributed with essential materials and are procured. First aid facility, nutrition diet, protein substance, energy drink is provided during practice sessions and activities of matches.

Infrastructure for cultural activities:

The multipurpose auditorium is available for cultural activities such as plays, mimes, folk dance, one-act plays, street plays. Various cultural activities of college level, inter-college level, and district level are organised under Youth festival and Annual Gatherings of college to inculcate the cultural and traditional values amongst the students. All musical instruments like Harmonium, Tabla, Dholki, Trumpets, Flutes, etc are made available for the students in the musical room.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtpgcollegekhargone.org/sports/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

45

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data	View

Template)		File
4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)		
4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)		
40.03		
File Description	Documents	
Upload any additional information	View File	
Upload audited utilization statements	View File	
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File	
4.2 - Library as a Learning Resource		
4.2.1 - Library is automated using Integrated Library Management System (ILMS)		
<p>Library has a huge collection of about 70,000 books. There are reference books, general books and course books to help students with the current syllabus approved by the university. To improve the efficiency, accuracy and speed of the library workflow, the library is automated with library automation software - SOUL 2.0. The bibliographical details of each book is catalogued in the software so that books can be easily retrieved, circulated and maintained. Books are classified using Dewey Decimal Classification scheme to arrange books subject wise. The books are also barcoded which contains details of accession number and call number of the books for faster circulation and easy arrangement. The library has subscriptions of NLIST and DELNET and also purchased e-books through wonderslet.com to facilitate users with e-resources. Users can access more than 6000 journals and more than 1,99,500 ebooks by these portals. The library also has its own website which compiled a plethora of subscribed e-resources. Reading room of the library has the sitting capacity of about 100 students; six dedicated computers are also facilitated for using e-resources. Various magazines and newspapers are subscribed to keep the faculty and students up to date.</p>		
File Description	Documents	
Upload any additional information	View File	
Paste link for Additional Information	https://libkhargone.weebly.com/	
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-	A. Any 4 or more of the above	

books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

24.76

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

63

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtpgcollegekhargone.org/ict-facilities/

4.3.2 - Number of Computers

98

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

58.64

File Description	Documents
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Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

AIMS:

- To achieve optimum utilization of facilities and services for the benefit of stakeholders.
- To receive constant functioning of physical, academic and support service facilities.
- To prevent misuse and misconduct of resources and services.
- To achieve timely up-gradation, replacement, repairing of the resources.
- To set standardized maintenance and utilization procedures.
- To reduce probabilities of accidents.

The mechanism for implementation-

There is an Administrative office fulfills the commitment expressed in the policy statement. There are Infrastructural Facilities, through which various committees are formed such as development committee -works on campus beautification and monitor all the activities. College has Infrastructural-Construction and Maintenance Committee to look after the construction works.

There are class four employees, an electrician and outsourced for maintenance of toilets. The College has 07 invertors, many water purifiers and water coolers. There is a library facility with DDC and SOUL software. It has E-resources like NLIST, DELNET, Web-OPAC.

There is a sport complex to get practice and it has many sports equipment that are maintained. Laboratory equipment maintained with a stock register. The Institute has computers, internet connectivity, computer printers and LCD-projectors, Wi-Fi, LAN, and IT equipment. College has purchase committee for stock verification.

File Description	Documents
Upload any additional information	View File

Paste link for additional information	Nil
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STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

10385

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

Nil

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non-government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and

career counseling offered by the institution during the year**2284****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****2284**

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year****14**

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education**1321**

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year****Nil**

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities**5.3.1 - 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) during the year****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) during the year.**

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various

administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

60

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the	View

Institution participated during the year (organized by the institution/other institutions (Data Template)	File
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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

The Alumni Association established in 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 to share and discuss the issues related to the progress of the college. The Alumni Association has enrolled 110 members.

The Executive Body for 2020-21:

Mr. Rajesh Mandloi

President

Mr. Dinesh Patel

Vice-President

Mr. Bholu Karma

Secretary

Purnashankar Thakur

Joint-Secretary

This committee laid emphasis on the establishment of Law College and a botanical garden for research oriented activities pertaining to medicinal plants.

The members organize and conduct various activities such as-

- 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 are planned such as-

1. Tree plantation in the campus
2. Motivation to the junior students
3. Interaction with the respective students and teachers
4. Guidance for the development of students
5. Sharing of experiences with the students- Mr. Kailash Agrawal industrialist shared experiences.
6. Career counseling for better future as Mr. Ashok Dixit interacted with student.
7. Lecture for Career Guidance expert lecture by the alumni.
8. Industry Institute Interaction

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

Vision and Mission of the Institute are visible on college website and in college campus at various locations. They are in accordance with the objectives of Higher Education. Since most of the students belong to reserved category and economically weaker sections of the society, they are supported with scholarship, adequate library facilities, sports facilities and activities. Some of the departments viz Botany and Zoology assign the students with internships and projects related to agriculture and horticulture in order to empower them in their paternal occupation as most of them belong to agriculture and labor families. Moreover, vocational courses like Vermi-Composting, Organic Farming, Tally and Accounting, Personality Development etc. add to the overall development of the students to attain professional skills. Activities conducted under N.S.S, N.C.C, Swami Vivekanand Career Guidance Cell, Youth Festival and Annual Function also play an important part in obtaining the vision and mission.

File Description	Documents
Paste link for additional information	http://govtpgcollegekhargone.org/annual-report/
Upload any additional	View File

information

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

Various committees are formulated for the execution of strategic plans of the institution. The various academic and non-academic activities are carried with co-ordination between IQAC and Jan Bhagidari Samiti (JBS).

The former is responsible for academic activities while the latter deals with financial matters in the development of infrastructure. The college is government funded institute, hence it does not have any independent management committee.

The organizational structure of the institute runs through a systematic hierarchy.

<http://govtpgcollegekhargone.org/organogram/>

Case Study of Examination Cell 2020-21

The principal of the college acts as a senior superintendent of the examination. Senior superintendent appoints superintendent and assistant superintendent of examination. Various exams are conducted as per the schedule of university. Senior superintendent distributes the examination work among various levels of staff viz making sitting plan, making absentees statement, writing roll numbers in rooms and helping student in finding their seats. Teaching and clerical staff perform important role in these activities. The role of fourth class employees is also prominent. As they do arrangements for drinking water, ringing bell and taking of answer sheets etc. Thus, the principal/ senior superintendent decentralizes his powers of conducting examination amongst superintendent, assistant superintendent and to other staff members.

File Description	Documents
Paste link for additional information	http://govtpgcollegekhargone.org/organogram/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Following Steps are taken for strategic planning.

- Execution of the curriculum of D.A.V.V. Indore and forwarding of suggestions in this regard.
- Innovative Teaching methodologies.
- Systematic procedure for conducting examinations.

- Rich library with reference books, Journal and News paper.
- Regular meetings, feedback collection and redressal of grievances of human resources.
- Formation of committees for proper admission, verification and guidance of the students.

STRATEGIC PLANNING OF ADMISSIONS FOR 2020-21

Admission process is entirely online. The Principal in consultation with admission in charge forms admission committees for various classes.

Following steps are taken for the smooth process -

- Providing admission schedule and guidelines.
- Creation of Help Desk for students and parents.
- Formation of the registration and verification committee.
- Maintenance of the record of eligible students who have submitted the fee for desired course.
- UG Second Year and Third Year as well as PG Final Year students are promoted to the next class by using E-Portal of M.P.Higher Department Bhopal.
- The Final list of admitted students is released program wise. Thus, admission work is done according to the Government Directives, strategy and plan.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://govtpgcollegekhargone.org/admission/
Upload any additional information	No File Uploaded

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.

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	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://govtpgcollegekhargone.org/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
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File Description	Documents
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ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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 MP 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
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. uniform to non-teaching staff (Class IV employees)
8. Group insurance scheme for teaching and non-teaching staff.
9. Canteen facility
10. Child care room for staff (teaching and non-teaching staff).
11. Wi-Fi Facility
12. Sports facilities
13. Yoga facilities
14. Parking facility
15. Clean water for drinking

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

66

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File

Details of teachers attending professional development programmes during the year (Data Template)

[View File](#)

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

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	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 2020-21.

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	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The principal and the committees of the college are monitoring the use of resources received from the State Government, Janbhagidari funds 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	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The IQAC contributes significantly to usher in quality initiatives.

Induction Program:-

In the IQAC meeting held on 03/08/2021, it was suggested that Induction Program should be organized for newly admitted students.

In order to implement this suggestion Induction Programs have been organized for B.a., B.Com and B.Sc First year students.

In this program students are provided with the information regarding various activities of the Institute and various government schemes.

Publication of Quarterly e-News Letter:-

Quarterly e-News letter is being published regularly. It showcases all the important events and activities of the Institute.

File Description	Documents
Paste link for additional information	http://govtpgcollegekhargone.org/minutes/
Upload any additional information	View File

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

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

Nil

File Description	Documents
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Annual gender sensitization action plan	http://govtpgcollegekhargone.org/wp-content/uploads/2022/01/7.1.1-Gender-sensitization-plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://govtpgcollegekhargone.org/wp-content/uploads/2022/01/7.1.1-Specific-facilities.pdf
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
Nil	
File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File
7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File
7.1.5 - Green campus initiatives include	

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

B. Any 3 of the above

copies of reading material, screen reading	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

The college always encourages the students to move forward with the spirit of tolerance, communal harmony, mutual cooperation and sense of togetherness. All the students come from different regional, cultural, linguistic, economic and social backgrounds but they are educated everyone without any discrimination. The College avails them opportunities to grow equally.

Following efforts are made by the college:-

- In order to maintain sense of equality, there is a provision of uniform for all the students.
- An essay competition was organized on the theme of "BharatiyaTij Festival SanskrutikeVahak".
- The webinar has been organized on the "Cultural Heritages of Northeast India" in which cultural features of the northeastern states were told to the students.
- In the webinar on the topic "Unity in Diversity", the features that bind India in unity were explained.
- To develop understanding of languages, Language Learning Program is organized by the College.
- On the occasion of Sadbhavna Diwas, students and staff were administered the oath of goodwill.
- Traits like harmony, fraternity and tolerance are encouraged in the NSS, NCC and other cultural programs of the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional

obligations: values, rights, duties and responsibilities of citizens

A good nation is built only by its good citizens. It is constantly endeavored by the college that the students develop a mature understanding of constitutional values, fundamental rights and duties so that they can perform their role in nation building as a responsible citizen. Political Science department provide students such information under its curriculum. Political Science and MSW students study human rights in their syllabi. Banners of the Preamble of the Constitution, Fundamental Duties, etc. have been put up at important places in the college. Essay competition, improvised speech competition, voting awareness workshop, voting awareness marathon, street plays, webinars etc. have also been organized from time to time to increase the knowledge amongst the students.

The details of the major programs are as under:-

- Constitution Day Program (2020 ,2021)
- Human Rights Day Program (2020,2021)
- Voting Awareness Street Play (2021)
- Voting Awareness Marathon (2021)
- Voting Awareness Workshop (2021)
- Essay Writing Competition on the Importance of Fundamental Duties (2021)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://govtpgcollegekhargone.org/wp-content/uploads/2022/01/upload-7.1.9_2021.pdf
Any other relevant information	Nil

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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee	View

meeting, number of programmes organized, reports on the various programs etc., in support of the claims	File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

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.

- 20 August: Sadbhavana Diwas
- 24 September: NSS Day
- 03 November: Madhya Pradesh Sthhapana Diwas (30 October To 02 November Election Duty)
- 14th November: Children's Day
- 26th November: Constitution Day
- 1st December: World Aids Day
- 10 December: Human Rights Day
- 24 December: Good Governance Day
- 12 January: Yuva Diwas (Surya Namaskar)
- 23 January: Parakram Diwas
- 25 January: Voters Day
- 08 March: Women's Day
- 22 March: Waters Day
- 05 June: World Environment Day
- 02 October: Gandhi Jayanti
- 10 November: World Science Day
- 20 November: World Children's Day
- 22 December: Mathematics Day

File Description	Documents
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Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1. Title of the Practice I: "Corona Jagrukta"
 2. Objectives of the practice: Various positive efforts are being done by the students of college in order to eradicate the misconception regarding corona. The purpose of these activities is to make students and society aware towards corona.
 3. The Context: Spreading through corona virus, and declared as pandemic, corona has shattered the world economy. Therefore it is quite essential to be aware and cautious towards the pandemic.
 4. The Practice: Various awareness activities viz "Yuva Shakti Corona Mukti" Quiz, Nukkad Natak, Corona Virus Vaccination, Webinar on Covid-19, Corona Awareness Rally etc. are being conducted by the institute.
 5. Evidence of Success: Proper record is maintained for all these activities through Geo-tag photos, Report, Newspaper cutting etc.
 6. Problems Encountered and Resource Required:
 - The Risk of being infected.
 - Due to being backward in educational and financial aspects it is quite challenging to spread awareness in the Nimaad region.
 - The requirement of subject expert and medical equipments for this work.
-
1. Title Of The Practice- II - "Swastha Shareer Swastha Samaj" (Healthy Body Healthy Society)
 2. Objective Of The Practice -To bring awareness regarding health amongst students and citizens. To encourage them for yoga, Pranayama (breathing exercise) and sports.
 3. The Context - To perform all the works efficiently, it is quite essential to be physically fit and healthy. The efforts are being done to make people aware for health.
 4. The Practice -Various activities viz-sports, yoga classes, awareness marathon, workshop etc. are being organized by the college in this regard.
 5. Evidence Of Success- The record of all these activities is maintained properly which include geo-tag photo, report newspaper cutting etc.
 6. Problems Encountered and Resources Required -

- Lock of interest in physical activities
- Inactive lifestyle.
- Intake of fast food and junk food.
- Open gym for people.
- Equipment's for recreational games.

File Description	Documents
Best practices in the Institutional website	http://govtpgcollegekhargone.org/best-practice/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College emphasizes on sports to participate the students in tournaments. Sports Officer gives scientific training to students. Students participate in Inter-College, District, University, State and National level sports activities. Sports persons are given admission in sports quota and given attendance to avoid academic loss due to participation at various levels. Special kits are distributed first-aid facility, nutritious diet is given.

College has a huge-spacious play ground to hold sports activities. There is a multipurpose indoor sports hall for indoor Badminton, basketball, Volleyball, Kabaddi, Kho-Kho with adequate furniture and sports equipments. Outdoor in college: 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 Sports Competitions.

Achievements in sports Activities in 2021 by DAVV Indore.

Name

Participated in

Sports

Afsar Khan

West Zone Inter-University level

Football.

BijeshwariMukati

West Zone Inter-university**Hockey****Litanshi Verma****Vidhya Chouhan****Kaminee Gaadge****Anil Dodve****Divisional level Athletics****Gold Medal triple jump and 1500m running****Rajesh Sisodiya**

Hockey-women tournament at Division level, Badminton and Football district level sports competitions organized by the college in 2021. Overall 74 players participated in 11 different sport events.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- In addition to the traditional courses, value added and certificate courses have to be started.
- Audit has to be done in the following spheres: Green audit, Energy audit and Environmental audit
- Seminars, workshops and special lectures have to be arranged to enrich the knowledge of faculty and students.
- To make the students able to keep pace with the changing times the number of smart classes has to be increased.
- Free coaching classes conduct for competitive exams.
- Boys Hostel renovation to be completed .