YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	GOVT, P, G, COLLEGE, KHARGONE
• Name of the Head of the institution	DR. R. S. Devra
• Designation	Incharge Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07282241562
• Mobile no	9425981112
• Registered e-mail	hegpgckhr@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. Vandana Barve`
• Phone No.	`07282241562`
• Alternate phone No.	`07282241562`
• Mobile	`9424006331`
• IQAC e-mail address	`naacpgkhargone@gmail.com`
• Alternate Email address	`dchoudhary17@gmail.com`
3.Website address (Web link of the AQAR (Previous Academic Year)	http://govtpgcollegekhargone.org/wp-content/uploads/2022/11/aqar-date-27.1.22.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/2021/11/Academic-calender-2021-22.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`

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
Govt. P. G. College Khargone	Jan Bhagidari Samiti	JBS	2021-22	29328456
Govt. P.G. College Khargone	Govt.	M. P. Govt. Bhopal	2021-22	24083911
Govt. P. G. College Khargone	MPHEQIP	World Bank	2021-22	1510452

8.Whether composition of IQAC as per latest NAAC guidelines	No	
• Upload latest notification of formation of IQAC	No File Uploaded	
9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• 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	
• If yes, mention the amount		

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

Organised induction program on basis of NEP 2020 and expert lectures.

Various Workshops organised under NEP 2020.

Drinking water facilities upgraded.

Purchasing of fire extinguisher.
Computer purchased for department.

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
Training - Skill enhancing	Program should be organized eg. Beautician training program, Basic computers etc.
Energy audit on Environment & energy	Audits has been conducted like Green audit, Environment audit, Energy audit and various initiatives have been taken for the same.
E-news letter	E-news letter has been published quaterly.
Collabration	MoUs signed out with : Nirbhay singh patel college indore, Animal husbandry dept. Khargone, Arya mahila P.G.College Banaras, Gayatri shakti peeth khargone
JBS Appointment	Guest faculties has been apointed through JBS
Expert lectures & Induction Program	Various Expert Lectures, Induction program has been organised to increase awarness about NEP & to fulfil principles of NEP 2020.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
JBS	16/12/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Nil	Nil

15. Multidisciplinary / interdisciplinary

- A multidisciplinary approach is a technique for curriculum integration that emphasises the various viewpoints that experts from various fields can contribute to demonstrate a theme, subject, or problem. A interdisciplinary curriculum uses various academic fields to study the same subject.
- NEP 2020 implement, overall development learning does not remain confene to the boundary a particular discipline. A holistic & multidisciplinary education is indispensible for developing well rounded inviduival that possesed multifosited functional capacity.
- The policy advocates creative & multidisciplinary curiculum that includes humanities, language, culture, sports, fitness, health & well bieng in addition to science & mathematics. It also recongnizes soft skills such as communication, integraty. ledership, team work, personality development as life skills.
- The combination of different disciplines creates a good balance between knowledge & interpersonal attributes.

16. Academic bank of credits (ABC):

- "Academic Bank of Credits" means an academic service mechanism as a digital/virtual/online entity established by University Grants Commission to facilitate students to become its academic accounts holder, thereby paving the way for seamless students' mobility between or within degree granting HEIs through a formal systems of credit recognition, credit accumulation, credit transfer and credit redemption to promote distributed and flexible teaching learning.
- Students belonging to eligible Higher Educational Institutions (HEIs) can avail the facility of ABC.
- This facility of ABC helps in implementing multi exit & entry points for students.
- The credit stored in individual accounts of the students will give them a much larger scope of freedom in terms of their academic/ career choices.
- Improves transparency and helps to build a more flexible approach to curriculum design and development.

17. Skill development:

- The term "skills development" is typically used to describe

the productive talents obtained through all levels of education and training, including on-the-job training and learning that takes place in informal and formal settings.

- Employers are on the search for talent that possesses domain expertise, digital literacy, and industry-level abilities as we inch closer to the fourth phase of the industrial revolution.
- NEP encourages experiential learning and skill-based learning. Many students in India with professional degrees are nonetheless unemployed because they lack the necessary abilities even after completing the professional programme.
- The NEP's mission is to empower young generation with a set of vocational, marketable, and entrepreneurial skills that are offered to them at various training and educational levels.
- Students who enhance their skills will have more chances for employment and will also be better prepared to work for themselves.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

- The Indian traditional knowledge system (Bhartiya Gyan parampara) has been prosperous. As per NEP 2020 & our curriculum is in ……to provide & to make our students embrace Indian culture &Traditional knowledge. With certain basic skills through various activities like expert lectures, project research, essay writing , Training, workshop, swayam courses .
- The cultural integration of India has been an important contribution to the present scenario, the inclusion of culture in education in determining the preparedness & cultural sensitivity to students as well as teachers.
- Steadily – Improving online delivery system different platforms like swayam platform ,Google meet ,Microsoft teams, E-content program by MPHED , have encouraged more & more higher education institution to reach diverse learners from various cultural background in the region.

19. Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

- Outcome-based education (OBE) is one of basic principle of NEP-2020. OBE is meant to be a student – centered learning model. The successful strategy of this outcome-Based education is creating that achievable goal, be it short -term or long term while allowing student to feel responsible for their own

learning.

- OBE emphasize on clear articulated to know, that student are expected to know, what knowledge they are going to acquire.
- Credit system has also promoted OBE as credit system allows student to opt for course or program in which they are interested apart from the traditional program.
- OBE is system that focuses on knowledge improvement & skills development rather than just based on scoring good mark sand merits in examination, which would result in solving the problem of unemployment & would fill the gap between industry requirements & curriculum resulting in integration between industry and academia.

20.Distance education/online education:

- Distance learning also called e-learning is a form of education in which main elements include physical separation of teachers & students during instruction & use of various technologies to facilitate learning at end corner of region.
- Learning online delivery system & different platforms like swayam, e-pg pathshala , online Google meet, LMS , e-content program by MPHED, certificate training program have encouraged more & more higher education institution to reach diverse learners from various cultural background in the region .
- Students & institution embrace distance learning via different modes like ICT facility that is our HEI has a dedicated computer laboratory, two smart classes, projector equipped classrooms along with 10mbos internet line.

- As open & distance learning system in India has emerged as an important mode for providing education to diverse section of society.
- Distance learning is very advantageous as information can be accessed when it is most convenient for the learners. This is very beneficial for people who want to access remote learning & participate in online programs.

Extended Profile

1.Programme

1.1   **27**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **7875**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **4508**

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

File Description	Documents
Data Template	[View File](#)

2.3   **2158**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **88**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **89**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	27

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	7875

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	4508

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	2158

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	88

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	89

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)	778.36
4.3 Total number of computers on campus for academic purposes	147

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 ofproper 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, itadheres 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	Nil

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 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

A. All of the above

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

14

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)

4

File Description	Documents
Any additional information	View File
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

165

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 andawareness, gender sensitization, moral values and professional ethics, in its curriculum.

Curriculum aims at imparting moral values and also increases the consciousness towards sustainable development through

"Environmental studies", "Human Rights" which in part of syllabus in PG & UG courses. Sensitization to gender equity and overcoming gender based prejudices is intensively dealt under the community-oriented subjects like Social Work and Sociology.

Gender Sensitization -

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

Environment and Sustainability-

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. 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

23

File Description	Documents
Any additional information	View File
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

2623

File Description	Documents
Any additional information	**No File Uploaded**
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	**No File Uploaded**

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 information	View File
URL for feedback report	http://govtpgcollegekhargone.org/feedback/

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

7875

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

6957

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.

Second year and final year students are identified on the basis of previous year result. At PG level they are identified on the basis of the result of semester first.

The slow learners are further observed regularly in PG second, third, fourth semester. Their progress report is observed.

Advanced learners support slow learners. Sometimes advanced learners teach slow learners students.

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/2022/12/2.2.1_website_upload.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
7875	88

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 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 while visiting in the fields. They opt for case study like problems of physically challenged persons and solutions of their problems.
2. Science Departments prepare manuals for labs to make practical easy.
3. N.S.S. camps have been organized on themes such as health awareness cleanliness, adult education, plantation programs etc.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://govtpgcollegekhargone.org/wp-content/uploads/2022/12/2.3.1_website_upload.pdf

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 10 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 Words worth 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 Assignments have been taken on Google form by Physics Department. Commerce department trained the students for submitting and responding google forms. 16 professors of this college created E-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

88

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

88

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

702

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. Now new education policy has been implemented so the evaluation and examinations organized accordingly.

We adopt following methods –

- Seminar through power point presentation
- Exam through Google Form
- Biography writing
- Making Bar diagram
- Assignment
- Objective test
- Semi - surprise test

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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 can be 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 revaluate 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	Nil

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. They are also shared on students WhatsApp groups.

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 as per 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 analysed 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

2158

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)

0

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

09

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

0

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.

2) Internship and Project Work: Students are assigned with job-oriented project work and internship. The Motto is to provide them with actual work experience.

3) MOUs:- College has signed same MOUs with prestigious institutions for faculty exchange program.

4) Educational tours and field visits: - College organized educational tours and field visit to refresh the student and to endow them with practical knowledge of the subject.

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

4

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

5

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

10

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

8

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

Institute neighborhood community association is promoted through a number of extension activities. Through such activities students are sensitized towards community needs and prove a vital force in bringing about positive transformation in the rural communities. A wide range of activities like Cleanliness, Personal Health, Plantation, Voter Awareness, Social Awakening, Practice of Yoga, and Celebration of important days and Awareness Campaign are organized during special camps in the nearby villages and college through NSS, NCC and MSW Department.

MSW students visit homes in the nearby areas and try to create awareness on various issues related to health and hygiene. AIDS Awareness Program 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 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, and Tree Plantation. Sensitization Committee organized expert lectures - Save Girl Child, Environmental Conservation etc.

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

22

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

1676

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
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

1470

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
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

5

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 147 computers provided in all departments, staff-room, and in library connected with 10mbps bandwidth for teaching and learning process.

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

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 activitiessuch 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 of collegeto 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	Nil

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	http://govtpgcollegekhargone.org/classrooms/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View 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)

28.38

File Description	Documents
Upload any additional information	No File Uploaded
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)

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 department of Higher Education M.P. To improve the efficiency, accuracy and speed of the library workflow, the library is automated with library automation software - SOUL 2.0. Now the software is being shifted to e-granthalaya library automation software developed by NIC. 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 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. Various magazines and newspapers are subscribed to keep the faculty and students up to date.

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-books Databases Remote access toe-resources   A. Any 4 or more of the above

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)

4.40

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

49

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

The college makes abundant use of computers, internet and ICT in teaching lrarning and administration. Each department has computer and printer facility. Dongles have been provided to the departments for emergency use of internet. WiFi access points are available for teachers and students. Projectors are available for PowerPoint presentation. Two computer labs and English Language lab are available. Reading room is facilitated with five computers and internet. Library is automated and E-resources like INFLIBNET, DELNET are available.

The college has total 147 computers that are well maintained and updated every year.

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	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

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)

95.04

File Description	Documents
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

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

14894

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

0

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

A. All of the above

File Description	Documents
Link to Institutional website	http://govtpgcollegekhargone.org/wp-content/uploads/2022/12/5.1.3f_compressed.pdf
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

2770

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

2770

File Description	Documents
Any additional information	View File
Number of students benefited 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

15

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

878

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

03

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.

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	View File

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**
- **IQAC Committee**

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

48

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

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 2021-22:

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- Dr.Anuradha Singoriya Asst.Prof. Govt.Girls College Khargone shared experiences.
6. Career counseling for better future as Mr. C.K.Ratnawat. Dept.Director Govt.Vetenary Hospital. 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	<u>View File</u>

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	<u>View File</u>

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 are framed in the campus and pasted on college website.

Along with reserved category students, students who belong to weaker sections are supported with scholarship, library, and sports facilities. As per the NEP 2020 Guidelines, all the departments assign the students with projects and internships so they that can get the core knowledge of the field either they want to establish their own start up. Through the various activities viz. Vocational courses and NCC, NSS, Swamivivekanand Career Guidance cell, Youth Festival and Azaadi ka Amrat Mahotsav, fullfills the utility of vision and Mission of the Institute.

Every year, various committees are formulated for the implementation of strategic plans of the institution. With the joint co-ordination of IQAC and JBS, various academic, non-academic activities run smoothly. IQAC is directly responsible for academic activities and JBS deals with the financial matters for college betterment. The college is purely government funded and walks on directions of the same.

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

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

Various committees formulated for the execution of strategic plans of the institution, work with co-ordination between IQAC and Janbhagidari Samiti (JBS).

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

http://govtpgcollegekhargone.org/organogram/

Case Study of JBS (Janbhagidari Samiti)

Institute has an efficient Janbhagidari Samiti, that consists of three components. Chairperson of General council and managing Council is appointed by Government. Principal of the college is secretary of General Council and Managing Council. One of the senior teachers is appointed as in charge Janbhagidari to help in the routine work. Representatives from each strata of society viz - Gen, ST, SC and OBC, are members of this committee. Moreover, alumni and representatives of MLA and MP also included in the council.

All the proposal are prepared with financial layout by finance committee and put into managing committee for discussions. Managing committee discusses and recommends the proposal to General council with amendments if any , General Council then approves these proposal after discussion in the General meeting.

JBS meetings are held twice or thrice within a financial year. Janbhagidari samiti has the right to impose fees, increase fees and generate revenue through consultancy and other academic endeavors.

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

College is a selected in category B Colleges by Department of Higher Education, Govt. of M.P. to get financial and infrastructural support under world bank funded MPHEQIP.

IQAC prepares a comprehensive plan for the execution of academic and non-academic activities and implements it with the help of JBS.

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 viz -Help Desk, Registration-Verification Committee andNEP 2020 counselling 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.
- IQAC strategic planning is implemented through JBS.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	**Nil**
Upload any additional information	View File

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 College is affiliated to the Department of Higher Education (DHE) of M.P. It is the apex governing body. DHE is being functioning administratively with secretariat and ministry at Bhopal. The college 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, academics and evaluation. An optimum level of decentralization through the autonomous departmental system and participative decision-making process are well in practice.

Principal executes all academic-administrative plans and policies through the following committee:

1. **JBS**
2. **IQAC & NAAC**
3. **Library**
4. **Examination**
5. **Remedial Coaching**
6. **Cultural**
7. **Alumni Meet**
8. **Pay Fixation**
9. **NSS**
10. **NCC**
11. **Sports**
12. **SVGC and Placement Cell**
13. **E-newsletter**
14. **Youth Festival**
15. **Grievance Redressal**
16. **RTI**
17. **UGC Committee**

18. **Semester Cell**
19. **Scholarship Committee**
20. **Purchase & Write off Committee**
21. **Sexual Harassment Committee**
22. **Internal Audit Committee**
23. **CM HelpLine Cell**
24. **Anti-Ragging & Disciplinary Committee**

Service rules, procedures, appointments and promotional policies for all employees are in accordance to the norms of MPDHE 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

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
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 the overall development of employees for their better contribution in accomplishing the vision, mission and objectives. The Institute

offers worthwhile welfare schemes to all the staff to ensure and provide thrust to their working efficiency.

Following facilities are available to all permanent staff according to rules of Government of M.P.:-

1. Medical Reimbursement for permanent staff - Pension on retirement who joined before 2005, GPF, gratuity. Faculties appointed after 2005 are eligible for NPS.
2. Leave Encashment
3. Ex- gratia.
4. The college has provision for admissions of eligible wards of employees.
5. PF loans as per GOI rules.
6. Group insurance scheme for all staff.
7. Canteen facility
8. Retirement benefits
9. Maternity benefits
10. Child care leaves
11. Childcare room for female staff.
12. Wi-Fi Facility
13. Sports & Yoga facilities
14. Parking facility
15. Clean water for drinking
16. Allowance for physical Handicapped
17. Digital platform to attend VCs, online meets.
18. Uniform to Class IV employers

Academic Benefits

- Study leave
- Free participation in academic trainings
- Library support
- WIFI support on campus to access INFLIBNET/NET

Establishment support:

- Electronic service book
- Dissemination of Information on email IDs
- Official email ID support.

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

01

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

7

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

36

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 2021-22.

In the last two years, internal as well as external audit committees did 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	[View File](#)
Any additional information	**No File Uploaded**
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, Janbhagidari Committee has been constituted which utilizes the Janbhagidari funds effectively. The Janbhagidari committee**

studies 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

Two quality initiatives suggested by IQAC:

In IQAC meeting held on 03/08/2021, it was suggested that skill enhancing training programs should be organized for students. It was again suggested in another IQAC meeting of the year held on 27/01/2022 .

In the IQAC meeting held on 7/01/2022 it was suggested that different audits should be done in the institute.

In order to implement these suggestions skill enhancing programs viz- Beautician Training Program, Basic computer Training program etc. have been organized. Green Audit, Energy audit, Environmental audit and Internal Academic Audits have been done in the institute.

File Description	Documents
Paste link for additional information	**Nil**
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.

Teacher's 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's diary to record the day to day teaching learning activities regularly.

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

The institute endeavors continuously to promote gender sensitivity in order to provide us safe and sound campus for female students.Institute takes a number of measures: -

1. **A security personnel is appointed on the campus round the clock, for girl's hostel,a full time warden is appointed CCTV cameras are available in both the campuses.**
2. **Separate washrooms for girls and boys.**
3. **Girl's common rooms with attached washrooms facility of sanitary napkin vendingmachine and incinerator.**
4. **Child care room for teaching and non-teaching Staff.**
5. **Two exit gates**
6. **Identity cards issued to all the students, teachers and the non-teaching staff.**
7. **College conducts the activities of counselling and guidance groups of student's (mentees) are regularly monitored by the mentors.**
8. **In order to enhance the admission of girl students in higher education "College chaloabhiyan" became very prominent.Through this scheme approximately 56% of girls take admission in our institute.**
9. **Various activities viz- NukkadNatak, Rally, seminar on 'Balika Divas, lecture series on personality development, display of video in order to promote self-dependence, special lecture on international women's day and program on women's awareness and environment sensitization.**

File Description	Documents
Annual gender sensitization action plan	http://govtpgcollegekhargone.org/wp-content/uploads/2022/12/7.1.1-Gender-sensitization-plan_2021-22.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/2022/12/7.1.1-Specific-facilities_2021-22.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

Solid Waste Management:-

Waste management is intended to reduce adverse effects on health and environment and clean the campus. We follow the 'Swaccha Bharat' motto of the government by adopting the policy of Reduce, Recycle and Reuse (3Rs). We use separate trash/dust bins for bio degradable and non-biodegradable.

In Bio Degradable Waste management, there are various species of plants/trees in the college campus/garden. The remains of the trees are dumped and stored in a pit. This organic material is stored to maintain moisture by pouring water in it frequently so that micro-organisms/bacteria may decompose the material in pit. Thus, biodegradable waste is used in the form of humus at the garden of college. The institute utilizes its solid waste and keeps its garden green. The college displayed various slogans,

posters to develop environmental consciousness among the students.

The department of science used treatment technique of solid and liquid waste management in the college campus. They do the arrangements to perform this task. There is also E-waste management in the college. E-Waste consist discarded electronics item such computers, printers, lab equipment are safely stored in room and with the permission of HED we dispose it. Maintenance is done on contractual basis.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	<u>View File</u>

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 **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	<u>View File</u>

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
Various policy documents / decisions circulated for implementation	<u>View File</u>
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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<u>View File</u>
Certification by the auditing agency	<u>View File</u>
Certificates of the awards received	<u>View File</u>
Any other relevant information	<u>View File</u>

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 copies of reading material, screen reading

B. Any 3 of the above

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

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 easy competition was organized on "The relevance of the thought of Mahatma Gandhi in present context" in order to inculcate the emotions of truth and non-violence.
- The tendency of working in co-ordination and mutual harmony is being developed among students through-"Swaccha Bharat Abhiyan,"Alumni Gatherings, Intellectual Programs on SamvidhanDiwas, life Management workshop,etc programs.
- To develop understanding of languages, Language Learning Program is organized by the College.
- On the occasion of SadbhavnaDiwas, 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 (2021)**
- **Human Rights Day Program (2021)**
- **Voting Awareness Street Play (2021)**
- **Voting Awareness Marathon (2021)**
- **Voting Awareness Workshop (2021)**
- **Essay Writing Competition on the Importance of Fundamental Duties (2021)**
- **National Voters Day Lecture (2022)**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://govtpgcollegekhargone.org/wp-content/uploads/2022/12/7.1.9-Final-Upload.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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	<u>View File</u>
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	<u>View File</u>
Any other relevant information	**No File Uploaded**

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.

1. 5 JuneWorld Environment Day

2. 2 October Gandhi Jayanti

3. 1 November Madhya Pradesh Foundation Day

4. 10 November Worlds Science Day

5. 1 December Aids Day

6. 24 January Girl's Day

7. 25 January National Voters' Day

8. 29 January Martyr's Day

9. 4 February World Cancer Day

10. 8 March International Women's Day

11. 21 June International Yoga Day

12. 1 August World Breastfeeding Week

13. 29 August Sports Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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 : Women Empowerment
2. Objectives: Strengthening women through capacity building & leadership development imparting skills to make them entrepreneurs
3. Context: Higher Education is one of the most important means of empowering women with the knowledge, skills and self-confidence. Since women can play a very important role in the development of society and country therefore identification of skills and occupations suitable for women are required
4. Practice:The practice is going to be beneficial in making young women of our HEI to develop to be self reliance and overall development.
5. Evidence:Increased enrollment of girls,More merits holder female students,Students participating in rashtriya ekta shivir andYoung ladies opting for entrepreneurship
6. Problems Encountered and Resources Required:Lack of

awareness about hygiene and financial literacy.

1.Title: Promoting patriotism harmony & Principle enshrined in constitutional of India.

2.Objectives: To secures the primary objective of ensuring social, economic & political development along with higher education by imparting human values like harmony & integrity.

3.Context :Amongst the recent scenario, due to unemployment & social & economic differences has increased intolerance which should be discouraged.

4.Practice:Several coordinators of various flagship programs time to time organize such programs to promote harmony among students.

5.Evidence :Increased Harmony among the students in NSS camp,Students actively participated in spread awareness about voting rights through various activities like campaigns etc.

6.Problems Encountered and Resources required:

- Social difference & economic disparity
- lack of skills and awareness.

File Description	Documents
Best practices in the Institutional website	http://govtpgcollegekhargone.org/best-practice/
Any other relevant information	http://govtpgcollegekhargone.org/wp-content/uploads/2022/12/7.2.1-link.pdf

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

Physical & Mental well being

Introduction

Good & physical well being will benefit academic performance & this will have Positive impact on our mentalwellbeing.

This is well known that physical activity can improve mood, reduce stress & anxiety & help mental health performance once. Some recent studies has demonstrated that, the way we engage physical environment can impact with our on our mental wellbeing.

Taking all this into account, it is clear that paying attention towards physical and metal wellness of students is necessary. All students are genuine beneficiary of practice, but more focus is kept on socioeconomically disadvantaged students.

Design of activities

Activities are launched by principal, NSS officer, NCC officer & all flagship program coordinator with objective of promoting wellbeing of students as well as teachers. Activities are designed & communicated to IQAC which in turn, declares it to all teachers & students. Students are motivated to participate in activities as per their interest.

College provides infrastructure and financial support, ICT facility for implementation of such program.

Execution through different methods

Expert lectures, work Shop, and other activities like rallys, campaigns, NSS programs, street plays and students participating pledges

Conclusion

We have observed that students who participated in such above mentioned activities have improve focus, concentration which increased the academic level of those students hence resulting in physio-socio development of the students.

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 ofproper 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, itadheres 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	Nil

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 year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG	A. All of the above

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

14

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)

4

File Description	Documents
Any additional information	View File
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

165

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 andawareness, gender sensitization, moral values and professional ethics, in its curriculum.

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

Gender Sensitization -

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

Environment and Sustainability-

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. 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

23

File Description	Documents
Any additional information	View File
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

2623

File Description	Documents
Any additional information	**No File Uploaded**
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	No File Uploaded

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 information	View File
URL for feedback report	http://govtpgcollegekhargone.org/feedback/

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

7875

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

6957

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.

Second year and final year students are identified on the basis of previous year result. At PG level they are identified on the basis of the result of semester first.

The slow learners are further observed regularly in PG second, third, fourth semester. Their progress report is observed.

Advanced learners support slow learners. Sometimes advanced learners teach slow learners students.

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/2022/12/2.2.1_website_upload.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
7875	88

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 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 while visiting in the fields. They opt for case study like problems of physically challenged persons and solutions of their problems.
2. Science Departments prepare manuals for labs to make practical easy.
3. N.S.S. camps have been organized on themes such as health awareness cleanliness, adult education, plantation programs etc.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://govtpgcollegekhargone.org/wp-content/uploads/2022/12/2.3.1_website_upload.pdf

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 10 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 throughe-mail and use ICT enabled tools for CCE, assignments, projects, dissertations etc. The institute has a language laboratory with Words worth 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-

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voce, webinars Assignments have been taken on Google form by
Physics Department. Commerce department trained the students
for submitting and responding google forms. 16 professors of
this college created E- Content for HED, Bhopal.
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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

88

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

88

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

702

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. Now new education policy has been implemented so the evaluation and examinations organized accordingly.

We adopt following methods –

- **Seminar through power point presentation**
- **Exam through Google Form**
- **Biography writing**
- **Making Bar diagram**
- **Assignment**
- **Objective test**
- **Semi - surprise test**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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 can be 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 revaluate 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	Nil

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. They are also shared on students WhatsApp groups.

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 as per 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 analysed 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

2158

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)

0

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

09

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

0

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.

2) Internship and Project Work: Students are assigned with job-oriented project work and internship. The Motto is to provide them with actual work experience.

3) MOUs:- College has signed same MOUs with prestigious institutions for faculty exchange program.

4) Educational tours and field visits: - College organized educational tours and field visit to refresh the student and to endow them with practical knowledge of the subject.

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

4

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

5

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

10

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

8

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

Institute neighborhood community association is promoted

through a number of extension activities. Through such activities students are sensitized towards community needs and prove a vital force in bringing about positive transformation in the rural communities. A wide range of activities like Cleanliness, Personal Health, Plantation, Voter Awareness, Social Awakening, Practice of Yoga, and Celebration of important days and Awareness Campaign are organized during special camps in the nearby villages and college through NSS, NCC and MSW Department.

MSW students visit homes in the nearby areas and try to create awareness on various issues related to health and hygiene. AIDS Awareness Program 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 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, and Tree Plantation. Sensitization Committee organized expert lectures - Save Girl Child, Environmental Conservation etc.

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

22

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

1676

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
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

1470

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
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

5

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 147 computers provided in all departments, staff-room, and in library connected with 10mbps bandwidth for teaching and learning process.

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

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 activitiessuch 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 of collegeto 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	Nil

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	http://govtpgcollegekhargone.org/classrooms/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View 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)

28.38

File Description	Documents
Upload any additional information	**No File Uploaded**
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)

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 department of Higher Education M.P. To improve the efficiency, accuracy and speed of the library workflow, the library is automated with library automation software - SOUL 2.0. Now the software is being shifted to e-granthalaya library automation software developed by NIC. 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 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. Various magazines and newspapers are subscribed to keep the faculty and students up to date.

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-books Databases Remote access toe-resources | A. Any 4 or more of the above |

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)

4.40

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

49

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

The college makes abundant use of computers, internet and ICT in teaching lrarning and administration. Each department has computer and printer facility. Dongles have been provided to the departments for emergency use of internet. WiFi access points are available for teachers and students. Projectors are available for PowerPoint presentation. Two computer labs and English Language lab are available. Reading room is facilitated with five computers and internet. Library is automated and E-resources like INFLIBNET, DELNET are available.

The college has total 147 computers that are well maintained and updated every year.

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	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	D. 10 - 5MBPS

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)

95.04

File Description	Documents
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

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

14894

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

0

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	**A. All of the above**

File Description	Documents
Link to Institutional website	http://govtpgcollegekhargone.org/wp-content/uploads/2022/12/5.1.3f_compressed.pdf
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

2770

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

2770

File Description	Documents
Any additional information	View File
Number of students benefited 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

15

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

878

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

03

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.

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	View File

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**
- **IQAC Committee**

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

48

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

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 2021-22:

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- Dr.Anuradha Singoriya Asst.Prof. Govt.Girls College Khargone shared experiences.
6. Career counseling for better future as Mr. C.K.Ratnawat.

> Dept.Director Govt.Vetenary Hospital. 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 are framed in the campus and pasted on college website.

Along with reserved category students, students who belong to weaker sections are supported with scholarship, library, and sports facilities. As per the NEP 2020 Guidelines, all the departments assign the students with projects and internships so they that can get the core knowledge of the field either they want to establish their own start up. Through the various activities viz. Vocational courses and NCC, NSS, Swamivivekanand Career Guidance cell, Youth Festival and Azaadi ka Amrat Mahotsav, fullfills the utility of vision and Mission of the Institute.

Every year, various committees are formulated for the implementation of strategic plans of the instiution. With the joint co-ordination of IQAC and JBS, various academic, non-academic activities run smoothly. IQAC is directly responsible for academic activities and JBS deals with the financial

matters for college betterment. The college is purely government funded and walks on directions of the same.

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

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

Various committees formulated for the execution of strategic plans of the institution, work with co-ordination between IQAC and Janbhagidari Samiti (JBS).

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

http://govtpgcollegekhargone.org/organogram/

Case Study of JBS (Janbhagidari Samiti)

Institute has an efficient Janbhagidari Samiti, that consists of three components. Chairperson of General council and managing Council is appointed by Government. Principal of the college is secretary of General Council and Managing Council. One of the senior teachers is appointed as in charge Janbhagidari to help in the routine work. Representatives from each strata of society viz - Gen, ST, SC and OBC, are members of this committee. Moreover, alumni and representatives of MLA and MP also included in the council.

All the proposal are prepared with financial layout by finance committee and put into managing committee for discussions. Managing committee discusses and recommends the proposal to General council with amendments if any , General Council then approves these proposal after discussion in the General meeting.

JBS meetings are held twice or thrice within a financial year. Janbhagidari samiti has the right to impose fees, increase fees and generate revenue through consultancy and other academic

endeavors.

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

College is a selected in category B Colleges by Department of Higher Education, Govt. of M.P. to get financial and infrastructural support under world bank funded MPHEQIP.

IQAC prepares a comprehensive plan for the execution of academic and non-academic activities and implements it with the help of JBS.

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 viz -Help Desk, Registration-Verification Committee andNEP 2020 counselling 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.**
- **IQAC strategic planning is implemented through JBS.**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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 College is affiliated to the Department of Higher Education (DHE) of M.P. It is the apex governing body. DHE is being functioning administratively with secretariat and ministry at Bhopal. The college 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, academics and evaluation. An optimum level of decentralization through the autonomous departmental system and participative decision-making process are well in practice.

Principal executes all academic-administrative plans and policies through the following committee:

1. JBS
2. IQAC & NAAC
3. Library
4. Examination
5. Remedial Coaching
6. Cultural
7. Alumni Meet
8. Pay Fixation
9. NSS
10. NCC
11. Sports
12. SVGC and Placement Cell
13. E-newsletter
14. Youth Festival
15. Grievance Redressal
16. RTI
17. UGC Committee

18. Semester Cell
19. Scholarship Committee
20. Purchase & Write off Committee
21. Sexual Harassment Committee
22. Internal Audit Committee
23. CM HelpLine Cell
24. Anti-Ragging & Disciplinary Committee

Service rules, procedures, appointments and promotional policies for all employees are in accordance to the norms of MPDHE 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**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
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 the overall development of employees for their better contribution in

accomplishing the vision, mission and objectives. The Institute offers worthwhile welfare schemes to all the staff to ensure and provide thrust to their working efficiency.

Following facilities are available to all permanent staff according to rules of Government of M.P.:-

1. Medical Reimbursement for permanent staff - Pension on retirement who joined before 2005, GPF, gratuity. Faculties appointed after 2005 are eligible for NPS.
2. Leave Encashment
3. Ex- gratia.
4. The college has provision for admissions of eligible wards of employees.
5. PF loans as per GOI rules.
6. Group insurance scheme for all staff.
7. Canteen facility
8. Retirement benefits
9. Maternity benefits
10. Child care leaves
11. Childcare room for female staff.
12. Wi-Fi Facility
13. Sports & Yoga facilities
14. Parking facility
15. Clean water for drinking
16. Allowance for physical Handicapped
17. Digital platform to attend VCs, online meets.
18. Uniform to Class IV employers

Academic Benefits

- Study leave
- Free participation in academic trainings
- Library support
- WIFI support on campus to access INFLIBNET/NET

Establishment support:

- Electronic service book
- Dissemination of Information on email IDs
- Official email ID support.

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

01

File Description	Documents
Upload any additional information	View File
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

7

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

36

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 2021-22.

In the last two years, internal as well as external audit committees did 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	[View File](#)
Any additional information	**No File Uploaded**
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, Janbhagidari Committee has been constituted which utilizes the Janbhagidari funds effectively. The Janbhagidari committee studies 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

Two quality initiatives suggested by IQAC:

In IQAC meeting held on 03/08/2021, it was suggested that skill enhancing training programs should be organized for students. It was again suggested in another IQAC meeting of the year held on 27/01/2022 .

In the IQAC meeting held on 7/01/2022 it was suggested that different audits should be done in the institute.

In order to implement these suggestions skill enhancing programs viz- Beautician Training Program, Basic computer Training program etc. have been organized. Green Audit, Energy audit, Environmental audit and Internal Academic Audits have been done in the institute.

File Description	Documents
Paste link for additional information	**Nil**
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.

Teacher's 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's diary to record the day to day teaching learning activities regularly.

File Description	Documents
Paste link for additional information	http://govtpgcollegekhargone.org/annual-report/
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 | B. Any 3 of the above |

initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

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

The institute endeavors continuously to promote gender sensitivity in order to provide us safe and sound campus for female students.Institute takes a number of measures: -

1. **A security personnel is appointed on the campus round the clock, for girl's hostel,a full time warden is appointed CCTV cameras are available in both the campuses.**
2. **Separate washrooms for girls and boys.**
3. **Girl's common rooms with attached washrooms facility of sanitary napkin vendingmachine and incinerator.**
4. **Child care room for teaching and non-teaching Staff.**
5. **Two exit gates**
6. **Identity cards issued to all the students, teachers and the non-teaching staff.**
7. **College conducts the activities of counselling and guidance groups of student's (mentees) are regularly monitored by the mentors.**
8. **In order to enhance the admission of girl students in higher education "College chaloabhiyan" became very prominent.Through this scheme approximately 56% of girls take admission in our institute.**

9. Various activities viz- NukkadNatak, Rally, seminar on 'Balika Divas, lecture series on personality development, display of video in order to promote self-dependence, special lecture on international women's day and program on women's awareness and environment sensitization.

File Description	Documents
Annual gender sensitization action plan	http://govtpgcollegekhargone.org/wp-content/uploads/2022/12/7.1.1-Gender-sensitization-plan_2021-22.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/2022/12/7.1.1-Specific-facilities_2021-22.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

Solid Waste Management:-

Waste management is intended to reduce adverse effects on health and environment and clean the campus. We follow the 'Swaccha Bharat' motto of the government by adopting the policy of Reduce, Recycle and Reuse (3Rs). We use separate trash/dust bins for bio degradable and non-biodegradable.

In Bio Degradable Waste management, there are various species

of plants/trees in the college campus/garden. The remains of the trees are dumped and stored in a pit. This organic material is stored to maintain moisture by pouring water in it frequently so that micro-organisms/bacteria may decompose the material in pit. Thus, biodegradable waste is used in the form of humus at the garden of college. The institute utilizes its solid waste and keeps its garden green. The college displayed various slogans, posters to develop environmental consciousness among the students.

The department of science used treatment technique of solid and liquid waste management in the college campus. They do the arrangements to perform this task. There is also E-waste management in the college. E-Waste consist discarded electronics item such computers, printers, lab equipment are safely stored in room and with the permission of HED we dispose it. Maintenance is done on contractual basis.

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	A. Any 4 or all 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	A. Any 4 or All of the above

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

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	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
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)	B. Any 3 of the above

accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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 easy competition was organized on "The relevance of the thought of Mahatma Gandhi in present context" in order to inculcate the emotions of truth and non-violence.
- The tendency of working in co-ordination and mutual harmony is being developed among students through-"Swaccha Bharat Abhiyan,"Alumni Gatherings, Intellectual Programs on SamvidhanDiwas, life Management workshop,etc programs.
- To develop understanding of languages, Language Learning Program is organized by the College.
- On the occasion of SadbhavnaDiwas, 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 (2021)**
- **Human Rights Day Program (2021)**
- **Voting Awareness Street Play (2021)**
- **Voting Awareness Marathon (2021)**
- **Voting Awareness Workshop (2021)**
- **Essay Writing Competition on the Importance of Fundamental Duties (2021)**
- **National Voters Day Lecture (2022)**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://govtpgcollegekhargone.org/wp-content/uploads/2022/12/7.1.9-Final-Upload.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	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	**No File Uploaded**

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.

1. 5 JuneWorld Environment Day

2. 2 October Gandhi Jayanti

3. 1 November Madhya Pradesh Foundation Day

4. 10 November Worlds Science Day

5. 1 December Aids Day

6. 24 January Girl's Day

7. 25 January National Voters' Day

8. 29 January Martyr's Day

9. 4 February World Cancer Day

10. 8 March International Women's Day

11. 21 June International Yoga Day

12. 1 August World Breastfeeding Week

13. 29 August Sports Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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 : Women Empowerment
2. Objectives: Strengthening women through capacity building & leadership development imparting skills to make them entrepreneurs
3. Context: Higher Education is one of the most important means of empowering women with the knowledge, skills and self-confidence. Since women can play a very important

role in the development of society and country therefore identification of skills and occupations suitable for women are required

4. Practice:The practice is going to be beneficial in making young women of our HEI to develop to be self reliance and overall development.
5. Evidence:Increased enrollment of girls,More merits holder female students,Students participating in rashtriya ekta shivir andYoung ladies opting for entrepreneurship
6. Problems Encountered and Resources Required:Lack of awareness about hygiene and financial literacy.

1.Title: Promoting patriotism harmony & Principle enshrined in constitutional of India.

2.Objectives: To secures the primary objective of ensuring social, economic & political development along with higher education by imparting human values like harmony & integrity.

3.Context :Amongst the recent scenario, due to unemployment & social & economic differences has increased intolerance which should be discouraged.

4.Practice:Several coordinators of various flagship programs time to time organize such programs to promote harmony among students.

5.Evidence :Increased Harmony among the students in NSS camp,Students actively participated in spread awareness about voting rights through various activities like campaigns etc.

6.Problems Encountered and Resources required:

- Social difference & economic disparity
- lack of skills and awareness.

File Description	Documents
Best practices in the Institutional website	http://govtpgcollegekhargone.org/best-practice/
Any other relevant information	http://govtpgcollegekhargone.org/wp-content/uploads/2022/12/7.2.1-link.pdf

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

Physical & Mental well being

Introduction

Good & physical well being will benefit academic performance & this will have Positive impact on our mentalwellbeing.

This is well known that physical activity can improve mood, reduce stress & anxiety & help mental health performance once. Some recent studies has demonstrated that, the way we engage physical environment can impact with our on our mental wellbeing.

Taking all this into account, it is clear that paying attention towards physical and metal wellness of students is necessary. All students are genuine beneficiary of practice, but more focus is kept on socioeconomically disadvantaged students.

Design of activities

Activities are launched by principal, NSS officer, NCC officer & all flagship program coordinator with objective of promoting wellbeing of students as well as teachers. Activities are designed & communicated to IQAC which in turn, declares it to all teachers & students. Students are motivated to participate in activities as per their interest.

College provides infrastructure and financial support, ICT facility for implementation of such program.

Execution through different methods

Expert lectures, work Shop, and other activities like rallys, campaigns, NSS programs, street plays and students participating pledges

Conclusion

We have observed that students who participated in such above mentioned activities have improve focus, concentration which increased the academic level of those students hence resulting

in physio-socio development of the students.

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.**
- **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.**
- **To renovate Boys Hostel and enhance facilities in Girls and Boys Hostel**
- **New Research Study center to be established.**
- **To developbotanical Garden.**
- **To establish E- Library.**
- **To establish Audio Video record room**