Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
   b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:
1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not

submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2014 to June 30, 2015)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Govt. Girls College, Sehore

1.2 Address Line 1

> Bhopal Naka

Address Line 2

> Sehore

City/Town

> Sehore

State

> Madhya Peradesh

Pin Code

> 466001

Institution e-mail address

> heggcseh@mp.gov.in

Contact Nos.

> (07562) 224706

Name of the Head of the Institution:

> Dr. Suman Taneja

Tel. No. with STD Code:

> (07562) 224706

Mobile:

> 9993646669

Name of the IQAC Co-ordinator:

> Dr. Diwa Mishra

Mobile:

9425006689

IQAC e-mail address:

heggcseh@mp.gov.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

RAR-1414

1.4 **NAAC Executive Committee No. & Date:**
    (For Example EC/32/A&A/143 dated 3-5-2004.
    This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

EC/62/RAR/134-date: January 05 2013

1.5 Website address:

http://www.mpcolleges.nic.in/ggdcsehore/index.html

Web-link of the AQAR:

N.A.

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	76.50	2007	5 Year
2	2nd Cycle	B	2.84	2012	5 Year
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

05/09/2009

1.8 AQAR for the year *(for example 2010-11)*

2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i.   AQAR _____2013-2014_____ _____(15/01/2015)
   ii. AQAR_____2014-2015_ _____ (15/10/2015)
   iii. AQAR_____2015-2016____ _____ (25/104/2017)
   iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√] No [ ]

Constituent College   Yes [√] No [ ]

Autonomous college of UGC   Yes [ ] No [√]

Regulatory Agency approved Institution   Yes [√] No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [ ]   Men [ ]   Women [√]

Urban [√] Rural [ ] Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [√] UGC 12B [√]

Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√]   Science [√] Commerce [√] Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify) | B.C.A., B.B.A. |

1.12 Name of the Affiliating University *(for the Colleges)* | Barkatullah University |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | Nil |

University with Potential for Excellence | Nil | UGC-CPE | Nil |

Nil

DST Star Scheme	Nil	UGC-CE	Nil
UGC-Special Assistance Programme	Nil	DST-FIST	Nil
UGC-Innovative PG programmes	Nil	Any other (*Specify*)	Nil
UGC-COP Programmes	Nil		

2. IQAC Composition and Activities

2.1 No. of Teachers

04

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

03

2. 6 No. of any other stakeholder and

   community representatives

01

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

01

2.9 Total No. of members

13

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders: No.   01   Faculty   01

Non-Teaching Staff Students   Alumni   01   Others   01

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [√]

If yes, mention the amount   Nil

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. [ ] International [ ] National [1] State [ ] Institution Level [02]

(ii) Themes

| Climate change and sustainable Development |

2.14 Significant Activities and contributions made by IQAC

| Climate change and sustainable Development |

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To organise the seminar or workshop on environment related issues	National level workshop **on Climate change and sustainable Development** was organized in which experts from various streams took part
To increase the number of journals ,Periodicals and Books	Library enriched
To organize community awareness program/blood donation	one student participated in state level two students participated in MAA tujhe pranam
TO organize work shop and seminars	College level workshop performed
To Organized Judo, Wrestling and Weight lifting camps and to promote students for state and national level sports and other activities .	9 Students were selected for national level in Wrestling Weight lifting and football

one student one bronze medal in open national karate championship

sports officer represented state in all India civil services volleyball tournament |

To adopt various techniques for better teaching	Teaching through smart classes

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Approved

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	5	-	3	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	5	-	3	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [   ] Students [√]
   (On all aspects)

      Mode of feedback   :   Online [   ] Manual [√] Co-operating schools (for PEI) [   ]

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> Nil

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	07	-	4	

2.2 No. of permanent faculty with Ph.D.   [9]

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
7	2	NIL	NIL	4	0	2	Nil	11	02

2.4 No. of Guest and Visiting faculty and Temporary faculty [13] [-] [-]

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	43	01
Presented papers		39	03
Resource Persons	-	01	Nil

2.6 Innovative processes adopted by the institution in Teaching and Learning:

> 1. Zero Class in the beginning of the session
> 2. Teaching through Smart Classes
> 3. Teaching through Virtual Classes

2.7 Total No. of actual teaching days
   during this academic year   [180]

2.8 Examination/ Evaluation Reforms initiated by

[As per University]

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the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development

Nil	Nil	Nil

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

72 to 85

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	361	-	10%	88%	-	98%
B.Com	343	-	65%	35%	-	100%
B.Sc.	142	NIL	70%	30%	-	100%
B.B.A.	20	14	72%	14%	-	100%
B.C.A	46	NIL	31%	69%	-	100%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

 IQAC evaluates the teaching learning processes through feed back

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	01	01	01	-
Technical Staff	05	nil	04	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> As the college runs the programs at under graduate level , thus the awareness programs have been regularly organized to motivate students for future progression

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	-	01
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	04	01	-
Non-Peer Review Journals	04	01	-
e-Journals	02	-	-
Conference proceedings	-	01	-

3.5 Details on Impact factor of publications:

Range [ ]   Average [5.517]   h-index [ ]   Nos. in SCOPUS [0.55]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	--	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No.   [Nil]   Chapters in Edited Books   [nil]

ii) Without ISBN No.   [nil]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [12 B, 2 F]

3.10 Revenue generated through consultancy   [Nil]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	01	-	-	-
Sponsoring agencies	-	IQAC and JBS	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   [01]

3.13 No. of collaborations   International [-]   National [-]   Any other [-]

3.14 No. of linkages created during this year   [-]

3.15 Total budget for research for current year in lakhs :

From Funding agency [-]   From Management of University/College [-]

Total [-]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions   received by faculty and research fellows
    Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	02	-	-

3.18   No. of faculty from the
                                                                       Institution

who are Ph. D. Guides
and students registered under them   09

3.19 No. of Ph.D. awarded by faculty from the Institution   Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   Nil   SRF   Nil   Project Fellows   Nil   Any other   Nil

3.21 No. of students Participated in NSS events:

University level   02   State level   01

National level   00   International level

3.22 No. of students participated in NCC events:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.23 No. of Awards won in NSS:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.24 No. of Awards won in NCC:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.25 No. of Extension activities organized

University forum   -   College forum   01

NCC   -   NSS   All activities acc. to university calendar   Any other   -

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Visit to sanchi Dugdha sangh.

- College Chalo Abhiyan mela

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.10 AC	-	-	6.10 AC
Class rooms	12			12
Laboratories	04			04
Seminar Halls	-			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-			
Value of the equipment purchased during the year (Rs. in Lakhs)	186687			
Others	3,08,600	4,27,699		

4.2 Computerization of administration and library

Computerization   of administrative block

Computerization of Library in progress

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20244	-	460	-	20604	-
Reference Books	5437	-	300	-	5737	-
e-Books	100000	-	135000	-	235000	-
Journals	-	-	07		07	-
e-Journals	5000	-	6000	-	11000	-
Digital Database	-	-	-	-	-	-
CD & Video	20	-	-	-	20	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	37	25	LAN	-	-	07	01	04
Added	-	-	-	-	-	-	-	-
Total	37	25	LAN	-	-	07	01	04

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

Smart class teaching technique is used by the teacher
Training program on TELLY was organised for the students
One day workshop on Digital locker and E-shaktikaran was attended by the students and teachers.

Student and teacher can access e-journals and e-book in the library.

One of the staff members took the training on METLAB

4.6 Amount spent on maintenance in lakhs :

i) ICT   19,000

ii) Campus Infrastructure and facilities   6.37

iii) Equipments   186687

iv) Others   130099

Total :   12.67,000

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Organised awareness program on various scholarship scheme of Govt. i.e- minority scholarship ,pratibha kiran scheme, Goan ki beti scheme , nirdhan chatra sahayata scholarship pratibha bank etc stationary, books provided

awareness about the book bank and stationary distribution was given to the student

5.2 Efforts made by the institution for tracking the progression

> Teaching through smart classes
>
> provide updated knowledge

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
912	-	-	-

(b) No. of students outside the state

> Nil

(c) No. of international students

> nil

Men

No	%
-	-

Women

No	%
8	100

Last Year 2013-14						This Year 2014-15					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
158	180	19	486	03	818	129	236	22	525	03	912

Demand ratio   Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> NIL

No. of students beneficiaries

> Nil

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | Constable |

5.6 Details of student counselling and career guidance

> Lectures organized as per calendar
>
> Short term training program (plan 6915)

No. of students benefitted | 600

5.7 Details of campus placement

	On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

One lecture series was organised by NSS and pratibha bank in collaboration with Raj yoga education and research center and prajapati Brama Kumari ishwariya University , abu , Rajasthan on beti bachao , Sakshar banao. In this lecture Series the expert delivered the lecture on various issues related to the empowerment of the women as well as the protection of the girl child.

On national Girl Child Week the awareness programs were organized for the students in which the experts gave information on the topic related to Self Defense, Career opportunities and cyber crime against women.

5.9 Students Activities

   5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 9   National level | -   International level | 0

No. of students participated in cultural events

State/ University level | 03   National level | Nil   International level | Nil

   5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | Nil   National level | Nil   International level | Nil

Cultural: State/ University level | Nil   National level | Nil   International level | Nil

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	09	4550
Financial support from government	206	10,30,000
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level [-]   National level [-]   International level [-]

Exhibition: State/ University level [-]   National level [-]   International level [-]

5.12   No. of social initiatives undertaken by the students   [06]

5.13 Major grievances of students (if any) redressed: _____Nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

1. समाज में सकारात्मक भूमिका निभाने हेतु युवा पीढी को गुणात्मक शिक्षा एवं शेध के अवसर प्रदान करना।
2. 2व्यवसायिक एवं उदमी समाज के परिदृश्य के अनुरूप आवश्यक सभी क्षेत्रों में युवा पीढी के कौशल को तराशना, दक्षताये प्रदान करना।
3. युवा पीढी में आत्म – विश्वास का संचार, व्यक्तिव विकास , अनुसंधनात्मक प्रवत्तियों समानता की भावना तथा राष्ट्रप्रेम की भावना प्रस्फुटित करने हेतु वातावारण प्रदान करना।
4. ज्ञानपूर्ण और कल्याणकारी समाज के सतत् उन्नयन के लिये शिक्षा के सदुपयोग से मुख्य भूमिका निर्वहन करना।
5. महाविद्यालय के सभी शैक्षणिक एवं ैगैर – शैक्षणिक कार्यक्रमों की दिशा, विद्यार्थियों को समाज के नव निर्माण , समानता के अधिकारी गरिमामय व्यक्तिव की सीख देने की ओर केन्दित होगी ताकि समुचित शिक्षा के आलोक से विद्यार्थी एक सुसंस्कृत, उत्तरदायी, संवेदनशील व्यक्ति तथा देश का ॅश्रेष्ठ नागरिक बन सके।

6.2 Does the Institution has a management Information System

yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum is developed and recommended by central board of studies and approved by the Governor of MP

6.3.2 Teaching and Learning

Smart Class & Virtual Class (Department of higher education)

6.3.3 Examination and Evaluation

As per university guidelines

6.3.4 Research and Development

Research papers published by the teachers and they participate in seminars and workshops

6.3.5 Library, ICT and physical infrastructure / instrumentation

Virtual class and smart classes

6.3.6 Human Resource Management

Nil

6.3.7 Faculty and Staff recruitment

According to Govt. Rules and J.B.S rules

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

912

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Scholarship schemes

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done   Yes √   No [ ]

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	√	Higher Education	√	Departemental
Administrative	√	PG College	√	Departemental

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes √   No √

For PG Programmes   Yes [ ]   No [ ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Examination conducted within time as per the academic calender

Arrange meetings for examination reforms

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

Alumni inspire students in the field of academic, cultural and sports activities. The association also supports in social activities.

6.12 Activities and support from the Parent – Teacher Association

Encourage students as well as parents to give their suggestions for the improvement in infrastructure and academic facilitiesin meeting

6.13 Development programmes for support staff

Nil

6.14 Initiatives taken by the institution to make the campus eco-friendly

> Environmental awareness programs, water saving cleanliness awareness programs are organised, plantation of trees

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> Bhasha sudhar activities are carried out.
>
> Personality development programmes have been carried out.
>
> programs on water and electricity saving practices have been conducted in the campus.
>
> trees were planted in the campus by the students as well as the staff.
>
> Paper dustbin and the paper bags were made under the Polythene free campus program.
>
> Regular tes and practices for the Improvement in English and Hindi Pronunciations and grammar are being organised for the students.
>
> 40 days yoga camp was organised for the students
>
> Training program on self defence were organised for the students.
>
> Under the skill development program a job oriented training was provided to the students for making bags and artefacts to make them skilled and self dependent.
>
> College regularly sends the students in job fairs and the campuses organised by various other organisations.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> 1.Enriched the library
>
> 2.To Organized Judo, Wrestling and Weight lifting camps and to promote students for state and national level sports and other activities .
>
> 3.Organize community awareness programme/blood donation
>
> 4.Adopt various techniques for better teaching

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> Library automation and availability of ebooks and ejournals through NLIST
>
> General knowledge questions are asked during assembly on regular basis and the winners are being rewarded by the MLA of the constituency

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> Awareness programs through lecture and rally are organized by the student and the staff.
>
> The student voluntarily contributed to support Cleanliness campaign in campus.
>
> To eradicate the problem of open defecation the college is supporting the awareness program in the village Hasnabad. the college is also been organised
>
> Tree plantation has been done in college and hostel campus.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> Swot analysis
>
> **Strength**-This is the only Government Girls College in the district. College provides an extra platform to serve the society and the support the upliftment of the weaker section of the society through NSS. The Student gets equal opportunity to perform at their best in various cultural and sport activities at college, state/ university and national level. **Weakness-**The College doesn't have post graduation in any subject. The student teacher ratio is not ideal and all the departments have single teaching hand.
>
> **Opportunities**: All the class rooms are equipped with smart board and internet facilities. The students also have the facility to study in the virtual class run by the department of higher education. The students are also exposed to the skill development programs, personality development and training programs.
>
> **Threats**: The students are through satisfied with the present Infrastructure facility but they seek further improvement in the classrooms and lab facility. The present Student alumni and parents showed their keen interest in PG Classes for student progression.

8. **Plans of institution for next year**

Extension o infrastructure
Establishment of language Lab
To organize workshop & seminar
For the future progression opening of P.G. classes
Establishment of labs for science subjects
Construction of conference hall
Organising the expert lectures
Organising skill development programmes
Organise the training programs on health and personality development
Educational tour for the students
Installation of Solar light, solar water heater, solar cooker and water purifier

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****

Analysis of the Feedback

- College provides an extra platform to serve the society and the support the upliftment of the weaker section of the society through NSS. The Student gets equal opportunity to perform at their best in various cultural and sport activities at college, state/ university and national level.

- The students are through satisfied with the present Infrastructure facility but they seek further improvement in the classrooms and lab facility. The present Student alumni and parents showed their keen interest in PG Classes for student progression.

- The College doesn't have post graduation in any subject. The student teacher ratio is not ideal and all the departments have single teaching hand. The College should do the needful in this regard.

- The teachers are updated with the present knowledge of the subject and are skilled. The mode of teaching is also very effective. Continuous evaluation makes them well prepared for the examination.

- All the class rooms are equipped with smart board and internet facilities. The students also have the facility to study in the virtual class run by the department of higher education. The students are also exposed to the skill development programs, personality development and training programs.

- The library of the institution is rich and updated.

कार्यालय, आयुक्त, उच्च शिक्षा, मध्यप्रदेश
सतपुड़ा भवन भोपाल–462004

:: आदेश ::

भोपाल, दिनांक 15/05/ 2015

क्रमांक : 3 6 5 /83 /आउशि /शाखा–5'अ' /2015: राज्य शासन एतद् द्वारा माननीय कुलाधिपति जी के अनुमोदन पश्चात मध्यप्रदेश के शासकीय /अशासकीय महाविद्यालयों के लिये 2015–16 हेतु अकादमिक कैलेण्डर जारी करता है।

(एन.सी. तेकाम)
प्रभारी आयुक्त /अपर संचालक(वित्त)
उच्च शिक्षा, मध्यप्रदेश

पृष्ठांकन क्रमांक : 3 6 6/83 /आउशि /शाखा–5'अ' /2015,   भोपाल, दिनांक 15/05/2015
प्रतिलिपि :

1. प्रमुख सचिव, मध्यप्रदेश शासन, उच्च शिक्षा विभाग, मंत्रालय, भोपाल।
2. निज सहायक माननीय मंत्री /राज्य मंत्री, उच्च शिक्षा, म.प्र.।
3. अध्यक्ष, निजी विश्वविद्यालय विनियामक आयोग, भोपाल।
4. कुलसचिव, भोपाल /इन्दौर /जबलपुर /ग्वालियर /रीवा /सागर एवं उज्जैन विश्वविद्यालय, मध्यप्रदेश।
5. कुलसचिव, समस्त निजी विश्वविद्यालय, म.प्र.।
6. समस्त क्षेत्रीय अतिरिक्त संचालक, उच्च शिक्षा, मध्यप्रदेश।
7. प्राचार्य, समस्त शासकीय /अशासकीय महाविद्यालय, म.प्र.।
8. प्रभारी आई.टी. सेल, उच्च शिक्षा, की ओर, वेबसाईट पर प्रकाशनार्थ।

(डॉ. के.एम. जैन) 15.5.15
संयुक्त संचालक
उच्च शिक्षा, मध्यप्रदेश

*प्रस्तावित अकादमिक कैलेंडर सत्र 2015–16

(समस्त कक्षाओं के लिए प्रभावशील)

अकादमिक कार्य	प्रथम/तृतीय/पंचम सेमेस्टर	द्वितीय/चतुर्थ/षष्ठ सेमेस्टर
आरंभिक कक्षाएं/शून्य कक्षाएं/स्वाट विश्लेषण	01 जुलाई से 11 जुलाई 2015 (10 कार्य दिवस)	—
शैक्षणिक एवं सतत् समग्र मूल्यांकन कार्य	13 जुलाई से 7 नवम्बर, 2015 (93 कार्य दिवस)	01 जनवरी से 23 अप्रैल 2016 (90 कार्य दिवस)
टी.टी.ई. कार्य	सितम्बर द्वितीय सप्ताह	मार्च द्वितीय सप्ताह
परीक्षा पूर्व तैयारी अवकाश	14 नवम्बर से 16 नवम्बर 2015 (कुल 03 दिवस)	24 अप्रैल से 26 अप्रैल 2016 (कुल 03 दिवस)
प्रायोगिक परीक्षाएं (स्नातक एवं स्नातकोत्तर कक्षाएं)	15 अक्टूबर से 05 नवम्बर 2015 के मध्य (03 कार्य दिवस)	25 मार्च से 11 अप्रैल 2016 के मध्य (03 कार्य दिवस)
सेमेस्टर एवं एटीकेटी परीक्षा	17 नवम्बर से 21 दिसम्बर 2015	27 अप्रैल से 26 मई 2016
परीक्षा परिणामों की घोषणा	31 दिसम्बर 2015 तक	15 जून 2016 तक
सेमेस्टर अंतराल (ब्रेक) विद्यार्थियों के लिए	22 दिसम्बर से 31 दिसम्बर 2015 (10दिवस)	27 मई से 30 जून 2016 (35दिवस)
सेमेस्टर अंतराल (ब्रेक) शिक्षकों के लिए *	22 दिसम्बर से 31 दिसम्बर 2015 (10दिवस) *	27 मई से 15 जून 2016 (20 दिवस) *

- छात्रसंघ गठन   : अगस्त/सितम्बर – 2015
- खेलकूद/युवा उत्सव/अन्य गतिविधियों (एक सप्ताह) : माह अक्टूबर 2015
- दीपावली अवकाश   : 08 नवम्बर से 13 नवम्बर 2015 तक
- वार्षिकोत्सव/पुरस्कार वितरण एवं वार्षिक पत्रिका का प्रकाशन एवं विमोचन : फरवरी अंतिम सप्ताह/मार्च प्रथम सप्ताह, 2016 (अधिकतम 04 दिवस)

टीप :–

(1) अपरिहार्य कारणवश शैक्षणिक कार्य निर्धारित मानक दिवसों से कम होने की दशा में, महाविद्यालय/विवि स्तर पर शैक्षणिक कालखण्डों की अवधि में आवश्यकतानुसार वृद्धि कर शैक्षणिक दिवसों की पूर्ति की जावे ताकि अकादमिक कैलेण्डर का पालन समयानुसार सुनिश्चित किया जा सके।

(2) स्नातक एवं स्नातकोत्तर प्रथम सेमेस्टर के अतिरिक्त अन्य सभी कक्षाओं में प्रवेश हेतु मार्गदर्शी सिद्धांत (2015–16) में उल्लेखित प्रवेश नवीनीकरण प्रक्रिया को अपनाते हुए शैक्षणिक कार्य प्रारंभ करना सुनिश्चित किया जावे।

(3) सेमेस्टर अंतराल (ब्रेक) के दिवसों में एनएसएस/एनसीसी के शिविरों के आयोजन को प्राथमिकता प्रदान की जावे ताकि कार्य दिवसों का मानक लक्ष्य यथावत बना रहे। सक्षम अनुमति प्राप्त कर अकादमिक पर्यटन/टूर/सेमीनार/कार्यशाला/संगोष्ठी/प्रशिक्षण कार्यक्रम भी इसी दौरान आयोजित किये जावे।

(4) स्नेह सम्मेलन वार्षिकोत्सव, पुरस्कार वितरण एवं वार्षिक–पत्रिका का प्रकाशन तथा विमोचन 09 मार्च 2016 के पूर्व कर लिया जावे।

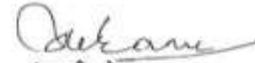*सेमेस्टर अंतराल में आवश्यकतानुसार महाविद्यालय के प्राचार्य द्वारा शिक्षकों को रोका जा सकेगा।

1

प्रथम/तृतीय/पंचम सेमेस्टर – कार्य दिवसों की गणना सत्र 2015–16

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जुलाई 2015	31	4 रविवार + 1 अवकाश	26
2	अगस्त 2015	31	5 रविवार + 2 अवकाश	24
3	सितम्बर 2015	30	4 रविवार + 2 अवकाश	24
4	अक्टूबर 2015	31	4 रविवार + 4 अवकाश	23
5	नवम्बर 2015	30	5 रविवार + 6 अवकाश	19
6	दिसम्बर 2015	31	4 रविवार + 1 अवकाश	26
	कुल दिवस	184	184–42	142

द्वितीय/चतुर्थ/षष्ठ सेमेस्टर – कार्य दिवसों की गणना सत्र 2015–16

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जनवरी 2016	31	5 रविवार + 1 अवकाश	25
2	फरवरी 2016	29	4 रविवार + 2 अवकाश	23
3	मार्च 2016	31	4 रविवार + 3 अवकाश	24
4	अप्रैल 2016	30	4 रविवार + 4 अवकाश	22
5	मई 2016	31	5 रविवार + 1 अवकाश	25
6	जून 2016	30	4 रविवार + 0 अवकाश	26
	कुल दिवस	182	182–37	145

(एन.सी. तेकाम)
प्रभारी आयुक्त/अपर संचालक(वित्त)
उच्च शिक्षा, मध्यप्रदेश

2