

Govt. Girls College Sehore (M.P.)
The Annual Quality Assurance Report (AQAR) of the IQAC
(July 1, 2017 to June 30, 2018)

Part – A

I. 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 Pradesh

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. Jaya Sharma

Mobile:

9977862071

IQAC e-mail address:

heggcseh@mp.gov.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

RAR-14114

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 JAN 5 2013

1.5 Website address:

<http://www.ggcsehore.in/>

Web-link of the AQAR:

<http://ggcsehore.in/page.php?pid=97>

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	1 st Cycle	B	76.5	2007	5 year
2	2 nd Cycle	B	2.84	2012	5 YEAR
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

12/05/2014

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

2017-18

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

- i. AQAR ____ 2013-14 ____ 15.01.2015 ____ (DD/MM/YYYY)
 ii. AQAR ____ 2014-15 ____ 15.10.2015 ____ (DD/MM/YYYY)
 iii. AQAR ____ 2015-16 ____ 25.04.2017 ____ (DD/MM/YYYY)
 iv. AQAR ____ 2016-17 ____ 26.10.2017 ____ (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 ☐

UGC (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)

. BCA, BBA

1.12 Name of the Affiliating University (for the Colleges)

BARKATULLAH UNIVERSITY BHOPAL M.P.

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
DST Star Scheme	nil	UGC-CE	nil
UGC-Special Assistance Programme	nil	DST-FIST	nil
UGC-Innovative PG programmes	nil	Any other (<i>Specify</i>)	nil
UGC-COP Programmes	nil		

2. IQAC Composition and Activities

2.1 No. of Teachers	5
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	6
2.4 No. of Management representatives	1
2.5 No. of Alumni	2
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	-
2.9 Total No. of members	17

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders: No.

5

Faculty

1

Non-Teaching Staff Students

3

Alumni

1

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

☐

No

☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

1

International

☐

National

1

State

☐

Institution Level

☐

(ii) Themes

INDIAN HIGHER EDUCATION SYSTEM: ISSUES AND CHALLENGES

2.14 Significant Activities and contributions made by IQAC

- PRAVESHUTSAV PROGRAMME FOR FRESHERS AND FAREWELL PROGRAMMES FOR FINAL YEAR STUDENTS IS ORGANISED
- ABHIVAYAKTI ACTIVITY DONE REGULARLY
- NATIONAL LEVEL SEMINAR ORGANISED ON “ INDIAN HIGHER EDUCATION SYSTEM: ISSUES AND CHALLENGES”
- CLEANLINESS AWARENESS ACTIVITIES
- LECTURES ON FINANCIAL AWARENESS, AND GST
- INTERNATIONAL YOGA DAY CELEBRATION
- CELEBRATION OF NATIONAL FESTIVALS TO ENCOURAGE PATRIOTIC FEELING AMONG STUDENTS
- CAREER GUIDANCE CELL STRENGTHEN
- VOTER AWARENESS PROGRAMME

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
Infrastructural Development	One seminar Hall and new 5 class rooms constructed in the institution
Workshop/ Seminar conducted	Conducted one day workshop for students on GST Organised one day national seminar on “Indian Higher Education System: Issues and challenges” on 16 jan 2018
Improvement in facilities	New equipments purchased through Govt. Fund under RUSA for computer and science lab. Canteen facility started and drinking water facility at Girl’s Hostel and college premises improved through installation of Water Cooler. To facilitate the laboratory work under science stream proposal has been sent to Govt. for sanction of fund. For the time being about 6 class rooms have been equipped for providing students practical facility. To enhance library work one class room is attached to the present library.
Social activities for Health and Environmental awareness	Lectures and plantation were organised for environmental awareness. Polythine restrictive activities in the form of Nukkad Natak and Human Chain were organised in the premises on 18.07.2017 and at Gram Pachama on 2.10.2017. Campus cleaning campaign was performed on 2.8.17 to 8.8.17 under SWACHA BHARAT initiative. Health camp was organised at Gram Pachama on 22.08.2017 On 24.09.17 class room cleanliness activity and dustbin decoration was performed by the students. On 1.9.17 SAVE RIVERS AWARENESS PROGRAMME was organised by NSS. Students are motivated to plant trees in the premises and look after them. They are also motivated to practice the same around their locality.

	<p>On 1.12.17 Raily, NUKKAD NATAK, SPEECH , POSTER, SLOGAN etc. was organised under AIDS awareness.</p> <p>Through NSS and Red cross activates health check up camps for Eye Test and Haemoglobin Test were organised on 8.12.17.</p> <p>Blood donation camp were organised at District Hospital on 9.12.2017 in which students and faculty donated blood.</p> <p>On 19.1.18 Human Chain was created for Voters Awareness programme.</p> <p>On 23.01.18 studetns visited nearby villages to motivate people regarding Puls Polio, Swachhta Abhiyan and Voting.</p> <p>On 25.01.18 a SIGNATURE CAMPAIN AND NUKKAD NATAK WAS initiated in the college for Voter's Awareness Campaign.</p> <p>Two students were selected under MAA TUGHE PRANAM scheme of government and visited the Baagha Border near Amritsar.</p> <p>On 6.4.18 organised lecture related to use of Ayurved products in place of Chemical products for personal and family use.</p>
Encouraging students to participate in sports and health activities	<p>Sports department organised training on karate from 21.8.17 to 10.09.2017 with UGC and from another three month Karate training for students. IQAC motivated the students to participated and take part in related competition.</p> <p>Organised Samuhik Surya Namaskar on 12 Jan 18 and International YOGA day on 21 June 2018.</p> <p>Conducated 3 days seminar on YOGA for students</p>
Strength career guidance cell	<p>The cell organised students exhibition cum sell for the products prepared by them under the training programmes organised for Fashion Designing</p> <p>It has also organized training programmes of Tally , and preparation for competitive examination.</p>
Strengthen Parents Teacher Asssocation	Conducted Parents Teachers Meet to increase communication
Alumni Meet	Organised alumni meets twice a year
Training for faculty and	Online fee collection system started , ICT involvement and digitization

students	<p>From 11.9.17 to 15.09.17 training was organised for 40 students for Tally with celebration from CRISP BHOPAL</p> <p>Two faculties were facilitated to get one week training on “Managing Self and Motivation”, at CRISP Bhopal.</p>
Education Tours	<p>On 9.9.17 English and Commerce and science department took educational tour of 70 students to SANCHI and UDAYGIRI CAVES.</p> <p>Students were taken to Visit Madhya Pradesh Science and Technology Centre at Bhopal and Shorya Smarak.</p> <p>Students participated in the Science Fair of MPCST also.</p>

** 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 ☐ JBS ☐

Provide the details of the action taken

Being a state government college, no statutory body is formed at college level.

Only JBS is Functional.

JBS provides funds for IQAC activities

Part – B

Criterion – I

I. 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	6		3	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	6		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	
Annual	6

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.

Affiliated colleges do not have that power to revise syllabus

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	4	4	3	0

2.2 No. of permanent faculty with Ph.D.

10

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
4	2	4	0	3	0	0	0	11	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

12

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	34	1
Presented papers	4	23	0
Resource Persons	0	0	0

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

USE OF ICT IN TEACHING, classroom teaching by students, virtual classes

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

185

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,

nil

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2		
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2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	134	-	13	45	42	95
BCOM	126	-	37	63	-	90
BBA	5	-	100	-	-	100
BCA	13	-	69	8	23	77
B.Sc. BIO	36	-	94	3	3	97
B.Sc. MATHS	43	-	79	9	12	88

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

Through feedback from students and attendance record of teachers

Chairperson of IQAC acknowledges the on time completion of syllabus

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	2
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	1
Others	1

2.14 Details of Administrative and Technical staff

Category	Number of Permanent	Number of Vacant	Number of permanent	Number of positions filled
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	Employees	Positions	positions filled during the Year	temporarily
Administrative Staff	2	1	0	nil
Technical Staff	4	1	0	1

criterion – III

3. Research, Consultancy and Extension

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

Encourages staff members to participate in research activities and research paper publication.

Also working for introduction of Post graduation programmes for initiating research facilities for students

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	0	0
Non-Peer Review Journals	3	0	0
e-Journals	0	0	0
Conference proceedings / (BOOK)	0	8	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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	0	0	0	00
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (other than compulsory by the University)	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ISBN 978-93-87580-04-6

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from NA

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences/Seminars organized by the Institution

Level	International	National	State	University	College
Number	0	1 Seminar	0	0	1
Sponsoring agencies	0	Janbhagidari samiti of the college	0	0	IQAC

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

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	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0						

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

2

3

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

0

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

JRF

0

SRF

0

Project Fellows

0

Any other

0

3.21 No. of students Participated in NSS events:

University level

0

State level

1

National level

0

International level

0

3.22 No. of students participated in NCC events:

University level

0

State level

0

National level

0

International level

0

3.23 No. of Awards won in NSS:

University level

0

State level

0

National level

0

International level

0

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="4"/>	Any other	<input type="text" value="1"/>

District level prize distribution programme organised by District Coordinator and university coordinator NSS

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

- Swach Bhart Abhiyan related Rally organised by Red Ribbon Club
- Blood donation camp at District City hospital
- Organised health check up camp at Village Pachama
- Organised one day workshop for AIDS Awareness at District level
- Participated in awareness programmes organised by collectorate Sehore related to Nasha Mukti
- Collaborated with Sankalp Nasha Mukti Kendra Sehore for helping in their activities
- Organised lectures with Mahila Bal Vikas Adhikari related to women empowerment

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 Acre	Nil	Nil	6.10 Acre
Class rooms	18	0	-	18
Laboratories	4	3	-	7
Seminar Halls	0	1	rusa	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	71	RUSA.	83
		12	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		584311		584311
		384755		384755
Others	0	0		0

4.2 Computerization of administration and library

Initiated computer work in administration process

Computerization of Library in process student online excess through library started.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17556	1866043	112	23513	17668	1889556
Reference Books	8862	864537	5	1725	8867	866262
e-Books	0	0	0	0	0	0
Journals	10	0	0	0	10	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	56	1	YES Wi fi and BSNL broadband	01	02	yes	16	0
Added	0	0	0	0	0			
Total	56	1		1	2		16	

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

Teachers are motivated to teach with Smart class teaching method and also for taking virtual classes lectures.

College has taken the initiative for Digitization and implementation of a paperless office. Training for which is being given to office staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT	340931
ii) Campus Infrastructure and facilities	48182
iii) Equipments	256001
iv) Others	-
Total :	645114

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Through circulars for students
- Through Suggestion Box
- Through display on notice boards
- Through IQAC meetings their views are taken from representatives
- Facilities enhancement in the form of facilitating smart classes with curtains, furniture etc.

5.2 Efforts made by the institution for tracking the progression

Feedback system from student and alumni
Result analysis at department level

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1213	nil	nil	nil

(b) No. of students outside the state

0

(c) No. of international students

nil

Men	No	%	Women	No	%
	0	0		0	0

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
135	265	45	640	2	1085	134	294	76	709	2	1213

Demand ratio 120%

Dropout about 2%

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

Special coaching is given through 21 days training under Career Guidance Scheme
Also assistance is given as desired by the students apart from regular time table

No. of students beneficiaries

60

5.5 No. of students qualified in these examinations

NET	NIL	SET/SLET	NIL	GATE	NIL	CAT	NIL
IAS/IPS etc	NIL	State PSC	NIL	UPSC	NIL	Others	NIL

5.6 Details of student counselling and career guidance

Lectures organised as per calendar prescribed by Government

Short term training program on Tally, Fashion Designing, and preparation for competitive examination

Participation in Employment Fair

Education/ Industrial Tour organised

No. of students benefitted Total

760

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
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

Lectures are arranged from time to time

During Assembly discussion are held with students

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	04	6052
Financial support from government	753	4351077
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

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

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

Vision: लक्ष्य आधारित गुणात्मक शिक्षा एवं शोध के क्षेत्र में उत्कृष्ट केंद्र के रूप में स्थापित होकर समाज की निर्णायक एवं विकासात्मक गतिविधियों में सक्रिय एवं सार्थ सहभागिता हेतु विद्यार्थियों को सशक्त एवं सम्पूर्ण नागरिक बनाने में शिक्षा का सदुपयोग करना।

Mission:

- ❖ समाज में सकारात्मक भूमिका निभाने हेतु युवा पीढ़ी को गुणात्मक शिक्षा एवं शोध के अवसर प्रदान करना।
- ❖ व्यावसायिक एवं उद्यमी समाज के परिदृश्य के अनुरूप आवश्यक सभी क्षेत्रों में युवा पीढ़ी के कौशल को तराशना, दक्षताएँ प्रदान करना।
- ❖ युवा पीढ़ी में आत्म – विश्वास का संचार, व्यक्तित्व विकास, अनुसंधानात्मक प्रवृत्तियों, समानता की भावना तथा राष्ट्रप्रेम की भावना प्रस्फुटित करने हेतु वातावरण प्रदान करना।
- ❖ ज्ञानपूर्ण और कल्याणकारी समाज के सतत उन्नयन के लिये शिक्षा के सदुपयोग से मुख्य भूमिका का निर्वहन करना।

महाविद्यालय के सभी शैक्षणिक एवं गैर – शैक्षणिक कार्यक्रमों की दिशा, विद्यार्थियों को समाज के नव – निर्माण, समानता के अधिकारी एवं गरिमामय व्यक्तित्व की सीख देने की ओर केन्द्रित होगी ताकि समुचित शिक्षा के अलोक से विद्यार्थी एव सुसंस्कृत, उत्तरदायी, संवेदनशील व्यक्ति तथा देश के श्रेष्ठ नागरिक बन सकें।

6.2 Does the Institution has a management Information System

no

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

6.3.1 Curriculum Development

Mainly curriculum is decided by the Department of Higher Education M.P. and the affiliating university but the institutions makes sure to complete the syllabus on time and guest lectures and virtual class teaching is also used.

Additional vocational paper is available for B.com with Computer apart from plain course.

6.3.2 Teaching and Learning

Smart class teaching

Teacher's Planner are displayed

Various themes of internal evaluation under the CCE is taken for better learning.

6.3.3 Examination and Evaluation

Main exams are conducted as per university rules

Continuous Comprehensive Evaluation is done based on themes for semester pattern of examination

Quarterly and six monthly exams are held for yearly pattern of examination at college level

Class test are also taken

6.3.4 Research and Development

Research work is promoted by the institution by providing the faculty duty leave for participation and presentation of their research publications/papers in various workshops and seminar. Also the faculties are motivated to take research projects. Faculties are motivated to get registered themselves as research guides.

From this year only the college has got the facility of post graduate courses so the IQAC plans to promote the research work in the students of these classes.

Registered Guide of institution actively monitors the progress of their student.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is equipped with 8 computers with internet facility for the students.

ICT awareness is created by providing students computers for practicing and E-mails

The sports department has latest equipment and a multipurpose sports hall with gym facility for the students.

6.3.6 Human Resource Management

Proper utilization of men power is made through monitoring by the head of the institution.

The issues if arises are resolved by the principal.

For Jan Bhagidary recruitments every year the payment is revised in the JBS meetings.

ER sheet of all regular employees are managed online with government portal

Online records for payment and leave management is done with MPIFMIS

6.3.7 Faculty and Staff recruitment

Regular faculty is appointed by the state government whereas the college tries to cope up with the desired need with recruiting and arranging remaining men power through Jan Bhagidary Fund.

6.3.8 Industry Interaction / Collaboration

nil

6.3.9 Admission of Students

Online admission is done for the 1st year following the rules of department of Higher Education M.P. and for the rest years/ Semesters admissions are given at college level following the same rules.

6.4 Welfare schemes for

Teaching	Govt schemes are provided
Non teaching	All Govt schemes are provided
Students	All schemes as prescribed by the Government

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	no		yes	principal
Administrative	yes	Additional Director of Higher Educational Department	Yes	principal

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?

Efforts are done at university level

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

NA

6.11 Activities and support from the Alumni Association

Alumni participate in various college events like annual functions, admission, plantation etc.
Timely meetings are held with Alumni.

6.12 Activities and support from the Parent – Teacher Association

The institution gets suggestions for improvement through Parents Teacher meeting.
Feedback is taken from parents.

6.13 Development programmes for support staff

Training and awareness programmes are organised for the staff as in the previous year
Training was given for online banking measures and online admission process.

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

- Every year plantation is held twice or thrice a year.
- Students are motivated to take care of the plants and grow more and more plants in the premises and also around their houses
- The efforts are being done for improving rain water harvesting .
- Plastic Free Zone Campaign started.

Criterion – VII

7. Innovations and Best Practices

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

REGULAR CONDUCTION OF STUDENT CENTRIC ACTIVITIES :

Activities like abhivaykti, thought of the day, speeches . special lectures for special days are organised for students .

Outcome : increased confidence level of students

PROMOTION OF CASHLESS SYSTME IN THE INSTITUTION: payment maid available through POS and SBI collect

Outcome: lesser stress on staff and free from cash handling risk.

Students are benefited as they are able to pay the fee from anywhere anytime.

Teaching through planner for timely completion of syllabus

CAREER GUIDENCE AND TRAINING TO STUDENTS : Every year three to four training courses of at least 21 days are organised .

Out come: students get a chance to acquire the skilled knowledge at the institution and also help them get a part time job while there studies.

ICT BASED LEARNING SYSTEM:

OUTCOME: With the help of smart class room teaching learning has become easier for students as well as interesting.

STUDY TOURS FOR STUDENTS: Educational Tours are organised by four departments to help students understand the concepts better.

PROMOTION OF SPORTS ACIVITIES:

Students are encouraged to take part in various training programmes of sports and with the help of continuous practice our students have made remarkable performance and have won many prices at state and national level.

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

Infrastructural Development through class room and lab renovation for students.

Improvement in sanitation facilities including drinking water facility with water cooler at hostel .

One national level seminar organised through IQAC

Departmental Educational Tours were organised

Post graduate courses initiated

Acquired 6 new post from government for three departments as a result of initiation of PG courses.

Special lectures for women empowerment and sports training in Judo, Chess etc. organised for students.

Initiated campus wi-fi facility

New seminar hall constructed through RUSA

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

- **REGULAR CONDUCTION OF STUDENT CENTRIC ACTIVITIES:** Activities like Abhivaykti, thought of the day, speeches . special lectures for special days are organised for students .

Outcome : increased confidence level of students. Student Assembly is held every day. Student present though of the day and today in the history on daily basis.

- **PROMOTION OF SPORTS ACIVITIES:**

Students are encouraged to take part in various training programmes of sports and with the help of continuous practice our students have made remarkable performance and have won many prices at state and national level.

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

7.4 Contribution to environmental awareness / protection

TREE PLANTATION ACTIVITY IS HELD TWICE A YEAR

LECTURES ARE ORGANISED FOR KEEPING THE ENVIRONMENT CLEAN AT COLLEGE LEVEL

SOLAR PANEL INSTALLETION

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

STRENGTH

Highest number of teaching staff with Ph.D.

Two cycle of NAAC accreditation with B grade

Environmental Friendly campus

Good infrastructure

WEEKNESS

Campus constraints for development

Outdoor sports facilities not proper available due to lack of sports ground

Rural background of students

English language issues with students

Less responsive parents for educational enhancement

No linkages with industry

OPPORTUNITIES:

Service of Alumni to be proper utilized

Increase collaboration with industry

Vocational course to be introduced

CHALLENGES

To match up with the competition in Research

To introduce more Post Graduate courses

Increase the number of regular faculty members

To increase employability for students by introducing skill based and vocational courses

8. Plans of institution for next year

CONSTRUCTION OF NEW SCIENCE LABS

INCREASING SPORTS FACILITIES

IMPROVEMENT IN NUMBER OF ICT EQUIPMENTS

INCREASE IN BASIC FACILITIES IN THE PREMISES

HOSTING A NEW WEB SITE FOR THE INSTITUTION

PREPARATION AND SENDING OF SSR FOR NAAC ACCREDITATION FOR THE THIRD CYCLE

SEMINAR AND WORKSHOP

EDUCATIONAL TOURS

Dr. Jaya Sharma_

Signature of the Coordinator, IQAC

Dr. Suman Taneja

Signature of the Chairperson, IQAC

Annexure I

अकादमिक कैलेंडर सत्र 2017-18
(सेमेस्टर कक्षाओं के लिए प्रभावशील)

अकादमिक कार्य	तृतीय/पंचम सेमेस्टर	चतुर्थ/षष्ठ सेमेस्टर
आरंभिक कक्षाएं/शून्य कक्षाएं/स्वाट विश्लेषण	01 जुलाई से 08 जुलाई 2017 (07 कार्य दिवस)	26 दिसम्बर 2017 (01 कार्य दिवस)
शैक्षणिक एवं सतत समग्र मूल्यांकन कार्य	10 जुलाई से 02 नवम्बर, 2017 (93 कार्य दिवस)	27 दिसम्बर 2017 से 18 अप्रैल 2018 (92 कार्य दिवस)
सी.सी. ई. कार्य	दिसम्बर तृतीय सप्ताह	मार्च द्वितीय सप्ताह
प्रायोगिक परीक्षाएँ (स्नातक एवं स्नातकोत्तर कक्षाएं)	23 अक्टूबर से 09 नवम्बर 2017 के मध्य	02 अप्रैल से 18 अप्रैल 2018 के मध्य
परीक्षा पूर्व तैयारी अवकाश	02 नवम्बर से 09 नवम्बर 2017 (कुल 07 कार्य दिवस)	19 अप्रैल से 21 अप्रैल 2018 (कुल 03 दिवस)
सेमेस्टर एवं एटीकेटी परीक्षा	10 नवम्बर से 14 दिसम्बर 2017	23 अप्रैल से 26 मई 2018
परीक्षा परिणामों की घोषणा	31 दिसम्बर 2017 तक	15 जून 2018 तक
सेमेस्टर अंतराल (ब्रेक) विद्यार्थियों के लिए	15 दिसम्बर से 23 दिसम्बर 2017 (09 दिवस)	28 मई से 30 जून 2018 (34 दिवस)
सेमेस्टर अंतराल (ब्रेक) शिक्षकों के लिए	15 दिसम्बर से 23 दिसम्बर 2017 (09 दिवस)	28 मई से 15 जून 2018 (19 दिवस)

- छात्रसंघ गठन : अगस्त/सितम्बर 2017
- खेलकूद/युवा उत्सव/अन्य गतिविधियाँ (एक सप्ताह) : माह अक्टूबर 2017
- दीपावली अवकाश : 17 अक्टूबर से 21 अक्टूबर 2017 तक
- वार्षिकोत्सव/पुरस्कार वितरण, वार्षिक पत्रिका का प्रकाशन एवं विमोचन : फरवरी द्वितीय सप्ताह 2018 तक (अधिकतम 4 दिवस)

टीप :-

- (1) अपरिहार्य कारणवश शैक्षणिक कार्य निर्धारित मानक दिवसों से कम होने की दशा में, महाविद्यालय/विधि स्तर पर शैक्षणिक कालखण्डों की अपेक्षा में आवश्यकतानुसार वृद्धि कर शैक्षणिक दिवसों की पूर्ति की जाये ताकि अकादमिक कैलेंडर का पालन समयानुसार सुनिश्चित किया जा सके।
- (2) स्नातक एवं स्नातकोत्तर प्रथम सेमेस्टर के अतिरिक्त अन्य सभी कक्षाओं में प्रवेश हेतु मार्गदर्शी सिद्धांत (2017-18) में उल्लिखित प्रवेश नवीनीकरण प्रक्रिया को अपनाते हुए शैक्षणिक कार्य प्रारंभ करना सुनिश्चित किया जाये।
- (3) सेमेस्टर अंतराल (ब्रेक) के दिवसों में एनएसएस/एनसीसी शिविरों के आयोजन को प्राथमिकता प्रदान की जावे ताकि कार्य दिवसों का मानक लक्ष्य यथावत बना रहे। सक्षम अनुमति प्राप्त कर अकादमिक पर्यटन/पुर-
सेमीनार/कार्यशाला/संगोष्ठी/प्रशिक्षण कार्यक्रम भी इसी दौरान आयोजित किये जाये।
- (4) स्नेह सम्मेलन वार्षिकोत्सव, पुरस्कार वितरण एवं वार्षिक-पत्रिका का प्रकाशन तथा विमोचन फरवरी द्वितीय सप्ताह 2018 के तक कर लिया जाये।

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

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तृतीय/पंचम सेमेस्टर – कार्य दिवसों की गणना सत्र 2017-18

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जुलाई 2017	31	5 रविवार	26
2	अगस्त 2017	31	4 रविवार + 2 अवकाश	25
3	सितम्बर 2017	30	4 रविवार + 2 अवकाश	24
4	अक्टूबर 2017	31	5 रविवार + 3 अवकाश	23
5	नवम्बर 2017	30	4 रविवार + 1 अवकाश	25
6	दिसम्बर 2017	31	5 रविवार + 2 अवकाश	24
	कुल दिवस	184	184-37	147

चतुर्थ/षष्ठम सेमेस्टर – कार्य दिवसों की गणना सत्र 2017-18

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जनवरी 2018	31	4 रविवार + 1 अवकाश	26
2	फरवरी 2018	28	4 रविवार + 2 अवकाश	22
3	मार्च 2018	31	4 रविवार + 2 अवकाश	25
4	अप्रैल 2018	30	5 रविवार + 4 अवकाश	21
5	मई 2018	31	4 रविवार + 1 अवकाश	26
6	जून 2018	30	4 रविवार + 1 अवकाश	25
	कुल दिवस	181	181-36	145

आयुक्त
उच्च शिक्षा, मध्यप्रदेश

06 May 2017

**सत्र 2017-18 का प्रस्तावित अकादमिक कैलेंडर
(वार्षिक पद्धति)**

स. क्र.	विवरण	तिथि
1	प्रवेश प्रारंभ	25.05.2017
2	शिक्षण कार्य प्रारंभ	01.07.2017
3	स्थानांतरण प्रकरणों को छोड़कर अन्य सभी प्रवेश बन्द	30.07.2017
4	संकाय परिवर्तन	08.08.2017 तक
(II) छात्रसंघ गठन/सांस्कृतिक, साहित्यिक, खेलकूद एवं अन्य महाविद्यालयीन गतिविधियाँ		
1	छात्रसंघ गठन	अगस्त/सितम्बर 2017
2	विश्वविद्यालयीन/महाविद्यालयीन/जिला/संभाग/राज्य स्तरीय प्रतिस्पर्धाएं	ये सभी गतिविधियां माह अक्टूबर 2017 तक पूर्ण कर ली जाएं।
3	एन.सी.सी./एन.एस.एस. इत्यादि गतिविधियाँ	
4	वार्षिक स्नेह सम्मेलन/वार्षिक पत्रिका का प्रकाशन एवं विमोचन	फरवरी द्वितीय सप्ताह 2018(अधिकतम 4 दिवस)
(III) आंतरिक मूल्यांकन/वार्षिक परीक्षाएँ		
1	तिमाही आंतरिक मूल्यांकन	सितम्बर अंतिम सप्ताह 2017
2	छैमाही आंतरिक मूल्यांकन	दिसम्बर अंतिम सप्ताह 2017
3	सैद्धान्तिक परीक्षा कार्यक्रम की विस्तृत घोषणा	15 फरवरी 2018
4	सभी स्नातक कक्षाओं की प्रायोगिक परीक्षाओं की तिथि	05 मार्च से 21 मार्च 2018
5	परीक्षा पूर्व तैयारी अवकाश	22 मार्च से 29 मार्च 2018
6	वार्षिक परीक्षा प्रारंभ	30 मार्च से 15 मई 2018
7	सभी परीक्षा परिणाम घोषित होने की तिथि	15 जून 2018
(IV) अवकाश		
1	दीपावली (पोंच दिवस)	17.10.2017 से 21.10.2017
2	शीतकालीन अवकाश	15.12.2017 से 23.12.2017 (कुल 08 कार्य दिवस)
3	ग्रीष्म अवकाश	28.05.2018 से 15.06.2018 (कुल 17 कार्य दिवस)

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४७ २५

01 जुलाई 2017 से 30 जून 2018 की सत्रावधि में अध्यापन कार्य दिवस की गणना		
(अ)	अवकाश एवं शैक्षणोत्तर गतिविधियों का विवरण	
1	रविवार	52
2	सामान्य अवकाश	20
3	स्थानीय अवकाश	03
4	दीपावली अवकाश	05
5	महाविद्यालयीन सांस्कृतिक गतिविधियां आदि	10
	योग-	90
(ब)	प्रवेश/परीक्षा/ग्रीष्मावकाश के अशैक्षणिक दिवस	
1	प्रवेश प्रक्रिया (16 मई से 26 मई एवं 16 जून 2017 से 30 जून 2017 तक)	22 कार्य दिवस
2	परीक्षा पूर्व तैयारी	07 कार्य दिवस
3	परीक्षा अवधि	36 कार्य दिवस
4	ग्रीष्मावकाश एवं शीतकालीन अवकाश	25 कार्य दिवस
	योग-	90 कार्य दिवस
(स)	कुल अशैक्षणिक दिवस (अ+ब) $90+90=180$	180 कार्य दिवस
(द)	कुल शैक्षणिक दिवस $365-180=185$	185 कार्य दिवस

नोट- यदि कोई कार्य दिवस किन्हीं कारणों से अवकाश घोषित होता है तो इस गणना से पृथक् माना जाए।

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शासकीय कन्या महाविद्यालय सीहोर (म.प्र.)
आन्तरिक गुणवत्ता एवं मूल्यांकन प्रकोष्ठ

पूर्व छात्र अभिमत पत्रक

पूर्व छात्रा का नाम :
पता :
फोन नम्बर :
पाठ्यक्रम/विषय का नाम :
पाठ्यक्रम/विषय पूर्ण करने का वर्ष :
वर्तमान व्यवसाय/पद का नाम :

1) महाविद्यालय में सीखे गये पाठ्यक्रम/विषय का आपके वर्तमान व्यवसाय/नौकरी में योगदान/सहायता का मूल्यांकन—

- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

2) आधारिक संरचना एवं प्रयोगशाला सुविधाएं —

- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

3) संकाय सुविधाएं —

- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

4) पुस्तकालय सुविधाएं –

- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

5) कार्यालयीन स्टॉफ –

- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

6) होस्टल सुविधाएं –

- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

7) शैक्षणिक साधन –

- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

8) प्रवेश प्रक्रिया –

- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

9) महाविद्यालय का संपूर्ण मूल्यांकन –

- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

10) आपके शैक्षणिक एवं व्यक्तिगत विकास में महाविद्यालय द्वारा आयोजित कार्यशालाओं का महत्व –

- उत्कृष्ट ☐
- बहुत अच्छा ☐
- अच्छा ☐
- औसत ☐
- संतोषजनक ☐

11) कोई 2 बिन्दु लिखिए जिन पर आपको शासकीय कन्या महाविद्यालय से जुड़े रहने पर गर्व होता है –

-
-

12) क्या आपको छात्र/पूर्वछात्र रूप में महाविद्यालय से कोई शिकायत है ?

.....

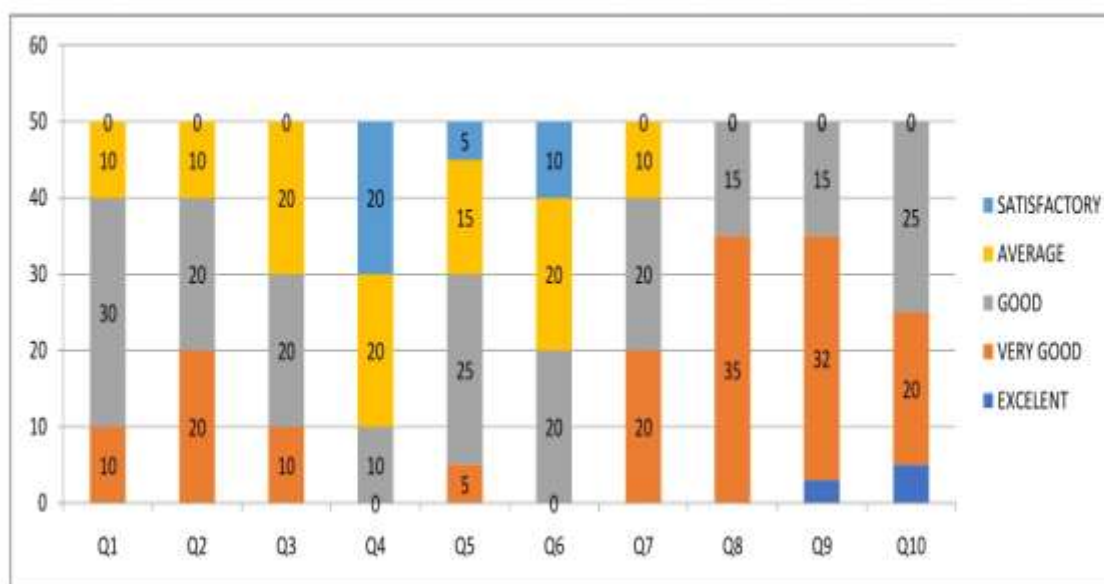
13) कोई अन्य सुझाव –

GOVT. GIRLS COLLEGE SEHORE

ALIMNI FEEDBACK

NUMBER OF RSPONDANCE

	EXCELENT	VERY GOOD	GOOD	AVERAGE	SATISFACTORY	TOTAL
Q1	0	10	30	10	0	50
Q2	0	20	20	10	0	50
Q3	0	10	20	20	0	50
Q4	0	0	10	20	20	50
Q5	0	5	25	15	5	50
Q6	0	0	20	20	10	50
Q7	0	20	20	10	0	50
Q8	0	35	15	0	0	50
Q9	3	32	15	0	0	50
Q10	5	20	25	0	0	50
TOTAL	8	152	200	105	35	500



शासकीय कन्या महाविद्यालय सीहोर (म.प्र.)
आन्तरिक गुणवत्ता एवं मूल्यांकन प्रकोष्ठ

अभिभावक अभिमत पत्रक

पिता/अभिभवक का नाम एवं पद/व्यवसाय :-

- 1) पिता :
2) माता :

पता :-

छात्रा का नाम :-

संकाय/पाठ्यक्रम :-

- 1) क्या आप इस महाविद्यालय को अन्य महाविद्यालयों से बेहतर पाते हैं ?
हाँ/नहीं
- 2) क्या महाविद्यालय द्वारा प्रदान की गई सुविधाएँ पर्याप्त हैं ?
हाँ/नहीं
- 3) क्या आप अपनी पुत्री के लिये महाविद्यालय परिसर को सुरक्षित पाते हैं ?
हाँ/नहीं
- 4) क्या आप छात्रावास सुविधा से संतुष्ट हैं?
हाँ/नहीं
- 5) क्या आप कार्यालय कर्मचारियों के सहयोग से संतुष्ट हैं ?
हाँ/नहीं
- 6) क्या आप शैक्षणिक स्टाफ से प्रत्यक्ष चर्चा कर पाते हैं ?
हाँ/नहीं
- 7) क्या आप अपनी पुत्री में कौशल विकास पाते हैं ?
हाँ/नहीं
- 8) पाठ्यक्रम के बारे में सुझाव

9) कोई अन्य सुझाव

हस्ताक्षर : 1)

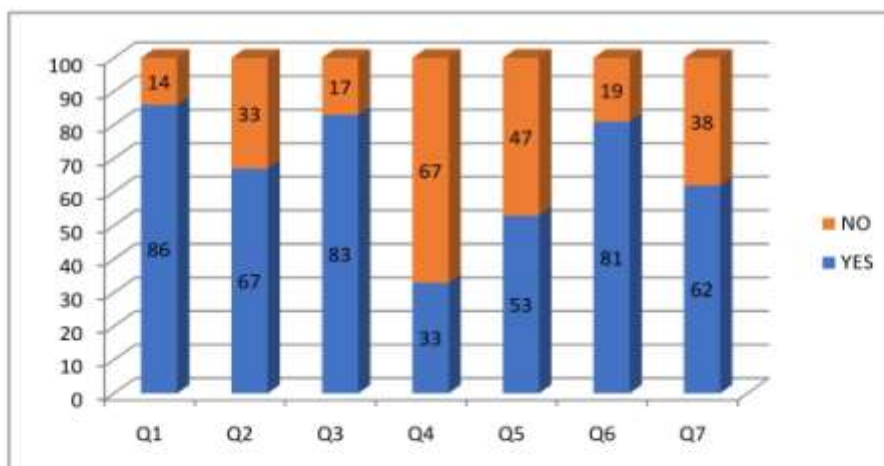
2)

दिनांक :

GOVT. GIRLS COLLEGE SEHORE PARANTS FEEDBACK

NUMBER OF RSPONDANCE

	YES	NO	TOTAL
Q1	86	14	100
Q2	67	33	100
Q3	83	17	100
Q4	33	67	100
Q5	53	47	100
Q6	81	19	100
Q7	62	38	100
TOTAL	465	235	700



कार्यालय प्राचार्य शासकीय कन्या महाविद्यालय, सीहोर (म.प्र.)

Student Feedback on Teachers

Year 20 - 20

विभाग : _____

सेमेस्टर/वर्ष : _____

कृपया नीचे दिये गये 4 पाइन्ट स्केल के अनुसार शिक्षक का मूल्यांकन अंकित करें।



शिक्षक का नाम : _____

मापदंड	A बहुत अच्छा	B अच्छा	C संतोष जनक	D असंतोष जनक
1. शिक्षक का विषय ज्ञान स्तर (आपके द्वारा अनुभव किया गया)				
2. संवाद क्षमता (स्पष्ट उच्चारण व समझाने की क्षमता के संदर्भ में)				
3. शिक्षक की निष्कपटता/वचनबद्धता				
4. शिक्षक के द्वारा जाग्रत की गई रूचि				
5. वृहद स्वरूप प्रदान करने हेतु अध्ययन सामग्री को पर्यावरण व अन्य मुद्दों से जोड़ने की क्षमता				
6. विषय सामग्री को अन्य पाठ्यक्रमों से जोड़ने की क्षमता				
7. कक्षा में एवं कक्षा के बाहर शिक्षक की उपलब्धता। (इसमें अग्रिम अध्ययन व कक्षा के बाहर वार्तालाप हेतु शिक्षक की उपस्थिति सम्मिलित है ताकि विद्यार्थी प्रेरित हो सकें)				
8. क्विज/टेस्ट/असान्नेन्ट्स/परीक्षाएं आदि आयोजित करने की क्षमता।				
9. फीडबैक हेतु पर्याप्त समय का प्रावधान				
10. समग्र मूल्यांकन				

विद्यार्थी का नाम : _____ कक्षा: _____

हस्ताक्षर

GOVT. GIRLS COLLEGE SEHORE
STUDENT FEEDBACK ON TEACHERS

NUMBER OF RESPONDED

	VERY GOOD	GOOD	SATISFACTORY	UNSATISFACTORY	TOTAL
Q1	40	20	8	0	68
Q2	40	15	7	0	62
Q3	25	15	4	0	44
Q4	20	10	4	0	34
Q5	20	10	3	0	33
Q6	20	13	4	0	37
Q7	30	12	3	0	45
Q8	35	10	4	0	49
Q9	30	15	6	0	51
Q10	40	30	7	0	77
TOTAL	300	150	50	0	500

