



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>GOVERNMENT GIRLS COLLEGE SEHORE</b>
• Name of the Head of the institution	<b>Dr. Suman Taneja</b>	
• Designation	<b>Principal (in-charge)</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>07562-224706</b>	
• Mobile no	<b>9993646669</b>	
• Registered e-mail	<b>heggcseh@mp.gov.in</b>	
• Alternate e-mail	<b>iqacggcsehore@gmail.com</b>	
• Address	<b>Bhopal Naka</b>	
• City/Town	<b>Sehore</b>	
• State/UT	<b>Madhya Pradesh</b>	
• Pin Code	<b>466001</b>	
<b>2.Institutional status</b>		
• Affiliated /Constituent	<b>Affiliated</b>	
• Type of Institution	<b>Women</b>	
• Location	<b>Urban</b>	
• Financial Status	<b>UGC 2f and 12(B)</b>	

• Name of the Affiliating University	Barkatullah University Bhopal				
• Name of the IQAC Coordinator	Dr. Jaya Sharma				
• Phone No.	07562224706				
• Alternate phone No.					
• Mobile	9977862071				
• IQAC e-mail address	iqacggcsehore@gmail.com				
• Alternate Email address	dr.kriparth@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="http://www.ggcsehore.in/page.php?pid=94">http://www.ggcsehore.in/page.php?pid=94</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.ggcsehore.in/page.php?pid=58">http://www.ggcsehore.in/page.php?pid=58</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.50	2007	10/02/2007	09/02/2012
Cycle 2	B	2.84	2013	05/01/2013	04/01/2018
Cycle 3	B	2.14	2021	08/02/2021	07/02/2026
6.Date of Establishment of IQAC				12/05/2014	
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	
Institutional 1	UGC	UGC	2020-21	382644	
8.Whether composition of IQAC as per latest NAAC guidelines				Yes	
• Upload latest notification of formation of IQAC				<a href="#">View File</a>	

<b>9.No. of IQAC meetings held during the year</b>	<b>5</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1. INITIATION OF ICT USES IN TEACHING LEARNING 2. ONLINE WEBINARE AND CONFERENCES 3. STUDENTS CLASSES AND ACITIVITIES THROUGH ONLINE MODE 4. REGUALR ASSESSMNET OF STAFF 5 ACCREDITATION OF THE INSTITUTION IN CYCLE 3 FEB 21		
<b>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</b>		

Plan of Action	Achievements/Outcomes
To complete NAAC assessment	CYCLE 3 ACCREDITATION COMPLETED
To organize online awareness programs regarding Covid-19	ORGANISED VARIOUS ACTIVITIES THROUGH NSS
To start online teaching with Google class room and other apps	ONLINE CLASSED CONDUCTED THOROUGH ALL FACULTY MEMBERS
To motivate students and teachers to conduct meetings online and following government guidelines as and when shared by any media	FOLLOW UP DONE
To organize online national, international webinars/workshops/training programs/FDP	VARIOUS WEBINARS WERE ORGANISED DETAILS GIVEN IN THE CRITERIA
To increase faculty registration research guide	FACULTY PUBLICATION INCRESSESED
To acquire funds for research projects	FUND ACQUIRED THROUGH WORLD BANK
To start incubation centre	UNDER PROCESS WITH UNIVERSITY
To initiated academic and environmental audit	UNDER PROCESS
To start two post graduate program in science & arts stream	UNDER PROCESS
To organize online educational & industrial visit	COULD NOT DONE DUE TO COVID RESTRICTIONS PHYSICALLY
To develop smart classes	CLASSES DEVELOPMED
To start MIS	UNDER PROCESS
To organize online skill development training program	ORGANISED SOME TRAININGS WITH SWAMI VIVEKANAD SCHEME
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-21	03/01/2022

**15. Multidisciplinary / interdisciplinary**

**16. Academic bank of credits (ABC):**

**17. Skill development:**

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

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

**20. Distance education/online education:**

## Extended Profile

### 1. Programme

1.1

9

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1

1720

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 100

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 539

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 27

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 28

Number of sanctioned posts during the year

## Extended Profile

### 1.Programme

1.1

9

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1

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Number of students during the year

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2.2

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

539

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1

27

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2	28
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	17
Total number of Classrooms and Seminar halls	
4.2	217.43099
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	40
Total number of computers on campus for academic purposes	

## 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 Government Girls College Sehore is affiliated to Barkatulla University Bhopal and follows the curricula prescribed by the University.

The college has adopted unified syllabus provided by the Department of Higher Education M.P. & Barkatulla University Bhopal. Depending on our resource potentially, institutional goals and concern towards the students the college impart quality education with its best efforts. The institution has developed a structured and effective implementation of the curriculum by various means through which it executes the curriculum. The College ensures effective curriculum delivery through a well planned and documented process. The academic Calendar specifies suitable available dates for significant academic and other activities. IQAC also encourages the staff to timely update and display their teaching planner. Academic Schedule and requirements at the departmental level as per the teaching planners are formed.



As the syllabus is not developed by the college, it is provided by the university and sometimes as per UGC guidelines, the college makes proper arrangements for its best implementation.

The staffs are made aware of the updates in the syllabus by circulars and are instructed to adhere to it. The course consent of the syllabus is distributed into five units for each subject semester/yearly wise. It is ensured that teacher move from easy to difficult familiar to unfamiliar and at a pace that is easy for learners to maintain. Syllabus of each subject for the academic session is provided to the students. Teaching staff is also instructed to maintain a daily diary for topics taught and other activities performed by them. The academic diary is monitored by the concerned Head of Departments and the Principal of the college.

Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Timetable Committee.

Conventional classroom teaching is blended with reasonable use of ICT to make the teaching learning process more learner-centric. YouTube assisted learning, participative learning & Problem-Solving method are also used for effective curriculum delivery. Classroom teaching is supplemented with seminars, workshops, special lectures, paper presentation by the students, projects, group assignments, CCE papers, educational tours, field trips and industrial visits for effective delivery of curriculum.

For the up gradation of subject-related knowledge, college organizes seminars, conferences, and workshops. This activity provides a platform to the faculty and the students to participate and interact with experts in various fields.

The College Central Library provides teachers with necessary learning resources for effective delivery of curriculum. All faculty members have been provided with unique user ID and password for accessing N- LIST.

Remedial / Special classes are conducted for low achievers. Record of the regular attendance, mark lists and progress of the students are maintained and preserved by the respective departments.

The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars for acquiring necessary skills for effective delivery of

the curriculum. Photo copies of the Certificates of the above courses are provided by faculty members to IQAC for documentation.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

We are governed by the department of Higher Education MP Bhopal and affiliated to the Barakatullah university Bhopal. we get the academic calendar by them for admission, examination and other activities. We strictly follow the instructions and notifications provided by the University. The institutions make sure to prepare Teaching planner, daily dairy of teachers and also give a proper follow up for the university time table for the conduct of examination. The conduct of continuous internal evaluation is done every year twice under yearly examination pattern and once in every semester based system for post graduate courses.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
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.**

**A. All of the above**

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 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

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

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

The institute integrates Moral Values and environment awareness education thorough its Foundation Course which is compulsory for every student to opt for. the details are as follows:

Environmental Sustainability awareness through a paper titled environment studies in the II year Language - BA Hindi, English and urdu literature teaches human values/moral values the same and it is a compulsory paper for I year, II year and III Year syllabus for all students Botany/Zoology - Conservation of Animals

Commerce - Business Ethics & Professional Ethics

Sociology - Gender Values Economics - Business Ethics political Science: Human rights

As per the government orders the Anti-Ragging committee has been constituted to handle the issues pertaining to ragging. The name of the committee members along with their mobile numbers are displayed at different places in the institution. Any student can lodge a complaint without disclosing her identity in case of any convenient incident.

Human Rights: -

The institute conducts various programs related to Human Rights to provide awareness among students like Voters Day Program, Blood Donation Camp, Swachha Bharat Abhiyan, Health Awareness programs, Tree plantation. Celebration of national festivals.

Environmental education is imparted them in general through the teaching and working environment of the college and also as another measure in the II Year foundation course it has been made a compulsory subject to be taught and examined. Workshops are organized and teacher also spread awareness during their classes.

Students are also motivated to participate in debates, speeches and discussion on issues relation to gender Sensitization, environment protecting, Plantation programs regularly organized by the NSS. Weaker students are identified and are given special attention to improving their performances.

Computer, LCD projector and Audio visual Aids are used wherever the students/teachers need to make presentation (PPT), Carrier counseling cell arranges lectures and awareness programs on Job opportunities in various fields. Student of Sixth Semester have to complete a 60 hours internship project report and get details about self employment through project work.

### Environmental Studies

This is a compulsory course offered to final year UG students. It consists of 50 marks and includes the following topic in its curricula.

1. Fundamental of environment
2. Nature and natural processes 3. Ecosystem
4. Population and environment 5. Land and water use of the Earth
6. Air pollution
7. Energy source
8. Environment and public health
9. Waste management
10. Environmental policies

List of core courses offered by the College

Name of the course

University Affiliation

Moral Values and Culture (Foundation course)

BU Bhoapl Human Rights (B.A. General and PG MA Political Science )  
BU Bhoapl Environmental Studies BU Bhoapl

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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	<a href="#">View File</a>

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

100

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="http://www.ggcsehore.in/page.php?pid=104">http://www.ggcsehore.in/page.php?pid=104</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
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	No File Uploaded
URL for feedback report	<a href="http://www.ggcsehore.in/page.php?pid=311">http://www.ggcsehore.in/page.php?pid=311</a>

## 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

689

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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

186

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 institution assesses the learning program of the students in two paths at the time of inception of the program. Students enrolled in various disciplines are identified as slow and bright learners based on their 12th class marks and the continuous and comprehensive evaluation test conducted by the teachers or each department, which help in identifying the slow and advanced learners. to identify the slow learners and to design special guidance sessions or extra classes bridge the knowledge gap between the slow and the advanced learners. The instructor of the respective classes or sessions of UG extend the valuable support in classify the student with reports based on comprehensive test and observation.

The tutors provide academic, personal and psycho social support to the students when it is required. There is a carrier guidance cell which provides professional counseling; mentoring and academic advice to the slow and advanced learners. The process helps as a base for monitoring the future progress of the students.

**Taking Strategies for Slow Learners:**

Extra classes, remedial classes are conducted for slow learners and the bright students are encouraged to give lectures/class teaching on topics of their choice. This practice helps the slow learners to improve subject knowledge and helps them to hold the peers. The teachers conduct group discussions, extra-curricular activities, debates, quizzes and seminars in their subjects and the slow and bright students are encouraged to take active part in them. Academic sessions and personal counseling are provide to the slow learners by the teachers and the counseling cell. The teacher makes the learning process easy and interesting through charts, posters discussions etc. for the slow learners. The standard lecture and simple or easy lecture notes/course materials are provided to the students time to time accordingly as their needs.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1720	27

File Description	Documents
Any additional information	No File Uploaded

## 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 undertakes many student-centric methods for enhancing learning experiences. One such method is Mentoring System with guardian teacher system for Students. Students can meet desired teachers after their classes to discuss, clarify and share various problems which may be personal, domestic, academic etc. Student's academic performance and personal details are also maintained by the teachers.

Student centric teaching methods are adopted for effective communication of the subject knowledge to the students. Students are taught with the mission that fosters a learning environment which nurtures exploration of various skills and critical thinking about the subject. This presents new opportunities for academics in strengthening the courses under arts, science and commerce.

The following are the highlights of student centric methods adopted:

Provision for individual involvement in practicals or project work, group work, debates, seminars presentations.

Organization of educational trips Special lecture programmes

Special lectures are arranged form reputed experts from industry and academic institutes to supplement the teaching process and

provide the information to bridge the gap between industry and academia.

Internship programmes

Conducting workshops/seminars/conferences

**Experiential learning:** This includes both individual and group experiential learning. Under group experiential learning system, a group of students are allotted to a faculty member who helps and guides them academically.

**Participatory learning:** The students are engaged in activity learning viz., community surveys, social work etc.

**Problem solving:** Few departments have Post graduate course thus we are planning to adopt case study the PG programmes to create a problem solving attitude among students.

Participation of the students in various activities is ensured. For example,

The College organizes different activities like blood donation camp, flood relief activity, visiting old-age home, cleanliness programmes to inculcate values and social responsibilities among students.

The college gives importance to holistic development of students beyond classroom through cocurricular, extra-curricular and value added activities.

Students are encouraged to participate in college sports and cultural activities where they can show /exhibit their talents in variety of activities.

It also foster the spirit of togetherness and leadership. Students are also encouraged to participate in Youth festivals.

Students are appointed as members of different departmental committees, and given responsibilities of them so that they develop organizational skills and abilities.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

specially the impact of COVID 19 has been taken as a challenge to upgrade to ICT uses in teaching, Teachers of the institutions have adopted the same and performed well with the conduct of online classes using ICT from their home and from the college also. Even during the Lockdown we conducted the online classes to keep the pace of learning among students. Till now a combination of online and offline classes are being applied as required and IQAC has also organised webinars for faculty members to learn application of ICT in teaching and learning.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

**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**

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality**

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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**

13

File Description	Documents
Any additional information	No File Uploaded
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)	<a href="#">View File</a>

**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**

320

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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 college has adopted the academic calendar and guidelines of the concerning University for the conduct of internal assessment. The time table is shared in advance with students and the assessment is done with the faculty members keeping the quality of assessment to its best. Its total transparent, the students are also informed about their performance in the assessments and they are shown the answer copies also their signature are taken after they view it and if some corrections are required they are done with mutual understanding between the evaluator and examinee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

In all the examinations arranged by the College are duly intimated to the examinees within 7 to 10 days before the conduct of the examination. The students are provided with the corrected answer-scripts by the relevant faculty members. The doubt and enquiries of the students regarding the pattern of optimal answers are clarified by the examiners. With the commencement of the new session Class-Tests are scheduled to be held for the students. The schedule of Class-Tests continues till the end of the session. If the students express their difficulties in understanding the questions which were set in the Test, the questions and the topic on which such questions were set are discussed in the lecture-hour by the faculty member. The students are often suggested to write the answers again as home assignments incorporating the modification and changes made by the examiners in the test-scripts.

Grievances related to final examination are mainly dealt with the university level the college forwards the application form of the students whenever found required.

File Description	Documents
Any additional information	No File Uploaded
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.

Program outcomes , program specific outcomes and course outcomes for all programs offered by the institution are displayed on the college website at the website of the college at the following link.

BA

POLITICAL SCIENCE SOCIOLOGY ECONOMICS

HINDI LIT

ENGL LIT URDU LIT HOME SCIENCE HISTORY B.COM

B.COM COMPUTER B SC BIO

B SC MATHS BBA

BCA

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.ggcsehore.in/page.php?pid=203">http://www.ggcsehore.in/page.php?pid=203</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The process for the evaluation of the students in different subjects is followed as per the rules and regulations of the University and Department of Higher Education M.P. The implementation of the syllabus with changes and the process of evaluation of the learners are monitored by the University,

Management of the college and the Principal. Programs run by institution have been framed by the University thus course objectives, course outcomes, and program specific outcomes mainly depend upon the intentions of the university. In relation with these outcomes the institute have framed some on the basis of overall experience of the university and tried to follow it in the favor of the students. The program outcome is analyzed on basis of university result which is recorded in the college. Departmental result is prepared and analyzed for evaluation of program specific outcome.

The Program outcomes are  
  
displayed in the departments  
  
uploaded on college website

The evaluation of attainment of PO, PSO and CO is primarily made on the basis of the performances of the students in summative and formative assessments in the courses.

The summative assessment is made through the semester examination of the affiliating university, and counts 85% of the assessment in a course. The other 15% of weightage for internal assessment is used not only for the formative assessment of the student, but also for assessment of the course outcome.

The knowledge and skills aimed for the course outcomes are assessed through the semester examination, sessional examinations, along with a process of continuous internal evaluation that includes home assignments, group discussions, seminar presentations, quizzes, etc., throughout the semester.

Learning outcomes of the students are regularly monitored by the departments and appropriate remedial measures are taken for desired course outcomes. Moreover, departments assess the program specific outcomes after semester results and chalk out desirable interventions to achieve better outcomes. The attainment of PO is assessed through the student progression record of alumni of the institution.

File Description	Documents
Upload any additional information	No File Uploaded
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

533

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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://www.ggcsehore.in/page.php?pid=104>

### 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	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 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

1

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
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

The college has organized workshops/seminars and guestlectures on Soft Skills Development, Entrepreneurship Development Program etc.

The Institution has organized workshops, seminar and training programmes with the help of government and non government agency. The college organizes activities like Placement drives, lectures on placement opportunities and entrepreneurship development etc. for the student.

The Institution has organized following workshops, seminar and training programmes with the help of government and non government agency

1. Soft Skill (Tally, Computer Training MS Office etc.)

2. IPR

3. Environmental awareness

4. Personality Development

5. Entrepreneurship Development

6. Gender Equality

7. Career Counseling lectures

8. Cyber Crime workshop

campus selection

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**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**

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

During five years N.S.S. unit has organized many extension activities for the welfare of the society through different types of awareness programs. Through these awareness programs N.S.S. volunteers try their best to convey the message. Volunteers organized cleanliness campaign, plantation in the college campus, hostel area & near the sports building, voter awareness programs through rally, poster making, rangoli, human chain, nukkar natak etc. Nashamukti awareness programs were organized to avoid any type of addiction through rally, poster making, workshop, documentary- film, oath taking, and filling of resolution Performa, nukkar natak etc. In traffic safety campaign students try to spread awareness regarding using seat belt, to wear helmet, follow all the traffic rules, drive slowly, do not use mobile while driving, do not drink and drive etc.

A big traffic safety campaign was organized with the help of traffic police and villagers of adopted village by welcoming passersby through tilak and toffees for using helmets, seat belt and also welcomes those people who are not using them by making a humble request to reach home safe by using helmets and seat belt. Aids awareness programs are followed by awareness rally, by tagging red ribbon to the college staff & others, organize workshops & seminars, organizing competitions for poster, slogan, essays writing, lectures, by distributing pamphlet to shopkeepers, public, playing a nukkar natak. Health checkup camps are also organized every year for the health issues of the girls especially - eye checkup, hemoglobin test, dental checkup, blood pressure checkup, lecturer on malaria, lectures programs on nutrition & world feeding breast week etc. One day camps were also organized to aware the village people. For environmental protection and conservation plantation, river conservation, water conservation, polythene free campus, cleanliness campaign etc are also

conducted. Workshops on cashless transaction are

organized. Blood donation camps on college and district level were also organized for social welfare. Above activities sometimes conducted in adopted village or in the college campus or on public places. Besides all these activities seven days camps are also organized in an adopted village for its uplift. Different lectures on different topics by subject experts or renowned persons and sum projects work is also proposed to be fulfilled during seven days.

The institution organizes rallies in neighborhood to raise social awareness for social evils and values in which the students participate and helps them to acquire and develop their attitude for service and training. Students are also encouraged to take part in initiatives of communal harmony through raising funds for the Foundation so that the National Foundation For Communal Harmony ( An autonomous organization under the ministry of Home Affairs. Govt. of India) can carry out its activities. NSS volunteers play an active role through this.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 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**

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**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**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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**

0

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	<a href="#">View File</a>

### 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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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 institution has adequate academic infrastructure which supports all of its faculty. The institute is spread over campus area of 6.1 acre and built up area 34000 Square meters. The college develops its infrastructure as per the need and fund requirement provided by the state government M.P. Dept. of higher education, Rastriya Uchchatar Shiksha Abhiyan, UGC and world Bank.

The college has 10 smart class and internet facilities for teaching and learning. Computer, LCD projector and Audio visual Aids are also available if the students/teachers need to make presentation (PPT). Library of the college also enriches its reference books and text books for the students. All class rooms

are well equipped with basic teaching facilities. The college is having one computer lab with 25 latest computers and 15 old computers for students.

For Co-curricular activities the institution provides following resources -

(i) Class Room: All class rooms are with proper furniture, lighting and ventilation.

(ii) The college has 10 smart class and internet facilities for teaching and learning.

(iii) Laboratories: There are 06 laboratories for Science, Home science and computer faculty.

(iv) Library: The library is having more than 27000 books and reference books for consultation of students and faculty members. Students and Faculty are taking benefits of E-Library in College. They are having account on N-List through which they get benefit of searching books and journals throughout the world.

(v) Environmental friendly atmosphere with large space for garden is also available.

(vi) One multipurpose sports building is also available for students.

(vii) Principal Room = 01

(Viii) Office & Departmental Rooms are available.

(ix) Proper sanitation facility is available at ground and at the first floor of the college.

Presently the available infrastructure is not sufficient to meet the ever-increasing number of students. There is a lots of encouragement for the students to participate in sports and cultural activities simultaneously and thus they are awarded and rewarded accordingly.



File Description	Documents
Upload any additional information	No File Uploaded
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.

There is multipurpose hall in college. Wrestling, Kabaddi, Judo, Badminton, Chess, Table Tennis are being played as indoor games. Except these there is facility of gymnasium for girls. Khokho, volleyball, athletics etc. are being played as outdoor games. Area of outer play ground is 2562.344 square meter and the area of new sports hall is 954.237 square meter. Students regularly participate in inter college sports activities throughout the year under the supervision of sports teacher. Details of facilities is given below :

S.no

Particulars

Quantity (Piece)

Gym/Yoga (Fitness activity)

01

Motorized Treadmill

01

02

Twister with stand

02

03

S. Rope

10

04

Yoga Mat

15

Sports/Games (Indoor facilities)

05

Carom Board

02

06

T.T. Table Stage

02

07

T.T. Bats Sticks

05

08

T.T. Balls

09

Wooden Chess Board

05

10

44X44 Carom Board with Carom Coin and Striker

02

Sports / Games (outdoor facilities)

11

**Foot Ball****03****12****Badminton Racquet****06****13****Weight Machine****02****14****Basket Ball****03**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.****10**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<a href="http://www.ggcsehore.in/notices/ef8a63ea354367f96c3977878aa7b075.pdf">http://www.ggcsehore.in/notices/ef8a63ea354367f96c3977878aa7b075.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

63.14680

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

Data Requirement for last five years: Upload a description of library with,

Name of ILMS software - Soul

Nature of automation (fully or partially) - Partially Version - 2.0

Year of Automation - 2016

In the library 9 computers with 4 Mbps leased line, and Power backup facilities are available

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

1.70753

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

25

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

### 4.3 - IT Infrastructure

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

The institution frequently updates its IT facilities including Wi-Fi to keep the teaching learning and administrative working in tune with the demand of institution. We have taken connections of internet for whole campus all the department are equipped with latest computers and internet. whenever some updations is required

the concerning deparment gives application to the head of the institution and it is resoved with the help of jan bhagidari fund.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

40

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

#### 4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

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

#### 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)

4.05926

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

Our college is providing physical & academic & other support facilities as science laboratories, library, computer laboratory, home science laboratory, sports building, gymnasium hall etc. for all round development of students. The head of different departments keep an eye on proper utilization of these things by the students & faculty. Students and faculty are taking benefits of internet facilities in library every student has to make an entry in to the accession register at the library for each visit. There is a separate entry register for faculty. There are some rules for issuing books for faculties & students that are followed by everyone. Books and stationery are being provided for ST & SC students. We have smart class rooms through which students get benefits of virtual classes taught by profound professors of state. All equipments & grounds of sports are always in good condition and available for the students, they can freely practice there. Water cooler for students has been arranged in each floor for the students to provide them clean & cool drinking water. College administration monitors all activities time to time so that everyone may do their work sincerely.

the multi purpose sports hall is also available in the college.

File Description	Documents
Upload any additional information	No File Uploaded
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

2354

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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)	<a href="#">View File</a>

### 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	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

C. 2 of the above



File Description	Documents
Link to Institutional website	<a href="http://www.ggcsehore.in/">http://www.ggcsehore.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

155

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

155

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 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

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

126

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**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.**

0

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

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 )

According to order of department of MP Higher Education Bhopal students union election has been conducted in the year 2017-18. Selected (According to merit) and elected postholders of student

union has taken oath according to prescribed format of department of M.P. Higher Education Bhopal. Student union act like a bridge to connect students and college administration. Student union consist of president, vice president, secretary. Joint secretary and class representatives. Student union postholders played a very important role in various cultural literacy and other activities during the academic year. Activities of annual function decided after the meeting of principal, union incharge and postholders of student union. Postholder of student union cooperate in conducting and organizing these activities. They involve themselves in activities of college i.e celebration of important days awareness campaign etc. According to government orders only the council is formed as the orders have not been issued for last two year the student election for council have not taken place.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 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

Alumni association plays a vital role in institutes & development. In our college alumni association is working from 2016. Main objective of the association is to bridge the gap between the college & alumni. They have been responsible for keeping complete track of alumni with their details, inform about the current changes & achievements of the institute.

Alumni association meeting & take place yearly IInd week of august & future plans are discussed in the meeting. Along with the association meeting annual alumni meet is also organized at the institute level every year. During the interaction alumni have highlighted the importance of current trends in the market & guided the students abouts the career opportunities in different fields. They have also shared their personal experiences with students.

In Govt. Girls College in the month of August, after the formation of the new governing body, the president of the association organised the meet every year. Such associations are helpful in development of colleges. As so many points are discussed in meeting when old students get together at a place.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

To be established as a centre of excellence in the field of

targeted qualitative education, research and also to utilize education for developing and empowering students as responsible citizen in order to make them active participants of the developing and decision making activities of society.

**Mission:**

1. To provide the opportunities to youth for qualitative education and research.
2. To develop skills and abilities in youth relating to professional and entrepreneurial world.
3. To provide an environment to youth that enhances their self confidence and personality development. It also targets towards developing research attitude, feeling of equality and patriotism.
4. An active participation in the field of social welfare and for developing a knowledgeable society

At the beginning of the every academic year, different committees are formed and entrusted with responsibilities of various activities for smooth functioning of the College. Meetings of IQAC and Staff council are arranged from time to time. The Principal conduct regular meetings and address the teachers about their responsibilities. The Principal, by conducting the meetings, monitors the teaching-learning process. Also the monthly attendance and daily dairy of the teachers are checked by the principal. Besides, the teachers follow the instructions given by the University and the department of higher education Madhya Pradesh Bhopal which are circulated through the principal for the overall development of the students.

In the meeting the Committee analyzes the matters of requirement and if necessary reforms are made. The Principal is the head of the Institution provides the leadership to the system. She works with vision, missions and goals of the Institution. She performs administrative functions such as planning accurately for future, deploying all resources for execution, monitoring the entire process etc. According to the need of the Institution.

File Description	Documents
Paste link for additional information	<a href="http://www.ggcsehore.in/notices/e2a8ba91d42158e2d1f35f79760e0667.pdf">http://www.ggcsehore.in/notices/e2a8ba91d42158e2d1f35f79760e0667.pdf</a>
Upload any additional information	No File Uploaded

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

In accordance with the policy of decentralization adopted by the institute both teaching and nonteaching members are adequately represented in the all committees of the college and their opinions are sought in making and implementation of different policies. All committee meet on a regular basis and help to formulate and implement the strategic plans of the institution. The responsibilities are defined and communicated through face to face meetings with the non-teaching staff members of the college as well as by notifications. To give an exampleshowing practice of decentralization and participative management in the institution may be found under the admission committee.

While taking decision regarding increasing number of seats in various courses run by the college the committee called a meeting involving teaching and non teaching staff and decided to finalize the limit of increase. Looking upon the availability of the resources available PG classes were given a rise of 33.33% whereas the graduate classes were given only 10%. This Committee works in strict compliance with the rules and regulations of the department of the Higher Education M.P.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The extensive goals of Perspective Plan of the institute are associated with the College which is committed to provide quality higher education and development of responsible citizens. The plan is accordingly focused on these core themes. The perspective plan

envision the augmentation of infrastructure corresponding with the anticipated increases in number of courses being offered. Improving the academic and support facilities for the students is one of the measures recognized by the Perspective Plan. The college strives to go ahead with this perspective plan helping as a roadmap for student's achievement and college's growth and development.

Specific objectives and goals of Perspective Plan the institute:

To introduce new undergraduate and postgraduate degree programs.

To increase student intake capacity for existing courses and improve student enrolment. To introduce Value Added, and Skill-Based Courses.

Improvement of infrastructure facilities like construction of more classrooms and laboratories, instrumentation facility, construction of indoor sports facility and gymnasium, hostel facility on the campus.

To establish the well-structured feedback system involving ICT.

Strengthening of Placement cell, arranging the placement drives and improvement of placement services.

To strengthen research facilities and motivate faculty to involve in research, by undertaking Major and Minor research projects, publishing research papers in reputed and high impact factor journals.

To take initiative for the development of an eco-friendly campus

To establish functional MoUs, Collaborations, Linkages with different Sources.

To conduct extension activities with the help of a local community and other stakeholders through NSS.

To organize National seminars and workshops on research and quality related themes To augment students support facilities..

These plans have been taken into the future plan of the IQAC also and stated in the AQAR also which are available at the college website



**Case study: Digitization in Academic and Administration Activities**

**Admission:** online admission is followed

**Examination:** online examination forms are filled

**Library:** Subscription of INFLIBINET and N-List.

**Internet Facility:** The College 4 Mbps leased line internet connection with Wi-Fi Facility. Digitized student records and Online Admission System is being implemented.

**Process &Outcome of Implementation:**

The college started its Online Admission system for 1st year students from the academic year 2013-2014.

The process of Online Admission process starts every year after publication of Class 12th results under the department of Higher Education M.P. Bhopal.

The College has a separate Online Admission Committee, in addition with Academic Sub Committee to coordinate the admission process.

The Academic Sub Committee prepares the subject combinations, cut off marks as per the norms of Barkatulla University.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**Administrative setup, and functions of various bodies, service rules, procedures, recruitment, and promotional policies are followed as prescribed by the department of Higher Education M.P. Bhopal.**

**Grievance Redressal Mechanism:**

The college has a Sexual Harassment Committee, Anti-ragging

Committee, Internal Complaint Committee (ICC) and Disciplinary Committee for timely redressal of the student and the faculty grievances.

#### Mechanisms for grievance redressal:

Student's direct access to authorities - Students can directly approach the Principal, the Mentors, and Head of the Departments to put up their grievances.

Student's suggestion Box - The student can put their complaints in written form in the suggestion boxes kept at different locations on the campus. The boxes are opened periodically and the authorities take

Cognizance of the grievances and suggest appropriate measures.

Open Discussion with employees - Primarily, the Principal, the head clerk resolve the grievances of employees through open discussions and interactions.

Placement Cell:- Placement Cell helps and guides the students to seek job opportunities through placement drives conducted on and off the campus.

#### The Alumni Association:

The college has registered Alumni Association which actively contributes to better functioning of the college.

#### College Committees:

Different committees play an important role in the execution of responsibilities and activities on the campus. It is through the committees, the college seeks decentralization of power structure.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 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	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The College works for the overall development of employee and for the progress of the college. The college offers worthwhile welfare schemes to all the teaching and non-teaching staff to ensure and boost their work culture and efficiency. The following welfare schemes are available in the college for teaching and non-teaching staff:

Casual Leave

Earned Leave

Study Leave: For Research work

Duty Leave: For Participation in Seminars, Conferences, and Workshops

Medical Leave

Maternity Leave

Child Care Leave

Paternity Leave

Employee Provident Fund Scheme

**Medical Reimbursement:** The faculty and staff members receive the medical expenses incurred from the state government. Such proposals are forwarded through the college. Gymnasium, Sports and Yoga facilities are available for the teaching and the non-teaching staffs.

**Preferential admission to the wards of employees in higher education department.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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**

1

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

#### **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**

14

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	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

##### **Performance Appraisal System for teaching-staff:**

The college has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations. Currently, the

college follows the guidelines of UGC regulation, 2018. These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

Every academic year IQAC collects the API-PBAS forms from all the faculty members. The faculty performance is assessed by the principal, and IQAC Coordinator, on the basis of API and PBAS forms and necessary action is taken for the improvement.

From 2017-18 the department of higher education has initiated towards online ACR for teaching staff through IQAC. Thus the college has accepted the same and is following the online ACR rules through IQAC.

The teacher's performance appraisal forms consist of:

Category I: Teaching, Learning, and Evaluation Related Activities

Category: II: Professional Development, Co-curricular and Extension activities

Category: III: Research and Academic Contributions.

Evaluation by students - The college collects structural feedback from students on teacher's performance at the end of every academic year for further improvement and implementation.

Performance Appraisal System for non-teaching staff:

Confidential reports - The overall performance of the non-teaching staff within the campus is evaluated by the principal and confidential report is submitted to the department of higher education for the final evaluation. Only Fourth Class employee's CR are kept in the college itself.

Other informal means - Students suggestion box is another mechanism that is instrumental in collecting information about the level of satisfaction they get from the services provided by the staff. Their

suggestions are also considered to decide the promotional issues and the aspect of transfer of the nonteaching staff from one department to another

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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 college conducts external financial audits regularly.

The college has a two-tier financial audit system.

External Audit- It is conducted by Chartered Accountant as per the instructions of Department of Higher Education M.P. and AGMP Gwalior may take audit

Audit objections are settled by the head clerks with necessary actions and the head of the institution monitors the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

##### Optimum utilization of financial resources:

Following system is adopted by the college for the optimal utilization of resources;

The College invites requirements from all departments and accordingly prepares the budgetary plan.

Purchase Committee works on the details of the budgetary plan.

The Scheme in charge gives the details of the budget by considering financial resources and needs of the departments and presents it to the Principal.

The utilization of the sanctioned budget is monitored by the chairperson of the concerning committee and head clerk.

Final Audit monitors entire financial permissions and its appropriate utilization.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

The IQAC has been very active towards achieveing its goal with continuously working on the activities that lead to the



qualitative development of the institution. It has made active efforts for starting online teaching in the institution specially in the light of COVID 19 the shift was not so easy thus the IQAC trained the teachers for this and made it compulsory to continue with the academic development of the students. Even the project viva was conducted in online mode when there were no instructions from the department thus IQAC made it happen that academic calendar is followed totally may it be in online mode or offline. The meetings with staff members , students and other stakeholders were organised online and properly recorded. The best part of its efforts was that the timely peer team visit of the college was arranged a successful accreditation process was completed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 institution arranges its staff council meetings and IQAC takes active part in it with the analysis of process, structure and also the methodologies of operations the result of various departments are discussed and the members suggest ways to improve the same like a proper follow up of teaching planner is practiced also the arrangement of remedial classes and extra classes are done. As far as the outcome is concerned the last two years have not been very good as in the light of open book examinations the quality of learning has gone down thus the process is on that now as the situations are getting better again we will motivate and train our students to learn better.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);**

**C. Any 2 of the above**

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.ggcsehore.in/page.php?pid=104">http://www.ggcsehore.in/page.php?pid=104</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

#### (A) Safety and security

The College is very keen on the desires, aspirations, abilities and professional skills of human resources as men and women, without any discrimination about their gender. Being a specifically girls oriented college we are keen to provide the best available help to our students. Further extensive efforts are taken into account for the communal and artistic factors involved in gender-based exclusion and prejudice in the most diverse spheres of community and personal life. As majority of students are coming from nearby villages they face these issues at their homes and also in the society but the college tries to make them capable of handling such difficulties positively always.

The college shows gender sensitivity in providing facilities such as:

**Safety and Security:** A Security personnel is appointed on the campus round the clock. For the girl's hostels, the full-time care taker is appointed. One of the teaching staff is made professor in charge for helping her and arranging proper management of the

hostel. The college is surrounded by boundary walls

and high raised gates with security guard. While entering the college premises it is mandatory for the students to wear college uniform and to carry valid identity cards issued by the college.

**CCTV Monitoring:** CCTV cameras are installed on the college premises which provide 24 hrs surveillance in order to observe the ongoing activities.

**Complain Box:** The campus is set with a complain box which is positioned near the Principal's cabin intended to collect any suggestions or any complaint from the students.

**Grievance Redressal Committees:** The college has committees to monitor and address safety, security and social issues like Anti-ragging Committee, Sexual Harassment Committee, and Grievance Redressal Committee.

**Health Aid Facilities:** The college every year conducts health check-up camps. specially for hostel residing girls it is done on monthly basis.

**Fire Safety Equipments:** The college conducts the fire audit and fire extinguishers are installed in hostels and other places in the college.

**Wall Compound:** Wall compound covering the whole campus is available for campus security.

**Discipline Committee:** The college has a campus discipline committee for campus supervision during the working hours.

**Awareness Programs and Lectures/Special Talks:** The college organizes seminars/special talks on a regular basis in order to endorse social values such as gender equality, gender sensitivity and

Highlights social problems such as women safety, dowry, women's health, and cybercrime and cyber security.

Every year the college organizes various programmes for boosting the confidence of female faculty and students through initiatives

such as Personality Development Camp, Yoga and Meditation Training Programme, International Women's Day etc.

#### Counseling:

The college provides academic, stress-related and personal counseling and guidance to students, in addition to these issues are regularly monitored by the mentors appointed to students (mentees) under the college Guardian Teacher Association (GTA)/ Mentor Mentees program.. The mentor interacts and supports the assigned mentees in resolving all their academic, personal and stress-related problems and issues. The

college has separate career guidance cell. Through this the college organizes programs like pre-marriage counseling, women empowerment, self-defense etc. Furthermore, the Department admission committee members also counsel the students at the time of admission.

Students are encouraged to join, NSS, YRC and participate in co-curricular and extracurricular activities. Importance is given for overall development of students through, co-curricular and extra-curricular activities.

#### Common Room:

The college provides separate common rooms and washrooms for girls. Girls' common rooms are equipped with proper seating facilities. The First Aid Box and Sanitary Napkin Vending Machine are also available near the common room.

File Description	Documents
Annual gender sensitization action plan	Nil
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	<a href="http://www.ggcsehore.in/notices/00aad6dbfd55f5d8329d20345c206316.pdf">http://www.ggcsehore.in/notices/00aad6dbfd55f5d8329d20345c206316.pdf</a>

**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-

**C. Any 2 of the above**

**based energy conservation Use of LED bulbs/  
power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Govt. Girls College Sehore is committed to environmental protection. For this concrete steps have also been taken by the college. We have adopted the policy of clean campus that helped to maintain cleanliness and to reduce solid waste. Separate waste bins for bio degradable and non degradable waste have been placed in the college campus. The waste collected in these dustbins is then collected by the local municipality which carries out its disposal and recycling according.

The faculties of the college are very enthusiastic about cleanliness of the college and campus. They come forward and volunteer in the cleaning process setting an example to the students. They are made aware about the waste management and importance of recycling. The liquid waste produced in college is laid out using a drain pipe which connects to the underground sewer canal at the local municipality. The liquid wastes generated in the chemistry laboratory are disposed of properly.

The college's key activities have very less impact on the environment as the college is very responsive of generating less waste and recycling it by passing it through the scientific ways that enable the used material to be recycled ensuring that less natural resources are used. Waste generated on the campus is segregated as a solid waste, liquid waste, and e-waste.

**Solid Waste Management:**

For the collection of regular solid waste (Dry and Wet) garbage bins are kept at different places on the campus and in laboratories. For proper disposal of raw glass material and raw papers (Raddi) college has a proper system.

**Liquid Waste Management:**

Practical labs like Chemistry, Biotechnology, Biochemistry and Environmental Science have taken measures to ensure that all the chemicals are diluted before discarding in wash basin. Glassware used in the laboratory is washed and rinsed with least quantity of water and placed in the liquid waste container.

#### E-waste Management:

At present we have minimum e-waste management because we optimum use the electronic devices. If any electronic devices malfunction occurs we repair them by the professional technicians. We always try to take maximum utility out of every device that we have in our college.

The cartridge of laser printer is refilled outside the college campus UPS batteries are recharged / repaired/ exchanged by the suppliers.

Waste compact disk is used by the students for decoration and participation in competitions

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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** C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
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**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

**D. Any 1 of the above**



**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	<a href="#">View File</a>
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	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Cultural activities are conducted from time to time in Government Girls College, Sehare, which mainly includes national festivals. Cultural programs in the college on some special occasions including Republic Day Celebrations, Children's Day, Hindi Day Week, Road Safety Week, International Women's Day, Ambedkar Jayanti, Gandhi Jayanti, AIDS Day, Quami Ekta etc. Colorful programs are organized on these occasions. it is mainly done to introduce students to the regional language spoken. In which emphasis is laid on increasing the responsibility and sensitivity towards Hindi language in the students. Quami Ekta celebration are organized for communal harmony and goodwill. The birth anniversary of Sardar Vallabhbhai Patel is celebrated to maintain sovereignty with national unity and integrity. In which national unity and integrity, sovereignty, without any discrimination, in which gender, caste, religion, language, dialect and sect are included. Under which citizens are made aware through drama, nautanki and poster making. Along with this, under the Amrit Mahotsav of Azadi, Dandi March, Cycle Rally and Essay Competition have been organized from time to time as per the instructions of the Government. Due to which the importance of freedom was to be explained among the students and common citizens.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

in our instutituion to build the stronge feeling of nationalism we celebrate all the national fastivals, important nationa days and also the birth and death anniversories of our freedom fighters.

From time to time the college conducts such activities which are organized through NSS and Red Cross. In which prohibition of alcohol, AIDS awareness, tree plantation, slogan writing, seminar, respect for elderly people, awareness campaign regarding Older Persons Day, Covid, as well as organizing cues and slogan on poster works to make common citizens aware so that cultural activities through street plays Maintain tolerance and harmony.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://www.ggcsehore.in/notices/313d10c821e636621f88139a2e5b3e72.pdf">http://www.ggcsehore.in/notices/313d10c821e636621f88139a2e5b3e72.pdf</a>
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**

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

Mahatma Gandhi, Swami Vivekananda is some of the popular personalities included in such programs. On Independence Day and Republic Day, the college ceremoniously hoists the national flag in the presence of all staff members and students. Along with these, Voters day, Woman's Day, Environment Day, Teacher's Day is also celebrated by the staff members and students. In the Youth Festival celebrations debates, songs, speech, rangoli competition are organized. Eminent personalities & social workers are invited on such occasions. We also organize in house competitions among the students on various topics and encourage students to participate in such competitions keeping in mind to develop their personality and to cultivate regards and respect for the national festivals and great Indian personalities.

The College strongly believes that unless the present generation of youth is not sensitized about the significance of the festivals of our secular country and the sacrifices which great men and women of this country have made for uplifting their countrymen the students are not able to understand their responsibility to the nation. To build a nation of youth who are noble in their attitude and morally responsible, the College organizes national festivals and birth/death anniversaries of Great Indian personalities.

The unity which India has in its diversity that serves as the melting pot of cultures, religion, and ethnicity and develops qualities of tolerance and understanding amongst students. The College observes the following days regularly 12th January - National Youth Day - Swami Vivekananda, 26th January- Republic day, 28th February - National Science Day - Sir C V Raman, 8th March-International Women's day, 14th April- Ambedkar Jayanthi,

21st June - International Day of Yoga, 15th August Independence day,, 5th September - Teachers Day - Dr. Sarvepalli Radhakrishnan, 24th September - NSS Day, 2nd October - Gandhi Jayanthi, , 1st December-International AIDS Day. .

These activities are organized by staff and students of the College by initiating many of the below mentioned events,

Organizing lectures, meetings, and exhibitions Conducting awareness camps

Distributing published materials

Conduct outreach programs and support the needy Commemorating the leaders by establishing prizes and awards

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### 1. Title of the practice: Teachers using ICT for effective teaching

Information & Communications Technology (ICT) enabled teaching methodologies are being followed by the faculty members in class rooms as a complementary tool for teaching methods.

The use of multimedia teaching aids like, LCD projectors, smart classrooms and internet enabled computer systems are usually employed in classroom. ICT has helped to arrange sufficient number of books, journals, e-journals and e-books in the library. The research journals are available online and facility for accessing these journals is provided through N-list.

### 2. Title of the practice: Solving the problems of students through

what's app and mobile phone other then working hours also

**problem Solving:-** In order to bring transparency regarding the problems of girl students in Government Girls College, Sehore, the college administration takes prompt action through activities like What's app Groups and CM Helpline, Complaint Box, Help Desk etc., help is provided by teachers and teacher guardians even after the working hours, in which the problems of the students are solved as much as possible. The problems or quieries of students are solved through these mediums, such as suggestion box, complaint box, CM helpline, What's app group and phone talks etc. In this episode, from time to time, information about other activities in the college is also given to the students by the teachers. This process is continuous and ongoing. So that there should not be obstacles inthe study and every student can take benefit of the schemes that are made for them . Information is also given from time to time about the schemes and programs run by the college, loca administration, and higher education department, through which they can be informed.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.ggcsehore.in/page.php?pid=250">http://www.ggcsehore.in/page.php?pid=250</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

Govt. Girls College Sehore is affiliated to Barkatullah University Bhopal. It was established in the year 1984 with the vision of empowering women students coming from a very diverse social background. Presently The College ensures to impart quality education to all of its students not only through enhancing their intellectual ability but also by nurturing their talents. Our college wants to empower them and enable them to earn a living. Majority of the students come from a very diverse social background.. The college shapes the learners into better citizens enriched with self confidence, perseverance, patriotism and humanity. It imparts holistic education and develops women folk as women leaders. Our ambition is to empower our future generation of women with authority and position.

When this institution started its flight towards its goals, there were only 40 students. But now there 1720 students enrolled in various courses offered by this college. We have been strenuously pursuing our

ambition of preparing valuable human resource by empowerment of youth through imparting holistic education to make them responsible citizen of the society. GGCS as a family has been vigorously following our mission and it has produced result by way of placement to many of our students in various areas. We have also succeeded in inculcating the spirit of national consciousness and to strengthen the spirit of service and sacrifice among our young generation.

Many of our students who have graduated from this college are academically enriched to be employed in many reputed schools as teachers. Some of them are appointed in government and private sector. Some have taken up the profession of Beauticians and Tailoring.

We have been able to develop a sensitive and responsible youth force that has social commitments towards the larger section of the society. We are proud that our vision to utilize local demand with valuable human resource produced by this institute has borne fruit in creating a pool of environment conscious, socially responsible citizens who remain spiritually bonded to the college throughout their life. This is a unique attribute distinctive to Government Girls College Sehore.

## 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 Government Girls College Sehore is affiliated to Barkatulla University Bhopal and follows the curricula prescribed by the University.

The college has adopted unified syllabus provided by the Department of Higher Education M.P. & Barkatulla University Bhopal. Depending on our resource potentially, institutional goals and concern towards the students the college impart quality education with its best efforts. The institution has developed a structured and effective implementation of the curriculum by various means through which it executes the curriculum. The College ensures effective curriculum delivery through a well planned and documented process. The academic Calendar specifies suitable available dates for significant academic and other activities. IQAC also encourages the staff to timely update and display their teaching planner. Academic Schedule and requirements at the departmental level as per the teaching planners are formed. As the syllabus is not developed by the college, it is provided by the university and sometimes as per UGC guidelines, the college makes proper arrangements for its best implementation.

The staffs are made aware of the updates in the syllabus by circulars and are instructed to adhere to it. The course consent of the syllabus is distributed into five units for each subject semester/yearly wise. It is ensured that teacher move from easy to difficult familiar to unfamiliar and at a pace that is easy for learners to maintain. Syllabus of each subject for the academic session is provided to the students. Teaching staff is also instructed to maintain a daily diary for topics thought and other activities performed by them. The academic diary is monitored by the concerned Head of Departments and the Principal of the college.

Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Timetable Committee.

Conventional classroom teaching is blended with reasonable use of ICT to make the teaching learning process more learner-centric. YouTube assisted learning, participative learning & Problem-Solving method are also used for effective curriculum delivery. Classroom teaching is supplemented with seminars, workshops, special lectures, paper presentation by the students, projects, group assignments, CCE papers, educational tours, field trips and industrial visits for effective delivery of curriculum.

For the up gradation of subject-related knowledge, college organizes seminars, conferences, and workshops. This activity provides a platform to the faculty and the students to participate and interact with experts in various fields.

The College Central Library provides teachers with necessary learning resources for effective delivery of curriculum. All faculty members have been provided with unique user ID and password for accessing N- LIST.

Remedial / Special classes are conducted for low achievers. Record of the regular attendance, mark lists and progress of the students are maintained and preserved by the respective departments.

The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars for acquiring necessary skills for effective delivery of the curriculum. Photo copies of the Certificates of the above courses are provided by faculty members to IQAC for documentation.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

We are governed by the department of Higher Education MP Bhopal and affiliated to the Barakatullah university Bhopal. we get the academic calendar by them for admission, examination and other activities. We strictly follow the instructions and



notifications provided by the University. The institutions make sure to prepare Teaching planner, daily dairy of teachers and also give a proper follow up for the university time table for the conduct of examintion. The condut of continuous internal evaluation is done every year twice under yearly examination pattern and once in every semester based system for post graduate courses.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any additional information	No File Uploaded

## **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**

0



File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

## 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)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

## 1.3 - Curriculum Enrichment

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

The institute integrates Moral Values and environment awareness education thorough its Foundation Course which is compulsory for every student to opt for. the details are as follows:

Environmental Sustainability awareness through a paper titled enviornment studies in the II year Language - BA Hindi, English

and urdu literature teaches human values/moral values the same and it is a compulsory paper for I year, II year and III Year syllabus for all students Botany/Zoology - Conservation of Animals

Commerce - Business Ethics & Professional Ethics

Sociology - Gender Values Economics - Business Ethics political Science: Human rights

As per the government orders the Anti-Ragging committee has been constituted to handle the issues pertaining to ragging. The name of the committee members along with their mobile numbers are displayed at different places in the institution. Any student can lodge a complaint without disclosing her identity in case of any convenient incident.

Human Rights: -

The institute conducts various programs related to Human Rights to provide awareness among students like Voters Day Program, Blood Donation Camp, Swachha Bharat Abhiyan, Health Awareness programs, Tree plantation. Celebration of national festivals.

Environmental education is imparted them in general through the teaching and working environment of the college and also as another measure in the II Year foundation course it has been made a compulsory subject to be taught and examined. Workshops are organized and teacher also spread awareness during their classes.

Students are also motivated to participate in debates, speeches and discussion on issues relation to gender Sensitization, environment protecting, Plantation programs regularly organized by the NSS. Weaker students are identified and are given special attention to improving their performances.

Computer, LCD projector and Audio visual Aids are used wherever the students/teachers need to make presentation (PPT), Carrier counseling cell arranges lectures and awareness programs on Job opportunities in various fields. Student of Sixth Semester have to complete a 60 hours internship project report and get details about self employment through project work.

Environmental Studies

This is a compulsory course offered to final year UG students. It consists of 50 marks and includes the following topic in its curricula.

1. Fundamental of environment

2.Nature and natural processes 3.Ecosystem

4.Population and environment 5.Land and water use of the Earth

6.Air pollution

7. Energy source

8. Environment and public health

9.Waste management

10.Environmental policies

List of core courses offered by the College

Name of the course

University Affiliation

Moral Values and Culture (Foundation course)

BU Bhoapl Human Rights (B.A. General and PG MA Political Science ) BU Bhoapl Environmental Studies BU Bhoapl

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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	<a href="#">View File</a>

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

100

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
---	------------------------------

File Description	Documents
URL for stakeholder feedback report	<a href="http://www.ggcsehore.in/page.php?pid=104">http://www.ggcsehore.in/page.php?pid=104</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
---	---

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://www.ggcsehare.in/page.php?pid=311">http://www.ggcsehare.in/page.php?pid=311</a>

## 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

689

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

186

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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 institution assesses the learning program of the students in two paths at the time of inception of the program. Students enrolled in various disciplines are identified as slow and

bright learners based on their 12th class marks and the continuous and comprehensive evaluation test conducted by the teachers or each department, which help in identifying the slow and advanced learners. to identify the slow learners and to design special guidance sessions or extra classes bridge the knowledge gap between the slow and the advanced learners. The instructor of the respective classes or sessions of UG extend the valuable support in classify the student with reports based on comprehensive test and observation.

The tutors provide academic, personal and psycho social support to the students when it is required. There is a carrier guidance cell which provides professional counseling; mentoring and academic advice to the slow and advanced learners. The process helps as a base for monitoring the future progress of the students.

#### Taking Strategies for Slow Learners:

Extra classes, remedial classes are conducted for slow learners and the bright students are encouraged to give lectures/class teaching on topics of their choice. This practice helps the slow learners to improve subject knowledge and helps them to hold the peers. The teachers conduct group discussions, extra-curricular activities, debates, quizzes and seminars in their subjects and the slow and bright students are encouraged to take active part in them. Academic sessions and personal counseling are provide to the slow learners by the teachers and the counseling cell. The teacher makes the learning process easy and interesting through charts, posters discussions etc. for the slow learners. The standard lecture and simple or easy lecture notes/course materials are provided to the students time to time accordingly as their needs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1720	27

File Description	Documents
Any additional information	No File Uploaded

## 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 undertakes many student-centric methods for enhancing learning experiences. One such method is Mentoring System with guardian teacher system for Students. Students can meet desired teachers after their classes to discuss, clarify and share various problems which may be personal, domestic, academic etc. Student's academic performance and personal details are also maintained by the teachers.

Student centric teaching methods are adopted for effective communication of the subject knowledge to the students. Students are taught with the mission that fosters a learning environment which nurtures exploration of various skills and critical thinking about the subject. This presents new opportunities for academics in strengthening the courses under arts, science and commerce.

The following are the highlights of student centric methods adopted:

Provision for individual involvement in practicals or project work, group work, debates, seminars presentations.

Organization of educational trips Special lecture programmes

Special lectures are arranged from reputed experts from industry and academic institutes to supplement the teaching process and provide the information to bridge the gap between industry and academia.

Internship programmes

Conducting workshops/seminars/conferences

Experiential learning: This includes both individual and group experiential learning. Under group experiential learning system, a group of students are allotted to a faculty member who helps and guides them academically.

**Participatory learning:** The students are engaged in activity learning viz., community surveys, social work etc.

**Problem solving:** Few departments have Post graduate course thus we are planning to adopt case study the PG programmes to create a problem solving attitude among students.

Participation of the students in various activities is ensured. For example,

The College organizes different activities like blood donation camp, flood relief activity, visiting old-age home, cleanliness programmes to inculcate values and social responsibilities among students.

The college gives importance to holistic development of students beyond classroom through cocurricular, extra-curricular and value added activities.

Students are encouraged to participate in college sports and cultural activities where they can show /exhibit their talents in variety of activities.

It also foster the spirit of togetherness and leadership. Students are also encouraged to participate in Youth festivals.

Students are appointed as members of different departmental committees, and given responsibilities of them so that they develop organizational skills and abilities.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

specially the impact of COVID 19 has been taken as a challenge to upgrade to ICT uses in teaching, Teachers of the institutions have adopted the same and performed well with the conduct of online classes using ICT from their home and from the college also. Even during the Lockdown we conducted the online classes to keep the pace of learning among students. Till now a



combination of online and offline classes are being applied as required and IQAC has also organised webinars for faculty members to learn application of ICT in teaching and learning.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 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

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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****13**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
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)	<a href="#">View File</a>

**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****320**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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 college has adopted the academic calender and guidelines of the concerning University for the conduct of internal assessment. The time table is shared in advance with students and the assessment is done with the faculty members keeping he quality of assessment to its best. Its total transparent , the students are also informed about their performance in the assesments and they are shown the answer copies also their signature are taken after they view it and if some corrections are required they are done with mutual undersanding between the evaluator and examinee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

In all the examinations arranged by the College are duly intimated to the examinees within 7 to 10 days before the conduct of the examination. The students are provided with the corrected answer-scripts by the relevant faculty members. The doubt and enquiries of the students regarding the pattern of optimal answers are clarified by the examiners. With the commencement of the new session Class-Tests are scheduled to be held for the students. The schedule of Class-Tests continues till the end of the session. If the students express their difficulties in understanding the questions which were set in the Test, the questions and the topic on which such questions were set are discussed in the lecture-hour by the faculty member. The students are often suggested to write the answers again as home assignments incorporating the modification and changes made by the examiners in the test-scripts.

Grievances related to final examination are mainly dealt with the university level the college forwards the application form of the students whenever found required.

File Description	Documents
Any additional information	No File Uploaded
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.

Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are displayed on the college website at the website of the college at the following link.

BA

POLITICAL SCIENCE SOCIOLOGY ECONOMICS

HINDI LIT

ENGL LIT URDU LIT HOME SCIENCE HISTORY B.COM

B.COM COMPUTER B SC BIO

B SC MATHS BBA

BCA

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.ggcsehore.in/page.php?pid=203">http://www.ggcsehore.in/page.php?pid=203</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The process for the evaluation of the students in different subjects is followed as per the rules and regulations of the University and Department of Higher Education M.P. The implementation of the syllabus with changes and the process of evaluation of the learners are monitored by the University, Management of the college and the Principal. Programs run by institution have been framed by the University thus course objectives, course outcomes, and program specific outcomes mainly depend upon the intentions of the university. In relation with these outcomes the institute have framed some on the basis of overall experience of the university and tried to follow it in the favor of the students. The program outcome is analyzed on basis of university result which is recorded in the college. Departmental result is prepared and analyzed for evaluation of program specific outcome.

The Program outcomes are  
displayed in the departments  
uploaded on college website

The evaluation of attainment of PO, PSO and CO is primarily made on the basis of the performances of the students in summative and formative assessments in the courses.

The summative assessment is made through the semester examination of the affiliating university, and counts 85% of the assessment in a course. The other 15% of weightage for internal assessment is used not only for the formative assessment of the student, but also for assessment of the course outcome.

The knowledge and skills aimed for the course outcomes are assessed through the semester examination, sessional examinations, along with a process of continuous internal evaluation that includes home assignments, group discussions, seminar presentations, quizzes, etc., throughout the semester.

Learning outcomes of the students are regularly monitored by the departments and appropriate remedial measures are taken for desired course outcomes. Moreover, departments assess the program specific outcomes after semester results and chalk out desirable interventions to achieve better outcomes. The attainment of PO is assessed through the student progression record of alumni of the institution.

File Description	Documents
Upload any additional information	No File Uploaded
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

533

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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://www.ggcsehore.in/page.php?pid=104>

## 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	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**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**

1

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
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

The college has organized workshops/seminars and guestlectures on Soft Skills Development, Entrepreneurship Development Program etc. The Institution has organized workshops, seminar and training programmes with the help of government and non government agency. The college organizes activities like Placement drives, lectures on placement opportunities and entrepreneurship development etc. for the student.

The Institution has organized following workshops, seminar and training programmes with the help of government and non government agency

1. Soft Skill (Tally, Computer Training MS Office etc.)

2. IPR

**3. Environmental awareness****4. Personality Development****5. Entrepreneurship Development****6. Gender Equality****7. Career Counseling lectures****8. Cyber Crime workshop****campus selection**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**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**

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

0



File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

During five years N.S.S. unit has organized many extension activities for the welfare of the society through different

types of awareness programs. Through these awareness programs N.S.S. volunteers try their best to convey the message. Volunteers organized cleanliness campaign, plantation in the college campus, hostel area & near the sports building, voter awareness programs through rally, poster making, rangoli, human chain, nukkar natak etc. Nashamukti awareness programs were organized to avoid any type of addiction through rally, poster making, workshop, documentary- film, oath taking, and filling of resolution Performa, nukkar natak etc. In traffic safety campaign students try to spread awareness regarding using seat belt, to wear helmet, follow all the traffic rules, drive slowly, do not use mobile while driving, do not drink and drive etc.

A big traffic safety campaign was organized with the help of traffic police and villagers of adopted village by welcoming passersby through tilak and toffees for using helmets, seat belt and also welcomes those people who are not using them by making a humble request to reach home safe by using helmets and seat belt. Aids awareness programs are followed by awareness rally, by tagging red ribbon to the college staff & others, organize workshops & seminars, organizing competitions for poster, slogan, essays writing, lectures, by distributing pamphlet to shopkeepers, public, playing a nukkar natak. Health checkup camps are also organized every year for the health issues of the girls especially - eye checkup, hemoglobin test, dental checkup, blood pressure checkup, lecturer on malaria, lectures programs on nutrition & world feeding breast week etc. One day camps were also organized to aware the village people. For environmental protection and conservation plantation, river conservation, water conservation, polythene free campus, cleanliness campaign etc are also conducted. Workshops on cashless transaction are

organized. Blood donation camps on college and district level were also organized for social welfare. Above activities sometimes conducted in adopted village or in the college campus or on public places. Besides all these activities seven days camps are also organized in an adopted village for its uplift. Different lectures on different topics by subject experts or renowned persons and sum projects work is also proposed to be fulfilled during seven days.

The institution organizes rallies in neighborhood to raise social awareness for social evils and values in which the students participate and helps them to acquire and develop

their attitude for service and training. Students are also encouraged to take part in initiatives of communal harmony through raising funds for the Foundation so that the National Foundation For Communal Harmony ( An autonomous organization under the ministry of Home Affairs. Govt. of India) can carry out its activities. NSS volunteers play an active role through this.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 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

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

0

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	<a href="#">View File</a>

### 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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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 institution has adequate academic infrastructure which supports all of its faculty. The institute is spread over campus area of 6.1 acre and built up area 34000 Square meters. The college develops its infrastructure as per the need and fund requirement provided by the state government M.P. Dept. of higher education, Rastriya Uchchatar Shiksha Abhiyan, UGC and world Bank.

The college has 10 smart class and internet facilities for teaching and learning. Computer, LCD projector and Audio visual Aids are also available if the students/teachers need to make presentation (PPT). Library of the college also enriches its reference books and text books for the students. All class rooms are well equipped with basic teaching facilities. The college is having one computer lab with 25 latest computers and 15 old computers for students.

For Co-curricular activities the institution provides following resources -

(i) Class Room: All class rooms are with proper furniture,

lighting and ventilation.

(ii) The college has 10 smart class and internet facilities for teaching and learning.

(iii) Laboratories: There are 06 laboratories for Science, Home science and computer faculty.

(iv) Library: The library is having more than 27000 books and reference books for consultation of students and faculty members. Students and Faculty are taking benefits of E-Library in College. They are having account on N-List through which they get benefit of searching books and journals throughout the world.

(v) Environmental friendly atmosphere with large space for garden is also available.

(vi) One multipurpose sports building is also available for students.

(vii) Principal Room = 01

(Viii) Office & Departmental Rooms are available.

(ix) Proper sanitation facility is available at ground and at the first floor of the college.

Presently the available infrastructure is not sufficient to meet the ever-increasing number of students. There is a lots of encouragement for the students to participate in sports and cultural activities simultaneously and thus they are awarded and rewarded accordingly.

File Description	Documents
Upload any additional information	No File Uploaded
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.

There is multipurpose hall in college. Wrestling, Kabaddi, Judo, Badminton, Chess, Table Tennis are being played as indoor

games. Except these there is facility of gymnasium for girls. Khokho, volleyball, athletics etc. are being played as outdoor games. Area of outer play ground is 2562.344 square meter and the area of new sports hall is 954.237 square meter. Students regularly participate in inter college sports activities throughout the year under the supervision of sports teacher. Details of facilities is given below :

S.no

Particulars

Quantity (Piece)

Gym/Yoga (Fitness activity)

01

Motorized Treadmill

01

02

Twister with stand

02

03

S. Rope

10

04

Yoga Mat

15

Sports/Games (Indoor facilities)

05

Carom Board

02

06

T.T. Table Stage

02

07

T.T. Bats Sticks

05

08

T.T. Balls

09

Wooden Chess Board

05

10

44X44 Carom Board with Carom Coin and Striker

02

Sports / Games (outdoor facilities)

11

Foot Ball

03

12

Badminton Racquet

06

13



**Weight Machine****02****14****Basket Ball****03**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.****10**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<a href="http://www.ggcsehore.in/notices/ef8a63ea354367f96c3977878aa7b075.pdf">http://www.ggcsehore.in/notices/ef8a63ea354367f96c3977878aa7b075.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)****63.14680**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

**Data Requirement for last five years: Upload a description of library with,**

**Name of ILMS software - Soul**

**Nature of automation (fully or partially) - Partially Version - 2.0**

**Year of Automation - 2016**

**In the library 9 computers with 4 Mbps leased line, and Power backup facilities are available**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

1.70753

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

25

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

#### 4.3 - IT Infrastructure

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

The institution frequently updates its IT facilities including Wi-Fi to keep the teaching learning and administrative working in tune with the demand of institution. We have taken connections of internet for whole campus all the department are equipped with latest computers and internet. whenever some

updates is required the concerning department gives application to the head of the institution and it is resolved with the help of Jan Bhagidari fund.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

40

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

#### 4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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

#### 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)

4.05926

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

Our college is providing physical & academic & other support facilities as science laboratories, library, computer laboratory, home science laboratory, sports building, gymnasium hall etc. for all round development of students. The head of different departments keep an eye on proper utilization of these things by the students & faculty. Students and faculty are taking benefits of internet facilities in library every student has to make an entry in to the accession register at the library for each visit. There is a separate entry register for faculty. There are some rules for issuing books for faculties & students that are followed by everyone. Books and stationery are being provided for ST & SC students. We have smart class rooms through which students get benefits of virtual classes taught by profound professors of state. All equipments & grounds of sports are always in good condition and available for the students, they can freely practice there. Water cooler for students has been arranged in each floor for the students to provide them clean & cool drinking water. College administration monitors all activities time to time so that everyone may do their work sincerely.

the multi purpose sports hall is also available in the college.

File Description	Documents
Upload any additional information	No File Uploaded
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****2354**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**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	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**C. 2 of the above**

File Description	Documents
Link to Institutional website	<a href="http://www.ggcsehore.in/">http://www.ggcsehore.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

155

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

155

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 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

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

126

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 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.**

0

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

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 )

According to order of department of MP Higher Education Bhopal students union election has been conducted in the year 2017-18.

Selected (According to merit) and elected postholders of student union has taken oath according to prescribed format of department of M.P. Higher Education Bhopal. Student union act like a bridge to connect students and college administration. Student union consist of president, vice president, secretary. Joint secretary and class representatives. Student union postholders played a very important role in various cultural literacy and other activities during the academic year. Activities of annual function decided after the meeting of principal, union incharge and postholders of student union. Postholder of student union cooperate in conducting and organizing these activities. They involve themselves in activities of college i.e celebration of important days awareness campaign etc. According to government orders only the council is formed as the orders have not been issued for last two year the student election for council have not taken place.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 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

Alumni association plays a vital role in institutes & development. In our college alumni association is working from 2016. Main objective of the association is to bridge the gap between the college & alumni. They have been responsible for keeping complete track of alumni with their details, inform about the current changes & achievements of the institute.

Alumni association meeting & take place yearly IInd week of august & future plans are discussed in the meeting. Along with the association meeting annual alumni meet is also organized at the institute level every year. During the interaction alumni have highlighted the importance of current trends in the market & guided the students abouts the career opportunities in different fields. They have also shared their personal experiences with students.

In Govt. Girls College in the month of August, after the formation of the new governing body, the president of the association organised the meet every year. Such associations are helpful in development of colleges. As so many points are discussed in meeting when old students get together at a place.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

To be established as a centre of excellence in the field of targeted qualitative education, research and also to utilize education for developing and empowering students as responsible citizen in order to make them active participants of the developing and decision making activities of society.

**Mission:**

1. To provide the opportunities to youth for qualitative education and research.
2. To develop skills and abilities in youth relating to professional and entrepreneurial world.
3. To provide an environment to youth that enhances their self confidence and personality development. It also targets towards developing research attitude, feeling of equality and patriotism.
4. An active participation in the field of social welfare and for developing a knowledgeable society

At the beginning of the every academic year, different committees are formed and entrusted with responsibilities of various activities for smooth functioning of the College. Meetings of IQAC and Staff council are arranged from time to time. The Principal conduct regular meetings and address the teachers about their responsibilities. The Principal, by conducting the meetings, monitors the teaching-learning process. Also the monthly attendance and daily dairy of the teachers are checked by the principal. Besides, the teachers follow the instructions given by the University and the department of higher education Madhya Pradesh Bhopal which are circulated through the principal for the overall development of the students.

In the meeting the Committee analyzes the matters of requirement and if necessary reforms are made. The Principal is the head of the Institution provides the leadership to the system. She works with vision, missions and goals of the Institution. She performs administrative functions such as planning accurately for future, deploying all resources for execution, monitoring the entire process etc. According to the need of the Institution.

File Description	Documents
Paste link for additional information	<a href="http://www.ggcsehore.in/notices/e2a8ba91d42158e2d1f35f79760e0667.pdf">http://www.ggcsehore.in/notices/e2a8ba91d42158e2d1f35f79760e0667.pdf</a>
Upload any additional information	No File Uploaded

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

In accordance with the policy of decentralization adopted by the institute both teaching and nonteaching members are adequately represented in the all committees of the college and their opinions are sought in making and implementation of different policies. All committee meet on a regular basis and help to formulate and implement the strategic plans of the institution. The responsibilities are defined and communicated through face to face meetings with the non-teaching staff members of the college as well as by notifications. To give an exampleshowing practice of decentralization and participative management in the institution may be found under the admission committee.

While taking decision regarding increasing number of seats in various courses run by the college the committee called a meeting involving teaching and non teaching staff and decided to finalize the limit of increase. Looking upon the availability of the resources available PG classes were given a rise of 33.33% whereas the graduate classes were given only 10%. This Committee works in strict compliance with the rules and regulations of the department of the Higher Education M.P.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The extensive goals of Perspective Plan of the institute are associated with the College which is committed to provide quality higher education and development of responsible

citizens. The plan is accordingly focused on these core themes. The perspective plan envisions the augmentation of infrastructure corresponding with the anticipated increases in number of courses being offered. Improving the academic and support facilities for the students is one of the measures recognized by the Perspective Plan. The college strives to go ahead with this perspective plan helping as a roadmap for student's achievement and college's growth and development.

Specific objectives and goals of Perspective Plan the institute:

To introduce new undergraduate and postgraduate degree programs.

To increase student intake capacity for existing courses and improve student enrolment. To introduce Value Added, and Skill-Based Courses.

Improvement of infrastructure facilities like construction of more classrooms and laboratories, instrumentation facility, construction of indoor sports facility and gymnasium, hostel facility on the campus.

To establish the well-structured feedback system involving ICT.

Strengthening of Placement cell, arranging the placement drives and improvement of placement services.

To strengthen research facilities and motivate faculty to involve in research, by undertaking Major and Minor research projects, publishing research papers in reputed and high impact factor journals.

To take initiative for the development of an eco-friendly campus

To establish functional MoUs, Collaborations, Linkages with different Sources.

To conduct extension activities with the help of a local community and other stakeholders through NSS.

To organize National seminars and workshops on research and quality related themes To augment students support facilities..

These plans have been taken into the future plan of the IQAC also and stated in the AQAR also which are available at the college website

**Case study: Digitization in Academic and Administration Activities Admission:** online admission is followed

**Examination:** online examination forms are filled

**Library:** Subscription of INFLIBINET and N-List.

**Internet Facility:** The College 4 Mbps leased line internet connection with Wi-Fi Facility. Digitized student records and Online Admission System is being implemented.

**Process & Outcome of Implementation:**

The college started its Online Admission system for 1st year students from the academic year 2013-2014.

The process of Online Admission process starts every year after publication of Class 12th results under the department of Higher Education M.P. Bhopal.

The College has a separate Online Admission Committee, in addition with Academic Sub Committee to coordinate the admission process.

The Academic Sub Committee prepares the subject combinations, cut off marks as per the norms of Barkatulla University.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**Administrative setup, and functions of various bodies, service rules, procedures, recruitment, and promotional policies are followed as prescribed by the department of Higher Education**

M.P. Bhopal.

#### Grievance Redressal Mechanism:

The college has a Sexual Harassment Committee, Anti-ragging Committee, Internal Complaint Committee (ICC) and Disciplinary Committee for timely redressal of the student and the faculty grievances.

#### Mechanisms for grievance redressal:

Student's direct access to authorities - Students can directly approach the Principal, the Mentors, and Head of the Departments to put up their grievances.

Student's suggestion Box - The student can put their complaints in written form in the suggestion boxes kept at different locations on the campus. The boxes are opened periodically and the authorities take

Cognizance of the grievances and suggest appropriate measures.

Open Discussion with employees - Primarily, the Principal, the head clerk resolve the grievances of employees through open discussions and interactions.

Placement Cell:- Placement Cell helps and guides the students to seek job opportunities through placement drives conducted on and off the campus.

#### The Alumni Association:

The college has registered Alumni Association which actively contributes to better functioning of the college.

#### College Committees:

Different committees play an important role in the execution of responsibilities and activities on the campus. It is through the committees, the college seeks decentralization of power structure.



File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 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	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The College works for the overall development of employee and for the progress of the college. The college offers worthwhile welfare schemes to all the teaching and non-teaching staff to ensure and boost their work culture and efficiency. The following welfare schemes are available in the college for teaching and non-teaching staff:

Casual Leave

Earned Leave

Study Leave: For Research work

Duty Leave: For Participation in Seminars, Conferences, and Workshops

Medical Leave

Maternity Leave

Child Care Leave

Paternity Leave

Employee Provident Fund Scheme

**Medical Reimbursement:** The faculty and staff members receive the medical expenses incurred from the state government. Such proposals are forwarded through the college. Gymnasium, Sports and Yoga facilities are available for the teaching and the non-teaching staffs.

**Preferential admission to the wards of employees in higher education department.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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****1**

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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****14**

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	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

**Performance Appraisal System for teaching-staff:**

The college has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations. Currently, the college follows the guidelines of UGC regulation, 2018. These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

Every academic year IQAC collects the API-PBAS forms from all the faculty members. The faculty performance is assessed by the principal, and IQAC Coordinator, on the basis of API and PBAS forms and necessary action is taken for the improvement.

From 2017-18 the department of higher education has initiated towards online ACR for teaching staff through IQAC. Thus the college has accepted the same and is following the online ACR rules through IQAC.

The teacher's performance appraisal forms consist of:

Category I: Teaching, Learning, and Evaluation Related Activities

Category: II: Professional Development, Co-curricular and Extension activities

Category: III: Research and Academic Contributions.

Evaluation by students - The college collects structural feedback from students on teacher's performance at the end of every academic year for further improvement and implementation.

**Performance Appraisal System for non-teaching staff:**

Confidential reports - The overall performance of the non-teaching staff within the campus is evaluated by the principal and confidential report is submitted to the department of higher education for the final evaluation. Only Fourth Class employee's CR are kept in the college itself.

Other informal means - Students suggestion box is another

mechanism that is instrumental in collecting information about the level of satisfaction they get from the services provided by the staff. Their

suggestions are also considered to decide the promotional issues and the aspect of transfer of the nonteaching staff from one department to another

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 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 college conducts external financial audits regularly.

The college has a two-tier financial audit system.

External Audit- It is conducted by Chartered Accountant as per the instructions of Department of Higher Education M.P. and AGMP Gwalior may take audit

Audit objections are settled by the head clerks with necessary actions and the head of the institution monitors the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

##### Optimum utilization of financial resources:

Following system is adopted by the college for the optimal utilization of resources;

The College invites requirements from all departments and accordingly prepares the budgetary plan.

Purchase Committee works on the details of the budgetary plan.

The Scheme in charge gives the details of the budget by considering financial resources and needs of the departments and presents it to the Principal.

The utilization of the sanctioned budget is monitored by the chairperson of the concerning committee and head clerk.

Final Audit monitors entire financial permissions and its appropriate utilization.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.5 - Internal Quality Assurance System

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

The IQAC has been very active towards achieveing its goal with continuously working on the activities that lead to the

qualitative development of the institution. It has made active efforts for starting online teaching in the institution specially in the light of COVID 19 the shift was not so easy thus the IQAC trained the teachers for this and made it compulsory to continue with the academic development of the students. Even the project viva was conducted in online mode when there were no instructions from the department thus IQAC made it happen that academic calendar is followed totally may it be in online mode or offline. The meetings with staff members, students and other stakeholders were organised online and properly recorded. The best part of its efforts was that the timely peer team visit of the college was arranged a successful accreditation process was completed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 institution arranges its staff council meetings and IQAC takes active part in it with the analysis of process, structure and also the methodologies of operations the result of various departments are discussed and the members suggest ways to improve the same like a proper follow up of teaching planner is practices also the arrangement of remedial classes and extra classes are done. As far as the outcome is concerned the last two years have not been very good as in the light of open book examinations the quality of learning has gone down thus the process is on that now as the situations are getting better again we will motivate and train our students to learn better.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of**

**C. Any 2 of the above**

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.ggcsehore.in/page.php?pid=104">http://www.ggcsehore.in/page.php?pid=104</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

#### **(A) Safety and security**

The College is very keen on the desires, aspirations, abilities and professional skills of human resources as men and women, without any discrimination about their gender. Being a specifically girls oriented college we are keen to provide the best available help to our students. Further extensive efforts are taken into account for the communal and artistic factors involved in gender-based exclusion and prejudice in the most diverse spheres of community and personal life. As majority of students are coming from nearby villages they face these issues at their homes and also in the society but the college tries to make them capable of handling such difficulties positively always.

The college shows gender sensitivity in providing facilities such as:



**Safety and Security:** A Security personnel is appointed on the campus round the clock. For the girl's hostels, the full-time care taker is appointed. One of the teaching staff is made professor in charge for helping her and arranging proper management of the hostel. The college is surrounded by boundary walls

and high raised gates with security guard. While entering the college premises it is mandatory for the students to wear college uniform and to carry valid identity cards issued by the college.

**CCTV Monitoring:** CCTV cameras are installed on the college premises which provide 24 hrs surveillance in order to observe the ongoing activities.

**Complain Box:** The campus is set with a complain box which is positioned near the Principal's cabin intended to collect any suggestions or any complaint from the students.

**Grievance Redressal Committees:** The college has committees to monitor and address safety, security and social issues like Anti-ragging Committee, Sexual Harassment Committee, and Grievance Redressal Committee.

**Health Aid Facilities:** The college every year conducts health check-up camps. specially for hostel residing girls it is done on monthly basis.

**Fire Safety Equipments:** The college conducts the fire audit and fire extinguishers are installed in hostels and other places in the college.

**Wall Compound:** Wall compound covering the whole campus is available for campus security.

**Discipline Committee:** The college has a campus discipline committee for campus supervision during the working hours.

**Awareness Programs and Lectures/Special Talks:** The college organizes seminars/special talks on a regular basis in order to endorse social values such as gender equality, gender sensitivity and

Highlights social problems such as women safety, dowry, women's health, and cybercrime and cyber security.

Every year the college organizes various programmes for boosting the confidence of female faculty and students through initiatives such as Personality Development Camp, Yoga and Meditation Training Programme, International Women's Day etc.

#### Counseling:

The college provides academic, stress-related and personal counseling and guidance to students, in addition to these issues are regularly monitored by the mentors appointed to students (mentees) under the college Guardian Teacher Association (GTA)/ Mentor Mentees program.. The mentor interacts and supports the assigned mentees in resolving all their academic, personal and stress-related problems and issues. The

college has separate career guidance cell. Through this the college organizes programs like pre-marriage counseling, women empowerment, self-defense etc. Furthermore, the Department admission committee members also counsel the students at the time of admission.

Students are encouraged to join, NSS, YRC and participate in co-curricular and extracurricular activities. Importance is given for overall development of students through, co-curricular and extra-curricular activities.

#### Common Room:

The college provides separate common rooms and washrooms for girls. Girls' common rooms are equipped with proper seating facilities. The First Aid Box and Sanitary Napkin Vending Machine are also available near the common room.

File Description	Documents
Annual gender sensitization action plan	Nil
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	<a href="http://www.ggcsehore.in/notices/00aad6dbfd55f5d8329d20345c206316.pdf">http://www.ggcsehore.in/notices/00aad6dbfd55f5d8329d20345c206316.pdf</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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**

Govt. Girls College Sehore is committed to environmental protection. For this concrete steps have also been taken by the college. We have adopted the policy of clean campus that helped to maintain cleanliness and to reduce solid waste. Separate waste bins for bio degradable and non degradable waste have been placed in the college campus. The waste collected in these dustbins is then collected by the local municipality which carries out its disposal and recycling according.

The faculties of the college are very enthusiastic about cleanliness of the college and campus. They come forward and volunteer in the cleaning process setting an example to the students. They are made aware about the waste management and importance of recycling. The liquid waste produced in college is laid out using a drain pipe which connects to the underground sewer canal at the local municipality. The liquid wastes generated in the chemistry laboratory are disposed of

properly.

The college's key activities have very less impact on the environment as the college is very responsive of generating less waste and recycling it by passing it through the scientific ways that enable the used material to be recycled ensuring that less natural resources are used. Waste generated on the campus is segregated as a solid waste, liquid waste, and e-waste.

#### Solid Waste Management:

For the collection of regular solid waste (Dry and Wet) garbage bins are kept at different places on the campus and in laboratories. For proper disposal of raw glass material and raw papers (Raddi) college has a proper system.

#### Liquid Waste Management:

Practical labs like Chemistry, Biotechnology, Biochemistry and Environmental Science have taken measures to ensure that all the chemicals are diluted before discarding in wash basin. Glassware used in the laboratory is washed and rinsed with least quantity of water and placed in the liquid waste container.

#### E-waste Management:

At present we have minimum e-waste management because we optimum use the electronic devices. If any electronic devices malfunction occurs we repair them by the professional technicians. We always try to take maximum utility out of every device that we have in our college.

The cartridge of laser printer is refilled outside the college campus UPS batteries are recharged / repaired/ exchanged by the suppliers.

Waste compact disk is used by the students for decoration and participation in competitions

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

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

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

<b>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</b>	<b>D. Any 1 of the above</b>										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Reports on environment and energy audits submitted by the auditing agency</td><td>No File Uploaded</td></tr> <tr> <td>Certification by the auditing agency</td><td>No File Uploaded</td></tr> <tr> <td>Certificates of the awards received</td><td>No File Uploaded</td></tr> <tr> <td>Any other relevant information</td><td><a href="#">View File</a></td></tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	<a href="#">View File</a>	
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Certificates of the awards received	No File Uploaded										
Any other relevant information	<a href="#">View File</a>										
<b>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>	<b>D. Any 1 of the above</b>										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Geo tagged photographs / videos of the facilities</td><td><a href="#">View File</a></td></tr> <tr> <td>Policy documents and information brochures on the support to be provided</td><td>No File Uploaded</td></tr> <tr> <td>Details of the Software procured for providing the assistance</td><td>No File Uploaded</td></tr> <tr> <td>Any other relevant information</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	<a href="#">View File</a>	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	No File Uploaded	
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Details of the Software procured for providing the assistance	No File Uploaded										
Any other relevant information	No File Uploaded										

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Cultural activities are conducted from time to time in Government Girls College, Sehore, which mainly includes national festivals. Cultural programs in the college on some special occasions including Republic Day Celebrations, Children's Day, Hindi Day Week, Road Safety Week, International Women's Day, Ambedkar Jayanti, Gandhi Jayanti, AIDS Day, Quami Ekta etc. Colorful programs are organized on these occasions. it is mainly done to introduce students to the regional language spoken. In which emphasis is laid on increasing the responsibility and sensitivity towards Hindi language in the students. Quami Ekta celebration are organized for communal harmony and goodwill. The birth anniversary of Sardar Vallabhbhai Patel is celebrated to maintain sovereignty with national unity and integrity. In which national unity and integrity, sovereignty, without any discrimination, in which gender, caste, religion, language, dialect and sect are included. Under which citizens are made aware through drama, nautanki and poster making. Along with this, under the Amrit Mahotsav of Azadi, Dandi March, Cycle Rally and Essay Competition have been organized from time to time as per the instructions of the Government. Due to which the importance of freedom was to be explained among the students and common citizens.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

in our instutituion to build the stronge feeling of nationalism we celebrate all the national fastivals, important nationa days and also the birth and death anniversories of our freedom fightors.

From time to time the college conducts such activities which are organized through NSS and Red Cross. In which prohibition

of alcohol, AIDS awareness, tree plantation, slogan writing, seminar, respect for elderly people, awareness campaign regarding Older Persons Day, Covid, as well as organizing cues and slogan on poster works to make common citizens aware so that cultural activities through street plays Maintain tolerance and harmony.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://www.ggcsehore.in/notices/313d10c821e636621f88139a2e5b3e72.pdf">http://www.ggcsehore.in/notices/313d10c821e636621f88139a2e5b3e72.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**  
**4. Annual awareness programmes on Code of Conduct are organized**

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

**Mahatma Gandhi, Swami Vivekananda is some of the popular**



personalities included in such programs. On Independence Day and Republic Day, the college ceremoniously hoists the national flag in the presence of all staff members and students. Along with these, Voters day, Woman's Day, Environment Day, Teacher's Day is also celebrated by the staff members and students. In the Youth Festival celebrations debates, songs, speech, rangoli competition are organized. Eminent personalities & social workers are invited on such occasions. We also organize in house competitions among the students on various topics and encourage students to participate in such competitions keeping in mind to develop their personality and to cultivate regards and respect for the national festivals and great Indian personalities.

The College strongly believes that unless the present generation of youth is not sensitized about the significance of the festivals of our secular country and the sacrifices which great men and women of this country have made for uplifting their countrymen the students are not able to understand their responsibility to the nation. To build a nation of youth who are noble in their attitude and morally responsible, the College organizes national festivals and birth/death anniversaries of Great Indian personalities.

The unity which India has in its diversity that serves as the melting pot of cultures, religion, and ethnicity and develops qualities of tolerance and understanding amongst students. The College observes the following days regularly 12th January - National Youth Day - Swami Vivekananda, 26th January- Republic day, 28th February - National Science Day - Sir C V Raman, 8th March-International Women's day, 14th April- Ambedkar Jayanthi, 21st June - International Day of Yoga, 15th August Independence day,, 5th September - Teachers Day - Dr. Sarvepalli Radhakrishnan, 24th September - NSS Day, 2nd October - Gandhi Jayanthi, , 1st December-International AIDS Day. .

These activities are organized by staff and students of the College by initiating many of the below mentioned events,

Organizing lectures, meetings, and exhibitions Conducting awareness camps

Distributing published materials

Conduct outreach programs and support the needy Commemorating the leaders by establishing prizes and awards

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### 1. Title of the practice: Teachers using ICT for effective teaching

Information & Communications Technology (ICT) enabled teaching methodologies are being followed by the faculty members in class rooms as a complementary tool for teaching methods.

The use of multimedia teaching aids like, LCD projectors, smart classrooms and internet enabled computer systems are usually employed in classroom. ICT has helped to arrange sufficient number of books, journals, e-journals and e-books in the library. The research journals are available online and facility for accessing these journals is provided through N-list.

### 2. Title of the practice: Solving the problems of students through what's app and mobile phone other than working hours also

problem Solving:- In order to bring transparency regarding the problems of girl students in Government Girls College, Sehare, the college administration takes prompt action through activities like What's app Groups and CM Helpline, Complaint Box, Help Desk etc., help is provided by teachers and teacher guardians even after the working hours, in which the problems of the students are solved as much as possible. The problems or queries of students are solved through these mediums, such as suggestion box, complaint box, CM helpline, What's app group and phone talks etc. In this episode, from time to time, information about other activities in the college is also given to the students by the teachers. This process is continuous and

ongoing. So that there should not be obstacles in the study and every student can take benefit of the schemes that are made for them. Information is also given from time to time about the schemes and programs run by the college, local administration, and higher education department, through which they can be informed.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.ggcsehore.in/page.php?pid=250">http://www.ggcsehore.in/page.php?pid=250</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

Govt. Girls College Sehore is affiliated to Barkatullah University Bhopal. It was established in the year 1984 with the vision of empowering women students coming from a very diverse social background. Presently The College ensures to impart quality education to all of its students not only through enhancing their intellectual ability but also by nurturing their talents. Our college wants to empower them and enable them to earn a living. Majority of the students come from a very diverse social background.. The college shapes the learners into better citizens enriched with self confidence, perseverance, patriotism and humanity. It imparts holistic education and develops women folk as women leaders. Our ambition is to empower our future generation of women with authority and position.

When this institution started its flight towards its goals, there were only 40 students. But now there 1720 students enrolled in various courses offered by this college. We have been strenuously pursuing our

ambition of preparing valuable human resource by empowerment of youth through imparting holistic education to make them responsible citizen of the society. GGCS as a family has been vigorously following our mission and it has produced result by way of placement to many of our students in various areas. We have also succeeded in inculcating the spirit of national consciousness and to strengthen the spirit of service and

sacrifice among our young generation.

Many of our students who have graduated from this college are academically enriched to be employed in many reputed schools as teachers. Some of them are appointed in government and private sector. Some have taken up the profession of Beauticians and Tailoring.

We have been able to develop a sensitive and responsible youth force that has social commitments towards the larger section of the society. We are proud that our vision to utilize local demand with valuable human resource produced by this institute has borne fruit in creating a pool of environment conscious, socially responsible citizens who remain spiritually bonded to the college throughout their life. This is a unique attribute distinctive to Government Girls College Sehore.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

We plan the following:

to creat a proper virtual setup for academic development of students

to create e- content by faculty members

to get the vacant posts filled to provide studetns better sevrices

to organised quality cultural events for the students and faculty members

to give training to the staff regarding latest technological updates

to increse the reserch work

to get the fund from various organistions for reseearch

to acquire MoUs for institutional activites

