The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)*

2016-17

1. Details of the Institution

1.1 Name of the Institution

Mata Gujri Mahila Mahavidyalaya (Autonomous)

1.2 Address Line 1

Civic Centre

Address Line 2

Marhatal

City/Town

Jabalpur

State

Madhya Pradesh

Pin Code

482002

Institution e-mail address

matagujri@rediffmail.com

Contact Nos.

0761-2410039

Name of the Head of the Institution:

Dr. Vineeta Kaur Saluja

Tel. No. with STD Code:

0761-2410039

Mobile:

+91-9425803320

Name of the IQAC Co-ordinator:

Dr. Vandana Tiwari

Mobile:

9407851033

IQAC e-mail address:

iqacmgmmjbp@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MPCOGN11363

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.

EC/56/RAR/54 dated 16-09-2011

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.matagujricollege.edu.in

Web-link of the AQAR:

http://matagujricollege.edu.in/AQAR2016-17

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	*1st Cycle*	*A*	*-----*	*2004-05*	*5 Years*
2	*2nd Cycle*	*A*	*3.12*	*2011-12*	*5 Years*
3	*3rd Cycle*	*-----*	*-----*	*2017-18*	*-----*
4	*4th Cycle*	*-----*	*-----*	*-----*	*-----*

1.7 Date of Establishment of IQAC : | *01/07/2004* |

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

  i. *AQAR **2011-12** submitted to NAAC on **29-09-2012***
 ii. *AQAR **2012-13** submitted to NAAC on **30-09-2013***
iii. *AQAR **2013-14** submitted to NAAC on **16-05-2014***
 iv. *AQAR **2014-15** submitted to NAAC on **01/10/2015***
  v. *AQAR **2015-16** submitted to NAAC on **18/11/2016***

1.9 Institutional Status

University   State | √ | Central | - | Deemed | - | Private | √ |

Affiliated College | √ | Yes | - | No

Constituent College   Yes | - | No | √ |

Autonomous college of UGC   Yes | √ | No | - |

Regulatory Agency approved Institution Yes | √ | No | - |

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

[**Approved by NCTE for running B.Ed. and M.Ed. Programmes**]

Type of Institution | - | Co-education | - | Men   Women | √ |

Urban | √ | Rural | - | Tribal | - |

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

Grant-in-aid + Self Financing | - | Totally Self-financing | √ |

1.10 Type of Faculty/Programme

Arts | √ | Science | √ | Commerce | √ | Law | -- | PEI (Phys Edu) | - |

TEI (Edu) | - | Engineering | -- | Health Science | - | Management | √ |

Others   (Specify) | *Education* |

1.11 Name of the Affiliating University (for the Colleges) | *Rani Durgawati Vishwavidyalaya, Jabalpur* |

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

Autonomy by **State**/Central Govt. **/ University** | √ |

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

DST Star Scheme | -- | UGC-CE | -- |

UGC-Special Assistance Programme | -- | DST-FIST | |

UGC-Innovative PG programmes | -- | Any other (*Specify*) | *Autonomy by UGC* |

UGC-COP Programmes | -- |

2. IQAC Composition and Activities

2.1 No. of Teachers | 11 |

2.2 No. of Administrative/Technical staff | 4 |

2.3 No. of students | 2 |

2.4 No. of Management representatives | 1 |

2.5 No. of Alumni | 2 |

2. 6 No. of any other stakeholder and | 2 |

   community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts | 1 |

2.9 Total No. of members | 23 |

2.10 No. of IQAC meetings held | 7 |

2.11 No. of meetings with various stakeholders: | | No. | |

       Non-Teaching Staff | 01 | Students | | Alumni | | Others | 06 |

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

   If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

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

     Total Nos. | 14 | International | -- | National | 4 | State | 3 | Institution Level | 7 |

  (ii) Themes

1. One **State level workshop** was organized by Department of Economics on Mediation Jagrukta Shivir by Jila Vidhik seva pradikaran, Jabalpur, on 17/09/2016 at Mata Gujri Mahila Maha Vidhayalaya. Jabalpur, **Sponsored by Madhya Pradesh, District Court Jabalpur (M P).**

2. **National Workshop** on Recent Advances in Science, Technology & Healthcare was organized by Department of Biotechnology **Sponsored by Guru Gobind Singh Educational on 29th-30th Sep., 2016.**

3. **National Workshop** on 'Techniques in Molecular Biology' by **Himedia Lab. Pvt. Ltd**. organized by Department of Zoology on 21st Oct., 2016.

4. **National Workshop** on 'Media & Science Communication was organized by Department of Biotechnology and Department of Communication Studies & Research RDVV, Jabalpur. On 29th Dec. 2016.

5. **National Workshop** on Hydroponics- Methods and application in present scenario on 22nd to 23rd Feb, 2017 in Association with **Hi-media Laboratories** Pvt. Ltd., Mumbai.

6. Entrepreneurship Awareness Camp of three days was organized by Department of Economics on 21/2/2017 to 23/02/2017. **Sponsored by, Madhya Pradesh CON** limited. NSTEDB Department of Science and Technology. Government of India. New Delhi

7. One day workshop on legal support for women was organized by Jila Vidhik seva pradikaran, Jabalpur on women's day 8th March 2017 at Mata Gujri Mahila Maha Vidhayalaya, Jabalpur. **Sponsored by Madhya Pradesh, District Court Jabalpur (M.P.)**

8. A three days **Workshop** was organised by the department of Education on $6^{th} – 8^{th}$ April 2017 to develop the skill of Art and Craft including murals. It was organised in association with Pidilite, Feviccryl. Registered expert professionals from Pidilite Ms. Anshu Agrawal (Code- 3018991) and Ms. Kusum Karecha (Code- 3007098) as mentors.

9. Two days **Workshop** on self employment organised by Department of Chemistry 16-17 May, 2017for Students, training on preparation of Phenyls and Soap at home.

10. FDP on ICT in education was organized by department of Education on 20/05/2017. Resource person was Dr. Satpal Singh Nanda from Global Engineering College Jabalpur.

11. SDP was organised on 9th Jun, 2017on "understanding Self". Resource person was Dr. Bindu Keshwan, HOD Department of Education, St. Alloysius College, Jabalpur.

12. Workshop on Office procedures was organized on 17th June 2017, for students of Office management, delivered by Ex Student of Commerce Department, Shruti Shrivastava, Marketing Manager, ICICI Bank.

13. SDP on GST organised by Department of Economics on 28th June 2017, for MA Economics students.

14. A Workshop on Painting and mural was organized by Department of Education in collaboration with Fevicryl, Pedilite from 29-6-17 to 1-7-17.

2.14 Significant Activities and contributions made by IQAC

All activities of the college are planned and implemented under the mentorship of IQAC. Activities undertaken for the session 2016-17 were-

- Feedback analysis through online forms, offline forms, Observation and discussion from stakeholders and academicians, feedback is taken on Teaching- Learning, Curriculum and Infrastructural facilities.
- Academic initiative through modification in curriculum.
- Extra-curricular/co-curricular activities at institutional level, University level and open forums.
- Encouraging research activities through research cell.
- Infrastructure Enhancement in the form of installation of Lift and construction of new Conference hall.
- Knowledge cum Data Resource management
- Continuous updating of **Electronic Governance** system, for delivering government services, exchange of information, communication transactions.
- Conduct of Extension activities to sensitize the students towards Social, Community consciousness,
- Value education through specified structured syllabus and social and outreach activities.
- Environment consciousness through, water harvesting, massive tree plantation drive at different locations, cleanliness drive, plastic free zone, E-waste management, Bio-waste management, rooftop farming etc.
- Employing large number of students through placement and entrepreneurship cell.

2.15 Plan of Action by IQAC/Outcome

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

*

Plan of Action	Achievements
1. Scheduled and planned Admission Process	Transparent admission was made as per guidelines of Higher Education and availability of seats per course.
2. Academic Calendar is prepared.	Strict adherence to academic calendar was ensured.
3. Induction programme for new students.	All the departments and support services successfully conducted the induction programme for new staff and students.
4. Awareness Sessions on usage of Library facility (for Students).	The Librarian conducted awareness sessions on new arrivals, using the library as a source of information how the library augments the teaching- learning process.
5. DELNET training	3 Staff members were sent for training on use of DELNET.

6. DELNET facility.	Training Programmes for Students and Staff were organized on using DELNET
7. Teaching learning through MOODLE	Students and faculty members were given training on usage of MOODLE.
8. College Magazine	Published
9. Online Teaching	The necessary infrastructure was setup for implementation of MOODLE and sample lessons are being prepared.
10. Preparation of SSR for third round of assessment by NAAC	Submitted.
11. Departmental preparation of department profiles	Each department has updated its departmental profile
12. Meetings of all statutory bodies were scheduled	All meetings were conducted as per schedule.
13. The Semester end examinations were scheduled.	Examinations were conducted as per schedule and zero error results declared well on time.
14. All departments were motivated to enhance affiliation/networking and collaborations	• Collaboration with MPONLINE was done. • The Nature Club was affiliated to the World Wild Life Foundation, New Delhi.
15. All departments were motivated to submit Research projects and Publish research articles.	**22 Lab manuals** were published by the faculties of Chemistry, Botany and Zoology department. **08 chapters** were published in edited books. **22 papers** in International Peer Reviewed Journals. **10 papers** in National Peer Reviewed Journals **05 papers** in International E Journals **02 papers** in other International Journals **15 papers in** National Journals *Impact factor of the publication ranged from 1.2 to 7.2.* **Four books with ISBN no.** *were published during the session by faculties of the college.*
16. Conduct of Parents teachers Meeting	PTM was successfully organised and feedback from parents were taken.
17. Conduct of Green audit	External Green Audit was carried out.
18. Conduct of Gender audit	Gender audit was carried out.
19. Quality programme scheduled by Training and Placement cell.	**330 students** were placed in various companies through placement cell of the College.
20. All the Departments, Women	The Departments and Cells participated in

Cells, NSS, NCC were motivated to conduct Extension activities	good number of quality extension activities resulting in sensitizing the students responsibilities towards the upliftment of society.
21. Academic and Administrative Audit	External Academic and Administrative Audit were conducted.

* Attach the Academic Calendar of the year as Annexure.

Academic Calendar

Academic Calendar session 2017-18
U.G.-1st Yr, IIIrd Sem, V Sem
P.G.- Ist Sem and III Sem

Activity	Date
Meeting of BOS	July
Commencement of Classes	2nd Week of July
Induction Programme	July 2017
Youth Festival	August 2017
Sadbhawna Diwas	20th Aug. 2017
Freshers Welcome Party	September 2017
Celebration of NSS Day	September 20th
CCE for All the Classes	3rd Week of Oct. 2017
Gurunanak Jayanti Procession	Nov. 2017
Practical Exam (Only Semester Student)	2nd Week of Nov. 2017
Preparatory leave (Semester Student)	3rd Week nov. 2017
ATKT and Semester Exam	Last week of Nov. 2017
2nd CCE (1st Year)	Last week of Nov. 2017
Celebration of NCC Day	Nov. 4th 2017
World Aids Day	1st Dec. 2017
Semester break	26th Dec. – 31st Dec. 2017

Academic Calendar 2017-18
 UG- 1st Yr., IV and VI Sem
PG- II Sem and IV Sem

Activity	Date
Commencement of Classes	1st Jan 2018
Declaration of Result	Jan 2018
Annual Function	Feb 2018
Science Day	27th Feb
World Wild Life Day	3rd March 2018
International Women's Day Celebration	8th March 2018
CCE (For All the Classes)	Last week of Mar., 2018
Completion of Semester Classes	1st Week, April 2018
Practical Exam for all the classes	2nd week of April 2018
Preparation Leave	Last week April 2018
Final Exam (1st Year)	May 1st Week
ATKT and Semester Exam	1st Week May 2018

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	11	0	11	11
UG	28	0	28	28
PG Diploma	01	01	01	01
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	03	03	03	03
Others				
Total	21	04	43	43

Interdisciplinary	4			4
Innovative	4			4

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

  - **CS** – All certificate courses have CS system.

   - **Core Subjects**- Foundation Course (Moral Values and Language, Entrepreneurship Development)

   - **Elective Options**

   B Sc. – Mathematics/Physics/Chemistry/ComputerScience/Electronics/Economics

       Botany/Zoology/Microbiology/Biotechnology/Biochemistry (Any Three)

   B Com- Economics/Computer Application/Tax Procedure &Practice/Office Management& Secretarial

       Practice (Any Three)

   B.Com(Hons) _ Commerce

   B.A. – Economics/Sociology/Hindi/English/Political Science/Drawing & Painting/Music/History (Any

       Three)

   BBA

BCA

B Ed- Education

MA- Economics/Hindi Literature/English literature

M.Com- Commerce

M.Sc. - Mathematics/Biotechnology/Computer Science/Zoology/Botany/Microbiology

M Ed.- Education

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06(UG) + 11 (PG)
Trimester	--
Annual	--

1.3 Feedback from stakeholders*   Alumni √ Parents √ Employer √ Students √

   (On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

- Board of Studies for all subjects have been functional since 2012.

- In the annual meeting of each BOS, the Syllabi for all programmes is updated and implemented.

- In most of the subjects 20% to 30% enhancement in syllabi has been made to ensure contemporary relevance maintaining the knowledge as per current trend and developing skill through the learning of the subject.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent
faculty

Total	Asst. Professors	Associate Professors	Professors	Others
111	109	01	01	

2.2 No. of permanent faculty with Ph.D.

69

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and
Temporary faculty

14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	15	39	2
Presented	15	39	2
Resource Persons	--	2	--

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

- An innovative teaching learning module MOODLE has been introduced.
- DELNET facilities of the library are provided through which students can get latest information on any topic.
- Interactive methods are used, there is a free give and take of ideas in the class room. The sharing of views creates an interactive atmosphere which facilitates learning. Group discussion and Case Studies also create interactive atmosphere in classroom.

- Project based Training is a compulsory element of teaching and learning which provides a practical insight into the subject and its viability. The projects are either handled by the students alone or in the form of participation in the teacher's projects.

- ICT learning- use of splitters, Power Point presentations, CDs, DVDs, frequent use of internet, online references etc are resorted to as a part and parcel of the teaching –learning process.

- Experiential learning- 'State of Art' laboratories provide ideal atmosphere for experimentation and practical learning. Moreover, the students are provided with maximum exposure with real life situations to learn through experience gained vide assignments on live projects, internships and on job trainings of the students.

- Wide use of Specimen, Models, Excursion tours and educational trips for students.

- You tube videos on communication skills, soft skills, subject related topics such as animal dissections and so on are shown.

- Use of computer simulation technique for exhibition of experiments.

- Seminars are conducted frequently to upgrade the knowledge of students.

- Training programmes are organized at appropriate intervals.

- The PG students participate in micro teaching.

- Students are taken on academic tours and field and Industrial visits to expose them to real life application of their subject knowledge.

- Study circles of the departments provide a platform to share knowledge and learning strategies.

- Continuous Comprehensive Evaluation of students through Semi surprise Tests, Seminars, Presentations,

- Encouraging Participation in National and International Seminars for competitive edge by PG students.

- Book lovers and Movie lovers club, followed by group discussion and review writing.

- Entry to service classes, Question banks, Bridge classes, Literary Quiz supports academic growth of learner.

- Editorial and Article Reviews, Case Studies, Articles and

- Research Paper Publications

- Use of MATLAB.

- Survey and Field Work.

- Science Day Celebration and activities carried out by science club.

- Road shows for public awareness.

- Guest Lectures by eminent academicians from India and abroad.

2.7   Total No. of actual teaching days | 180 |

       during this academic year

2.8   Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Views from Examiners are invited on the performance of students and the feedback on the syllabus from paper setters.
- Paper printing and typing is strictly done inside examination cell of the College to maintain confidentiality of question papers.
- Mobile phones of everyone entering in examination cell, including employees, are prohibited within the examination cell, in order to maintain discipline and confidentiality of record.
- All data related to examination cell are centrally stored and digital copies of it is kept in a separate Hard Disk of the Examination Cell.
- Additional CCTV Cameras have been placed in all Examination Halls to keep strict vigilance.
- Additional responsibilities are given to Examination Flying Squads/ Observer to provide vigilance for the entire three hours of examination.
- Provision of revaluation/observation/ re- totalling of answer book.
- Internship is introduced for final year students at UG and PG level.
- Term- end viva is introduced at postgraduate level.
- Provision for Special examination for final year students (in case of ATKT) has been introduced.
- Web application has been developed to check duplicacy in mark sheets.
- Web application has been developed to check duplicacy in transfer certificate.

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

All the teachers of the College are member of Board of Studies of their respective departments.

14 teachers of the College are members of Board of Studies of other College/University.

03 teachers are member of Central Board of Studies, Madhya Pradesh Higher Education, Bhopal.

2.10 Average percentage of attendance of students | 80% |

2.11 Course/Programme wise

distribution of pass percentage :

S.No.	Title Of the Programme	Total no of students appeared	Distinction%	Division			
				Ist %	II%	IIIrd %	PASS%
1	B. Sc. I Semester	593	0.67%	20.91%	31.37%	3.20%	60.20
2	B. Sc. III Semester	561	2.85%	26.20%	24.24%	1.78%	56.86
3	B. Sc. V Semester	433	4.16%	51.73%	30.48%	1.39%	84.30
4	B.A. I Semester	156	0.00%	15.38%	23.72%	13.46%	59.62
5	B.A. III Semester	105	2.86%	24.76%	35.24%	10.48%	70.48
6	B.A. V Semester	70	0.00%	32.86%	55.71%	5.71%	94.29
7	B.B.A. I Semester	73	4.11%	32.88%	6.85%	0.00%	46.58
8	B.B.A. III Semester	56	7.14%	58.93%	19.64%	0.00%	80.36
9	B.B.A. V Semester	28	10.71%	75.00%	17.86%	3.57%	96.43
10	B.C.A. I Semester	28	7.14%	25.00%	3.57%	0.00%	28.57
11	B.C.A. III Semester	37	2.70%	67.57%	0.00%	0.00%	70.27
12	B.C.A. V Semester	27	7.41%	92.59%	0.00%	0.00%	92.59
13	B.Com. (Hon's.) I Semester	57	7.02%	71.93%	10.53%	0.00%	91.23
14	B.Com. (Hon's.) III Semester	58	6.90%	58.62%	17.24%	0.00%	81.03
15	B.Com. (Hon's.) V Semester	67	14.93%	88.06%	8.96%	0.00%	98.51
16	B.Com. I Semester	848	0.59%	33.73%	41.51%	8.96%	88.44
17	B.Com. III Semester	819	0.00%	16.12%	36.87%	12.09%	74.97
18	B.Com. V Semester	672	1.79%	48.51%	37.50%	8.48%	95.09
19	M.A. (Economics) I Semester	20	0.00%	65.00%	30.00%	0.00%	100.00
20	M.A. (Economics) III Semester	15	53.33%	86.67%	13.33%	0.00%	100.00
21	M.A. (English Literature) I	42	2.38%	19.05%	21.43%	2.38%	50.00

	Semester						
22	M.A. (English Literature) III Semester	26	0.00%	42.31%	38.46%	7.69%	92.31
23	M.A. (Hindi Literature) I Semester	19	26.32%	57.89%	15.79%	0.00%	94.74
24	M.A. (Hindi Literature) III Semester	10	30.00%	90.00%	0.00%	0.00%	90.00
25	M.Com. I Semester	168	0.00%	27.38%	40.48%	6.55%	92.86
26	M.Com. III Semester	149	3.36%	61.74%	24.83%	1.34%	87.92
27	M.Sc. (Biotechnology) I Semester	12	0.00%	58.33%	25.00%	0.00%	83.33
28	M.Sc. (Biotechnology) III Semester	7	0.00%	57.14%	28.57%	0.00%	100.00
29	M.Sc. (Botany) I Semester	15	33.33%	53.33%	6.67%	0.00%	86.67
30	M.Sc. (Botany) III Semester	12	25.00%	83.33%	0.00%	0.00%	83.33
31	M.Sc. (Computer Science) I Semester	17	5.88%	47.06%	11.76%	0.00%	76.47
32	M.Sc. (Computer Science) III Semester	16	25.00%	93.75%	0.00%	0.00%	93.75
33	M.Sc. (Mathematics) I Semester	77	18.18%	58.44%	14.29%	0.00%	84.42
34	M.Sc. (Mathematics) III Semester	77	15.58%	93.51%	0.00%	0.00%	93.51
35	M.Sc. (Microbiology) I Semester	10	10.00%	40.00%	0.00%	0.00%	40.00
36	M.Sc. (Microbiology) III Semester	10	50.00%	60.00%	0.00%	0.00%	60.00
37	M.Sc. (Zoology) I Semester	18	33.33%	61.11%	0.00%	0.00%	72.22
38	M.Sc. (Zoology) III Semester	21	57.14%	95.24%	0.00%	0.00%	95.24

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

1. Regular feedback on teaching learning and curriculum is taken from the students, analyzed and communicated to the faculty member. As per feedback action is taken, such as faculties are sent for orientation, refresher, FDP etc.

2. Feedback is taken from subject experts during Board of studies and their visit during Seminar/ workshop/ conference along with Curriculum feedback taken from students, serve as base for curriculum restructuring/ modification and introduction of certificate courses.

3. Internal Academic audit is carried out every year for assessing Teaching Learning process and External Academic and Administrative audit is carried out, once in five year.

4. IQAC Cell of the institution is committed to optimization and integration of modern methods of teaching and learning. College has well established smart class rooms, examination cell, IT Lab , e – library , Seminar Hall , Languages Lab Science Labs etc. with all modern amenities, various seminars , one day workshops, orientation programmes, conferences are organized under the aegis of IQAC for enhancing teaching learning process.

5. Functional heads such as examination controller, academic heads, IT in charge, Librarian, Student, representative, Alumni and other relevant stake holders, member of the IQAC all have a very close network for monitoring whole teaching learning process. They contribute in one and many ways towards the continuous progress of teaching learning process of the institution.

6. IQAC helps in the execution of those plans, changes which comes forward from the panel of board of studies, Academic Council and Governing Body.

7. To monitor functioning of the departments, IQAC meets timetable committee time to time, followed by visits to the departments.

8. To ensure vigorous preparation of syllabus, departments follow method of question bank, Class seminar, group discussion etc.

9. IQAC promotes the departments to invite eminent scholars for delivering lectures on various aspects.

10. Self appraisal is taken from the faculty members to analyze their professional growth and commitment towards organisation.

11. From time to time, IQAC organizes faculty development programmes to enhance the standard of teaching-learning in terms of curriculum requirement and its relevancy.

12. IQAC has constituted a Research Cell, which monitors all Research proposals, projects, reports etc as submitted by faculty members.

13. Result analysis is discussed in IQAC Meetings, Staff Meeting and Academic Council. Results are also discussed with parents during PTM.

2.13 Initiatives undertaken towards faculty development   64

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	3
UGC – Faculty Improvement Programme	
HRD programmes	

Orientation programmes	3
Faculty exchange programme	--
Staff training conducted by the university	
Staff training conducted by other institutions	5
Summer / Winter schools, Workshops, etc.	29
Others	24

2.14 Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	28	--	--	--
Technical Staff	09	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC has always been a motivating factor for the Research endeavours of the college, ever since its first assessment in 2004. However with enhancement in research activities a formal research committee was constituted under the support of IQAC with effect from 6th Jan 2014, which is the epicentre of the research climate at the college. All proposals for workshops, seminars, conferences, guest lectures and projects are put up to the research cell before submitting it to any funding agency. These are evaluated and approved by the members of Research Cell.

- IQAC has constituted a Research Cell which is an epicentre for promoting research activities. The Research Cell also regulates, monitors and channelizes all research activities at both micro and macro levels. Research cell plays a vital role in encouraging faculty members to undertake new research projects.
 The composition of the research cell ensures that subject experts adequately represent all subject disciplines, the IQAC coordinator brings in the norms and quality indicators.conduct of Special lectures by eminent Faculties/ Scholars is a regular tradition followed in the College.

- Multidisciplinary Journal has been launched for Science, Arts, Commerce and Management.
 Findings of faculty research projects and research publications are being uploaded on the college website.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	05	09	
Outlay in Rs. Lakhs	3,80,000/-	4,80,000/-	Rs 19,95,000	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	22	10	-
Non-Peer Review Journals	O2	15	-
e-Journals	05	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range | 0-7.2 | Average | 3.78-6 | h-index | 01-03 | Nos. in SCOPUS | |

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	18 months	UGC, CRO Bhopal	19,95,000/-	14,80,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. | 4 | Chapters in Edited Books | 8 |

        ii) Without ISBN No. | 22 (LAB MANUALS) |

3.8 No. of University Departments receiving funds from : **Not Applicable**

UGC-SAP ☐   CAS ☐   DST-FIST ☐

DPE ☐   DBT Scheme/funds ☐

3.9 For colleges   Autonomy ☐   CPE ☐   DBT Star Scheme ☐

             INSPIRE ☐   CE ☐   Any Other (specify) ☐

3.10 Revenue generated through consultancy | 27850/- |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons | 18 |

3.13 No. of collaborations   International ☐   National | 5 | Any other | 3 |

3.14 No. of linkages created during this year | 15 |

3.15 Total budget for research for current year in lakhs :

From funding agency | 14,80,000/- | From Management of University/College | |

Total | 14, 80,000/- |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
	03	01		01		

- Dr Vineeta Kaur Saluja, Dr. Kirti Diddi and Miss Sonia Ojha have been Awarded for their Excellent Contribution in 5th International Conference on Advances in Science, Society, Culture, humanities and Technology held on 11-13 Mar., 2017 organised by D N Jain College Jabalpur
- Dr Abhilasha Shukla was awarded **National Young Acheivement award**, awarded by Youth and Sports Ministry, Goverment of India.
- Dr Abhilasha Shukla received **SIKSHA RATNA** award on the occasion of Rani Durgawati Balidan Diwas, awrded by Rani Durgawati Vishwavidyalaya.

3.18 No. of faculty from the Institution   21
     who are Ph. D. Guides
   and students registered under them   91

3.19 No. of Ph.D. awarded by faculty from the Institution   2

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

JRF 10   SRF   Project Fellows   Any other

Sr. No.	Name	Funding Agency
1	Ms. Babita Ahirwar	Rajeev Gandhi National Fellowship UGC
2	Ms. Payal Lilhare	Rajeev Gandhi National Fellowship UGC
3	Ms. Anjali Jain	Maulana Azad Fellowship, Delhi
4	Mr. Vipin Verma	Rajeev Gandhi National Fellowship UGC
5	Mr. Shyam Mohan Patel	Rajeev Gandhi National Fellowship UGC
6	Ms. Sahshi Uikey	Rajeev Gandhi National Fellowship UGC
7	Mr. Teekaram Ahirwar	Rajeev Gandhi National Fellowship UGC
8	Mr. Satish Singh	Rajeev Gandhi National Fellowship UGC
9	Mr. Kamlesh Dehariya	Rajeev Gandhi National Fellowship UGC
10	Mr. Ramesh Dehariya	Rajeev Gandhi National Fellowship UGC

3.21 No. of students Participated in NSS events:

University level | 11 | State level | ☐

National level | ☐ | International level | ☐

* One Special Camp organised by NSS.

3.22 No. of students participated in NCC events:

University level | ☐ | State level | 16

National level | ☐ | International level | ☐

* It was 1st Year of re establishment of NCC.

3.23 No. of Awards won in NSS:

University level | ☐ | State level | 16

National level | 02 | International level | ☐

3.24 No. of Awards won in NCC:

University level | ☐ | State level | 1

National level | ☐ | International level | ☐

- Gold Medal in Quiz Competition.

3.25 No. of Extension activities organized

University forum | 2 | College forum | ☐

NCC | 2 | NSS | 10 | Any other | 3

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

Extension Activities provide link between college and society. In order to create socially sensitive citizens, the students are made aware of the common . activities through NSS/NCC and Department's specific extension activities during each academic year. Departments plan and execute these activities in order to stimulate social responsibility among the students.

1. On 27/11/16 NCC cadets underwent Cleanliness drive, in Marhatal Gurudwara.

2. On 1/4/17, NCC Cadets of the College visited Blind School, Near Bhawartal garden for tree plantation. Total 50 trees were planted in the campus of Blind School.

3. Students of Economics Department undertook Governments mission on CASHLESS ECONOMY and trained 5 persons each in their neighbouringhood on "Going cashless economy and using digital money".

4. A national discourse on Jammu and Kashmir: "The Evolving Scenario" A talk on was organized on 22nd December 2016 in collaboration with the English department and the guest speaker was **General Bakshi** who enlightened us with his experience.

5. Organizing Blood Donation Camps is the perfect way to cater to the demand of blood. Every one wants to contribute towards society and save life. The college in collaboration with the NSS unit of the college organized a **BLOOD DONATION CAMP** 0n 11th March 2017. Many students voluntarily came to donate blood for a noble cause.

6. Department of Hindi, gave training to Peons and Sweepers of the College for giving them basic literacy, the activity was carried out with a sensitive and thoughtful motive to enable them to draft a application, put their signature in correct place and fill the necessary forms.

7. Massive tree plantation drive organised by NSS in Village Khusli in which 200 students participated and planted trees.

8. Camp was organised in Village Khusli in which NUKKAD NATAK was held on topics such as- Beti Bachao, Swachatta Abhiyan, and Cashless Banking.

9. In Collaboration with State Bank of India Lecture was organised on " Make in digital India".

10. Health Camp was organised by NSS wing of the College in which nearly 500 students and teachers were benefitted. The Camp consisted of activities like Medical checkup, Blood samples were taken to check Calcium level, haemoglobin level, Sugar level were checked. Doctors visited the Camp and distributed few samples of medicines and oriented students and teachers regarding basic deficiencies and problems seen in females.

11. Workshop on Nutrition was organized on 28th Feb 2017. About 62 students, 200 school children and 500 villagers were benefited by the health camp organized on 1st March 2017.
 12 .In collaboration with Algin hospital and Hitkarni Dental college a camp was organized on 24th Sep 2016 in which free health and dental checkup was done for 650 students and teachers.
13. Lectures, Poster Competition and Exhibition was organised on World AIDS day.
14. Voter awareness drive was organised at District level, eight students of the College participated in the same.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	60894 sq ft	1200 sqft	--	62094 Sq ft
Class rooms	38	--	--	38
Laboratories	12	01	Society	13
Seminar Halls	01	01	Society	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	21	02 03	Society Minor research project	05
Value of the equipment purchased during the year (Rs. in Lakhs)		899135/-		
Others				

4.2 Computerization of administration and library

1. Online fee submission through MP Online Portal.
2. Online teaching learning platform MOODLE is being implemented.
3. DELNET membership has been provided in the college library.
4. The entire admission process was online with the admission portal of Deptt. Of Higher Education Govt. Of MP right from the student application till fee submission.
5. The administrative office takes care of generation of the enrolment numbers which are further channelized to the Examination Cell.
6. Internal communication, data, note sheets, notices or circulars is through e-mails.
7. All leave records and daily attendance with in-out timings is computerized.
8. The examination cell uses customised software for the entire process of examination from generation of Admit Cards to printing of Mark sheets.
9. The college library works on a customized software which takes care of different functional unit much as issue return, computerized catalogues, new arrivals etc.
10. The college website is one of the portals for administrative direction and information to all stakeholders.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26841	2544768	1116	356835	27957	2901603
Reference Books	1386	150022	19	24000	1405	174022
e-Books						
Journals	12	36000	45	10000	57	46000
e-Journals	DELNET					
Digital Database						
CD & Video	80		80			
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	136	02	Lease line	02				
Added	100	01						
Total	236	03						

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

- One Week Faculty development Programme on NETWORKING was organised for faculties of Computer Science department, by Dr Sameer Shrivastava.

- Non teaching and technical staff members were sent for 1 day workshop on working of DELNET.

- Training on DELNET was provided to Library Staff.

4.6 Amount spent on maintenance in lakhs :

   i) ICT

   3, 50,000/-

   ii) Campus Infrastructure and facilities

   32,60,000/

iii) Equipments

| 4,65,000/- |

iv) Others

| 2,50,000/- |

Total : | **41,00,000/** |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC's contribution in enhancing awareness about student support service begins with the information brochure and counselling during preadmission & admission seasons.

- IQAC organizes meetings at frequent interval with the staff members to make them aware about the new policies, programmes and initiatives taken in the direction of rendering student support services and ensures that the teachers-in-charge advertise the same amongst the students.
- The IQAC ascertains that any notice/circular of UGC or any authorised body should reach the staff members in general and concerned cell in particular and through them, to the students.
- The IQAC organized induction programmes for the students to orient them with regard to avail the benefits of any student services run by the college.
- Information about various programs is disseminated by displaying relevant information on college notice boards, electronic display board and college website.
- The IQAC coordinates and monitor all cells working within the institution like Grievance Cell, Training and Placement Cell, Women Cell etc. to ensure smooth delivering of student support services.
- Counselling cell provides career guidance to students as and when required.
- College organised workshops, beyond syllabus scholarly lectures, field visits, industrial training for students.

5.2 Efforts made by the institution for tracking the progression

The college provides a well established administrative and mentor-protigee system which motivates as well as keeps track of student's progression.

- The teacher mentors play an important role in providing personal and professional support to the students. They keep a record of the academic performances of the students and continuously monitor their progress in co-curricular and extracurricular activities as well.
- Academic growth is studied by analyzing the internal assessment as well as semester end results by the teacher mentors to ensure progress of their protigees.
- Functional Student Mentor Scheme helps to monitor progressions regularly on one to one basis.
- Career counselling cell helps students to know about job opportunities and options for higher studies. Emphasis is laid on personality development of the students, lectures are also organised for the same.
- Economically weaker students and those from disadvantaged sections of the society are extended mentorship to enhance their academic growth.
- The Grievance Cell is there to help the students in resolving issues and keeps record of progress made.

- Placement Cell helps in guiding students to be economically productive human resource and keeps record of all students who have registered/appeared for interviews got selected /rejected thus tracking the progression towards economic independence & careers of students.
- The NSS and Women's Cell also mentor the students into responsible citizens who are sensitive to the community needs and dedicated to nation building and ensure progression in this regard through various activities.
- Progression sheets are circulated by the IQAC to the final semester students of both UG/PG levels to document progression to higher studies/jobs/any other.
- Parent Teacher meeting is conducted to keep the parents informed about their ward's performance.
- The alumni association is strengthened and alumni office bearers were selected. Each Department maintains and updates the alumnae directory. Progressions are regularly monitored on one to one basis. Alumnae corner in the college website has been made.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4613	846	00	00

(b) No. of students outside the state

100

(c) No. of international students

nil

Men

No	%
	nil

Women

No	%
	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						3486	333	180	1460	nil	5459

Demand ratio   1:2   Dropout %   UG 3.27%   PG 1.12%

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

Career guidance classes for PSC, Banking Services, SSC and other VYAPAM Examinations are conducted to help the students to prepare for General studies. The classes are conducted before or after the college timings or on holidays. The students are benefitted immensely from this coaching which is provided free of cost to them.

No. of students beneficiaries | 42 |

5.5 No. of students qualified in these examinations

NET | | SET/SLET | 01 | GATE | 13 | CAT | |

IAS/IPS etc | | State PSC | 1 | UPSC | | Others | 75 |

Students are selected in SSC, Goverment Schools, FCI, Railways, IBPS etc.

5.6 Details of student counselling and career guidance

A well organized Placement and Career Guidance cell which seeks best career prospects for the UG and PG level students passing out from the various faculties.
The prime objective of this cell is to maintain strong industry institute linkage and strive for the overall development and grooming of the students according to the industrial requirement.
The Placement Cell has excellent track record in placing students in various reputed organizations.
As a part of the IQAC efforts training arrangements were made for the students throughout the year.
A large number of students were benefited from the training imparted by Jet King Pvt. Ltd. And in-house training was organized under the aegis of IQAC and Placement and Training Cell; before each campus drive.

No. of students benefitted | 1200 |

5.7 Details of campus placement | 405 |

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
13	1104	330	75

5.8 Details of gender sensitization programmes

> Being a Womens College, the college ensures gender sensitization by being associated with the Women's Studies and Research Centre at the University and Family Planning Association of India, and in their programmes and activities. In Collaboration with NGO Pink Pulp, Women Cell of the College actively organises programmes on Gender Sensitization and women Empowerment. Following events are regular feature of the college-
> - Celebration of National Women's Day.
> - Save Girl Child Rally, educate girl child rally.
> - Lectures on Cancer Awareness, AIDS Awareness, Gynaecological problems are organised.
> - Health camps- Haemoglobin, Calcium level Test
> - Distribution of sanitary napkins to villagers and making them aware about female hygiene.

5.9 Students Activities

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

State/ University level   17   National level   26   International level   03

No. of students participated in cultural events

State/ University level   14   National level   International level

* Open forum: 21

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

Sports : State/ University level   01   National level   01   International level

   *Vikram Award

Cultural: State/ University level   11   National level   International level

*Open Forum Awards: 19

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	1397	7797248/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level   [01]   National level   [01]   International level   [ ]

Exhibition: State/ University level   [02]   National level   [02]   International level   [ ]

5.12   No. of social initiatives undertaken by the students   [15]

5.13 Major grievances of students (if any) redressed: 15

During this tenure the grievances of students were received in the form of letters in the complaint box, directly and through post. A total of 15 grievances were received and redressed.

The grievances were mainly related to unavailability of books, cleanliness of rooms and washrooms, student dissatisfaction with CCE marks. All the grievances were resolved through proper channel.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: We at Mata Gujri Mahila Mahavidyalaya are dedicated to impart education to the young girls of all communities to instill in them high patterns of discipline and scientific attitude making them technologically aware and ethically strong units of our society. Studying in Mata Gujri Mahila Mahavidyalaya is an experience of its own kind, where, devoted teachers are always ready to guide, teach and solve the problems of young minds. We believe that a product of Mata Gujri Mahila Mahavidyalaya learns enough to improve the quality of life of the human race.

Mission: We at Mata Gujri Mahila Mahavidyalaya earnestly direct all our efforts to create and facilitate an academic atmosphere, an environment of knowledge, research, skills, self-reliance and humanitarianism for the young girls of society, moulding their characters positively; imperative to build up a better world for tomorrow.

6.2 Does the Institution has a management Information System

Yes, the institution has well structured interconnected management information system. It has well knit computerized internal software for managing its daily workings like financial matters, salary of employees, Staff attendance, Student admission, fee submission, Examination form and fee submission, result declaration, Issue of Transfer Certificate, receipt generation, student admission list and other matters of daily concern are managed by the software. Similarly the institute has proper software for library management where records of the library are maintained.
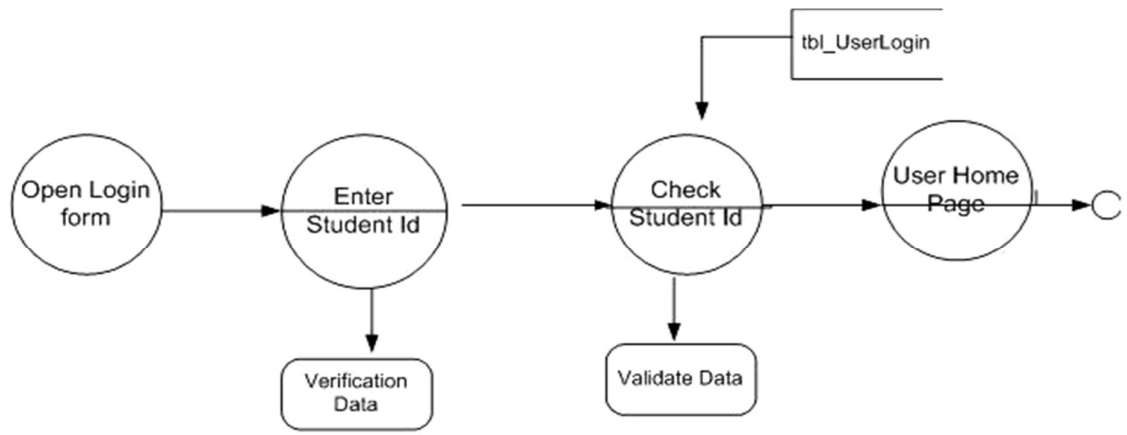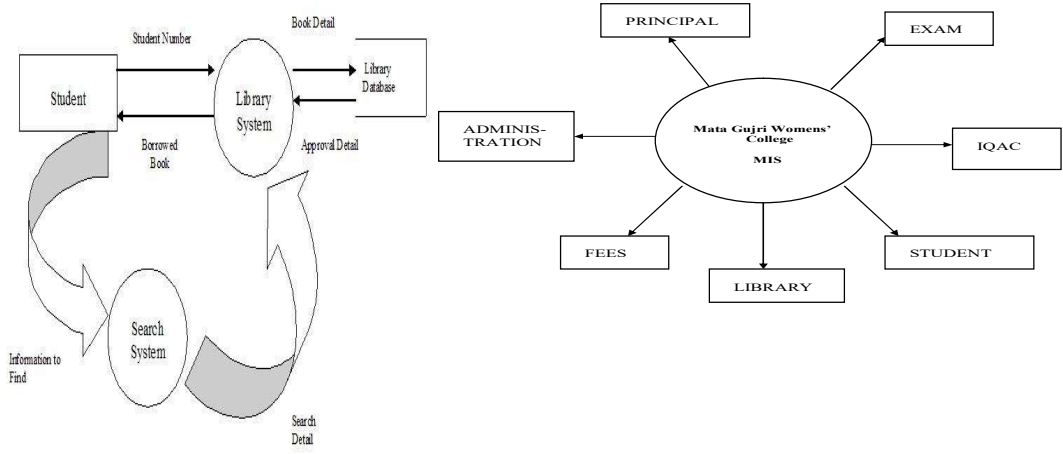
College management system project DFD Diagram
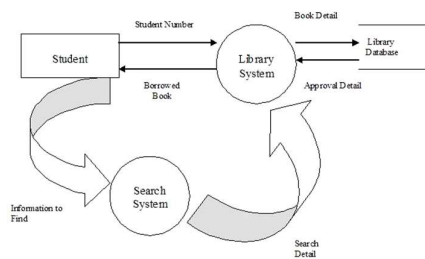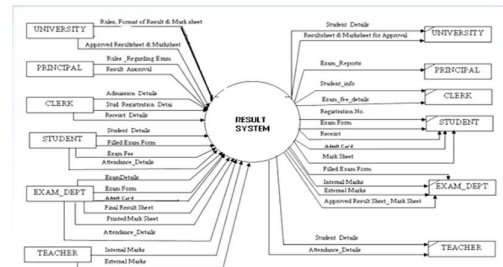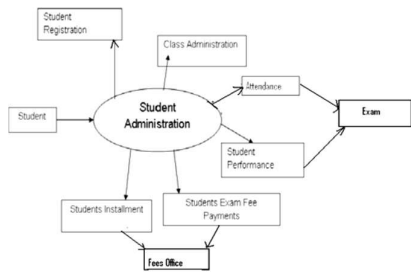
6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- The design & development of the curriculum is, undertaken by each Board of Studies as its fundamental function. It is a carried on the basis of local needs of society and industry.

- Feedback is collected from internal & external stakeholders, viz-a-viz industry experts, alumni and students of the department. The collected and analyzed feedback, by subject experts and faculty members of the department, is deliberated upon during the Board of Studies meeting held prior to the commencement of every new academic session.

- The student's feedback, need assessment and their own feedback on the curriculum is tabled by the teachers.

- The Board of Studies follows the standard syllabi specified by UGC, Department of Higher Education, Government of Madhya Pradesh and the University; 20-30% need based modifications are made in the syllabus. Innovative practical and project are framed keeping in mind the employability for better learning and grasping of students.

- To meet the requirements of the business world, IT demands, the changes in the market and environmental issues, various new topics are introduced in the curriculum.

- Keeping in mind the need to ensure global competencies in the process of curriculum design and development, just as much as an updated knowledge base changes up to 20%-30% are made by the Board of Studies.

- The redesigned, developed curriculum as recommended by each Board of studies is put up to the Academic Council and Governing body for approval.

- The Academic Council, chaired by the head of the institution has University nominees, representative of society/industry (from education/law/engineering etc) all head of the departments and a senior teacher as Member Secretary. After due deliberation, the Academic Council approves or suggest changes to the recommendations of each Board of Studies.

- The minute of the Academic Council are then put up to the Governing Body, which is the final authority for curriculum design and development as in other matters of college governance.

6.3.2 Teaching and Learning

- Faculties are provided with all essential facilities for effective teaching, and is advised and encouraged to use innovative methods for teaching for better understanding of the subject.

- The faculties are suggested to use interactive method for better learning.

- Teachers are also encouraged to use audio-visual instruments like LCD projector, OHP, PPT, Youtube Videos, molecular models and charts.

- To improve the quality of teaching, management encourages the faculty to attend orientation courses, refresher courses, workshops and seminars.

- The teaching performance of faculty is evaluated from time to time.

- The academic progress of the Students is evaluated through internal assessment system.

- Bridge classes are offered by the departments of Economics, English literature and Commerce for newly admitted students who have changed their stream. This enables them to learn basic things about the subjects

- E Notes are provided to students through MOODLE.

- Guest lectures by eminent scholars are the regular feature of the College.

- Departments conduct extra classes for slow learners.

- Field visits are planned to give practical knowledge and exposure to the students.

- Innovative designs are formulated for conducting CCEs and assignments to inculcate in-depth knowledge of the subject.

6.3.3 Examination and Evaluation

Examination and Evaluation

- One of the biggest achievements of the college under its autonomous status has been its adherence to the academic calendar since last four years. The college academic calendar clearly remarks the date of commencement of exams and the declaration of results which are strictly adhered to. The exam time table is announced one month before the commencement of exams. The time table is formulated keeping in mind all the beneficiary stake holders.

- The meetings of the respective Board of studies, Academic Council and Governing Body discuss relevant issues and plans to rectify and modernize the pattern of evaluation as has been proposed by the members and the recommendations are further incorporated in to regulations after necessary deliberations in the statutory committees.

- Continuous evaluation has two major components- semester end exams and internal exams. 80% marks at PG level and 85% marks at UG level is allotted for term end exams. The system of exam is adopted as per the recommendations of BOS in compliance to the norms of the university and Department of Higher Education, Govt. of Madhya Pradesh. Time limit of 3 hours is allotted for the final exams.

- 20% at PG level and 15% at UG level is allotted for internal exams. Internal exams can be as per innovative teaching learning methodology be it test presentation, quiz, assignment activity or any other mode as specified by the respective Board of Studies.

- Results are published and uploaded on the college website apart from being pasted on notice boards in the college campus.

- The highlights of the results are published in the daily news by local media.

The present evaluation system is a result of reforms and basically divided into two parts.

A. Semester End exams – this may be termed as the final exams through which the students are screened for entry into next level. Following steps are judiciously practised in order to ensure an impartial, unbiased and non prejudiced process.

- Examiners panel for the setting of question paper is prepared by the Chairperson of respective Board of Studies in due consultation with the other members of the Board.
- The same is sent to the Vice Chancellor of the affiliating university for perusal and final selection of examiners.
- In order to maintain confidentiality and credibility, the paper setting is done by two examiners simultaneously.
- The question papers are then moderated by an external examiner and the Chairperson of respective Board of Studies.
- The final paper to be printed remains confidential under the complete jurisdiction of the Controller, Examination.
- Question papers have a separate column for roll numbers in order to avoid any discrepancy in the examination hall.
- The invigilators are required to put their signatures at the end of the answer sheet in order to curtail risks of rewriting, page tearing etc.
- The answer sheets are properly coded before being dispatched for valuation.
- The valuation is done by the paper setter and only if refusal to do so is received from him/her, then the same is sent to some other examiner.
- Examination manual is prepared clearly laying down the rules and regulations.
- Students are given the facility of re-totalling, revaluation and observation of results.
- Strict rules are framed for students resorting to unfair means. A committee is formulated to discuss the case and as per the gravity of the situation, action is taken.
- The valued answer books are decoded and marks are checked by the tabulators.
- An external observer is duly appointed during exams who takes rounds in the exam hall.
- Examination Squad is in place for supervising student teacher in examination.
- Examination malpractice enquiry committee systematically function to prevent malpractices and to recommend actions against any such cases.
- Cases of erring teacher invigilators are also followed up.
- Evaluation management is facilitated through networking software system.
- Viva-Voce is conducted for dissertation and project works by the internal and external examiner.

B. Internal exams-

- CCE (Continuous Comprehensive evaluation) in the form of tests, classroom discussions, assignment, seminars, quiz etc. are conducted.
- There is a provision of re-CCE for eligible students.

A well designed instructional monitoring mechanism is in place for continuous evaluation of students and communication of the same to both the students as well as their parents is done to ensure their progress and improved performance.

- The midterm test, project work, CCE, class test, semester exam etc help to monitor the progress of the students.
- Regular parents-teacher meetings are organized to communicate the performance appraisal to the parents.
- The college website also shows the names of the students below 75% attendance.
- The teacher mentor scheme facilitates the monitoring of student's progress.
- Remedial actions/measures are taken by the college at various levels for the proper functioning of evaluation mechanism. They are:
  - Result committee analyses and scrutinizes the results before the declarations and registers any objection which might arise and is hence rectified.
  - The percentage wise delineation of result is done.
  - The internal exam results are disclosed to the parents during parents teacher meets.
  - Slow learners are identified and trained separately in extra classes.
  - Teacher mentor also analyze the results and suggest the measures of improvement to the concerned students
  - Regular meetings are conducted within the department and also with the Principal to get an overview of results and observe the performance of each individual student.

6.3.4 Research and Development

- The research cell of the College, monitors and addresses all the issues of research in the college. All proposals for seminars, workshops, and conferences, guest lectures and projects are put up to the research cell before submitting to any funding agency. Adequate support is extended in terms of infrastructural facilities. Appropriate ICT support is extended to the researchers.
- The departmental support is ensured in terms of flexi timings & redistribution of teaching load in different phases of the semester to the faculty engaged in funded research projects as also to those pursuing for their own doctoral degree.
- Required discussion on proposals etc is carried out with the researcher.
- The documents required from the institute are provided for the funding agencies.

- The following events have been implemented as per corresponding recommendations of the research cell.

1. Publication of the in-house multidisciplinary research journal.
2. Major or minor research projects.
3. Students Projects (internships) dissertations and their involvement in faculty research.
4. Collaboration with research institutes.
5. Visits to research institutes/labs.
6. State of art research equipment in labs.
7. Pursuance of doctoral degrees by faculty.
8. Guiding research as Ph.D./M.Phil supervisors.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The institute has well-structured library which is managed by the Library management .net software.
- The college has taken DELNET membership in July, 2015.
- The library has proper staffs which are trained from time –to-time and a well defined committee which keeps the track record of their books through software.
- The feedback forms are filled by the students.
- The library is well-equipped with the latest books and journals.
- The books are purchased as per the requirement of the teachers and students for new additions in consultation with the academic council.
- The library has the segments of departments and stream wise books and a web corner for each segment.
- Separate reading room for students and teachers.
- Schemes like book banks are also provided to the students.

ICT (Information Communication Technology):

The institute has the ICT facilities like:

- ICT enabled admission process
- ICT enabled fee submission system.
- Smart class-rooms
- Electronic display boards
- WIFI facilities for the students
- State of the Art computers labs
- College website.
- E lectures.

- Results declaration through net.

Physical Infrastructure:

The institute has well organized indoor and outdoor physical infrastructure:

- Library, seminar hall, meeting hall, laboratories and well ventilated classrooms.
- Play grounds of the Managing Society, Head office.
- Basket ball ground, Volley ball ground.
- Indoor games like table – tennis, carom etc.
- Lift and ramp facility for physically challenged students.
- Canteen and cafeteria
- Stationery and photocopy shop .
- Proper parking stands.

Instrumentation:

- The institute has a qualified technician who constantly works and repairs the instruments of the labs of all streams .
- The labs are also well equipped with latest apparatus.
- New apparatus are also purchased as required.
- AMCs have been given for computer and other sensitive and expensive equipment.

6.3.6 Human Resource Management

The Management and the Principal constantly motivate the staff to better themselves at every level of work. They shoulder various responsibilities decentralized to them in a manner which ultimate fructifies into superior performance through transparent participative management. The participation is extended from external stake holders too.

- The Principal conducts meetings with the Managing Society and Head of Departments to make policies regarding the proper functioning of the college.
- The faculty involvement and participation can be very well depicted in the various institutional processes and members of various committees and clubs, such as Womens' cell, Grievance Redressal cell, Sports and Cultural Committees and so on, formed for various academic, administrative and student support activities. The teacher participation is sought through the services rendered by the internal monitoring bodies as already stated which have teachers as members in their constitution.
- The Head and the staff members of the Departments monitor the progress of various programmes and use of innovative teaching methods, up gradation and completion of

syllabus.

- The students are involved in the sports, cultural, extracurricular and various activities organised by different clubs functioning in the college such as Nature Club, Science club and IT club and participation through IQAC membership.

- Parent teacher meetings are organised in which feedback from parents are taken and their participation in student progress is incorporated.

- Participation of alumni is sought through alumni Meets and representation in B.O.S.

- The employers contribute their bit through the campus and recruitment drives. The community representatives and industry experts also participate through nominations on various committees.

- The university participates through its nominees on college Governing Body, Academic Council, BOS and so on.

- Staff members of the college are promoted to attend refresher/orientation programmes organized by affiliating university.

- FDPs are organized for the staff members.

- The staff members are motivated to attend international national conferences, seminars, workshops.

- Duty leave is given for academic endeavours.

- Welfare measures of the H.R., and grievance redressal system are in place to minimize unrest and keep the staff motivated.

6.3.7 Faculty and Staff recruitment

- The faculty members are selected as per UGC norms regarding eligibility through a strict selection criteria based on academic profile, written test and personal interview by the Selection Committee appointed by the University, under college code 28 of the University Adhiniyam. Any concurrent directions of UGC / State Govt. / University are also kept in consideration. Teaching positions are created as per course requirements and statutory mandates. The Principal in consultation with the Management has the freedom to appoint temporary / adhoc teaching staff as per requirement.

- The class three employees and clerical staff are appointed by the Managing Society keeping in mind the technical qualification required for the post as per the norms.

- The class four workers are appointed by the Managing Society.

6.3.8 Industry Interaction / Collaboration

- The UG VIth Sem and PG IVth Sem students are promoted to complete their projects/internship/dissertation in collaboration with different industries.

- Board of Studies of every department has one industry representative whose suggestions are

considered during syllabus designing.

- Valuable inputs are gained while interaction with industry/corporate representatives during campus/recruitment drives.

6.3.9 Admission of Students

The college has a well streamlined process to review its admission process and quality of student intake annually. It is significant to mention here, that, this is, when we are catering to only half the society i.e. girls students. The admission process is continuously monitored on past reviews and current guidelines as follows:

- The IQAC meets specifically for admission process prior to the admission season. During its meeting the previous year's admission process guidelines, students intake (programme wise), student intake category wise (GEN/OBC/SC/ST) cut-off percentage, and so on are discussed with the purpose of formulating strategies for the oncoming admissions and appropriate admission teams are constituted for various stages.
- The online admission start after the admission guidelines are issued by the department of Higher Education, Government of Madhya Pradesh
- All the rules & regulations for admission, eligibility merit etc are specified in the guideline issued by Department of Higher Education, Govt. Of Madhya Pradesh for online admission process.
- Entrance test for M Sc Biotech is conducted by the Parent University jointly for the college.
- The college conducts its own entrance for B Com (Hons.).
- Admission lists of online applicant students are declared by the Higher Education Department, Govt. of Madhya Pradesh, ensuring distribution of seats to General/ST/SC/OBC/Minorities Bonus marks are considered for students from sports and extracurricular activities as stipulated by norms of the Higher Education Department, Govt. of Madhya Pradesh, at the time of admission.
- The last list for (CLC) is declared by the college on the basis of the vacant seats in the respective courses.

6.4 Welfare schemes for

Teaching	The college holds the wellbeing of its staff and faculty as core priority. Several welfare measures that have been implemented for staff and faculty are as follows:
Non teaching	• Employee State Insurance Corporation • Employee Provident Fund • Loan • Duty Leave for Research endeavours • Assistance in Convenient Banking • Health Checkups • Provision of Legal Advice • Awareness activities of relevant issues • Free of Cost Internet Services • Grievance Redressal System. • Research Support in the form of provision of resources • Free Wi-Fi and Photocopy facilities for preparing teaching resources

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes √   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	Shivaji Science College Jabalpur	yes	IQAC
Administrative	yes	same	yes	IQAC

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

For UG Programmes   Yes √   No ☐

For PG Programmes   Yes √   No

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

- Paper printing and typing is strictly done inside examination cell of the College to maintain confidentiality of question papers. Two sets of Question Papers used in each subject.
- Mobile phones of everyone entering in examination cell, including employees, are prohibited within the examination cell, in order to maintain discipline and confidentiality of record.
- All data related to examination cell are centrally stored and digital copies of it is kept in a separate Hard Disk of the Examination Cell.
- Additional CCTV Cameras have been placed in all Examination Halls to keep strict vigilance.
- Additional responsibilities are given to Examination Flying Squads/ Observer to provide vigilance for the entire three hours of examination.
- Provision of revaluation/observation/ re- totalling of answer book.
- Online examination forms, fee submission, admit cards and result declaration.
- Web application to check the authenticity of marksheet and transfer Certificate.

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

- All the activities and curriculum programs run under the purview of UGC norms for autonomy and university.
- The university supports the college as and when required. It generates enrolment no., countersigns the mark sheets and issues Degrees to the students.
- The University provides administrative support through its nominees on the Governing Body, Academic Council, and Board of Studies.
- The University nominees on each Board of Studies are subject experts, who, apart from administrative guidance provide extensive academic guidance on curricular, pedagogy etc.

6.11 Activities and support from the Alumni Association

- The college has an Alumnae Association which holds its meetings annually. The meets always ends with fruitful outcome serving the purpose of entertainment, involvement and betterment. These Meets go a long way in strengthening the bonds between pass out students and their Alma Mater, providing emotional sustenance to the institution, its graduates and recourse to its present students. New office bearers are also elected during the meet.

- To help students in overcoming the uncertainties distinguished alumnae from different sectors like industry, services like finance, banking, IT etc. are invited to give a talk pertaining to their sector. The members share their own personal experiences regarding facing interviews and take the students through each interview sessions.
- Training sessions and lectures are conducted by the Alumnae members for the present students.
- Alumni are member of Board of studies of every department, Feedback and Suggestions of Alumni are taken from time to time and incorporated for further enhancing the quality substance.

6.12 Activities and support from the Parent – Teacher Association

- There is a Parent Teachers meet every year in the institution.
- The valuable suggestion and opinion of the parents are taken into consideration.
- The suggestions provided by them are analysed thoroughly and action plans are made.
- Their reviews are valuable for further guidance.
- Some of the Parents support the institution by providing them the internship training in their organization.
- Some of the parents who are the officials in Banking and other Service Sectors also give their valuable guidance to the students in order to make the students aware and enhance the knowledge.
- Free health check-ups are provided to the students by some of the parents.

6.13 Development programmes for support staff

- Training and development programs are conducted for the non teaching staff to improve their working skills.
- The college or the parent society organizes training for office staff to orient them with newer technology and to improve their working skills.
- Computer Literacy programme is organised by department of Computer Science.
- Training on Communication skill and writing skill is organised by department of English literature.

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

- Conduct of Green audit.
- Polythene free campus- no use of plastic bags, cups or files.
- Use of CFL is encouraged.
- Proper switching of instruments not in use in the class rooms, offices and labs.
- Strict monitoring of switching off lights & fans in classrooms & corridors when not in use.
- The students are made active partners in ensuring energy conservation.
- Solar energy is used to light the campus during night.

- Process is on for the campus analysis for carbon neutrality to be done by M.P. Pollution Board, Jabalpur.

- Fume hood has been installed in labs, where required.

- Plantation drives are carried out within the campus and at various locations of the city.

- Each floor of the college building has potted plants.

- Incinerators are placed in the lab for microbial waste.

- Sanitary napkin incinerators are installed in toilets.

- Student volunteers participated in an outreach programme where they went to schools & created awareness regarding waste disposal.

- Separate dustbins for biodegradable (green) & non-biodegradable (blue) wastes have been placed in the college.

- The waste management is done by Jabalpur Development Authority (JDA) and Municipal Corporation Jabalpur.

- Awareness programme on e-waste disposal has been conducted.

- Anti radiation chips and medals have been placed in labs and corridors to minimise the effect of harmful radiation from mobile, Computer and other electronic gadgets.

Criterion – VII

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

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

<u>**Criterion I**</u> <u>**Curricular Aspects**</u>

- Programmes of the institution are consistent with its goal and objectives.
- Regular Course Enhancement.
- Institution has a wide range of programmes offerings that provide academic flexibility.
- Distance Learning Courses.
- Feedback from academic peers and employers is used in the initiation, review and redesign of programmes.

<u>**Criterion II: Teaching, Learning and Evaluation**</u>

- ICT enabled teaching, learning and evaluation
- Teaching on MOODLE
- Streamline transparent admission process
- Active participation of teachers in Conferences / Seminars and Workshops
- Bridge Classes
- Entry into Service classes
- Separate classes for English and Hindi medium.
- Induction programme for freshers.
- The student assessment procedure and system are reliable and valid.
- Effective mechanism to recruit qualified and adequate faculty.
- Workshops on entrepreneurial development.

<u>**Criterion III: Research, Consultancy and Extension activities**</u>

- Institution promotes research culture among faculty and students.
- Institution promotes research Publication.
- Institution promotes faculty participation in honorary as well as paid consultancy work.
- Institution is sensitive towards community needs and conducts relevant extension programmes.
- Organic Farming, Mushroom cultivation and Hydroponics.

Criterion IV: Infrastructure and Library resources

- The institution has effective mechanisms for maintenance and optimal use of infrastructure.
- The institution has adequate ICT facility and other learning resources for easy access for all its constituencies.
- The growth of infrastructure keeps pace with the academic growth of the institution.
- DELNET facility for students and faculty members.

Criterion V: Student support and progression

- Exemplary Academic Performance
- Mentor- Protégée Scheme
- Highly supportive Alumni Association
- Proactive Career and Counseling cell, Placement cell and student committees
- Student progression is monitored effectively.
- Financial Support
- Several opportunities to students to bring out their talents
- Academic / Industrial tours and Excursions
- Prompt Grievance Redressal
- Effective feedback mechanism.
- Briefing Sessions and Training Programmes
- Student Progression Sheets

Criterion VI: Governance and Leadership

- Effective Integrated Organizational structure of internal monitoring and coordinating mechanisms.
- The administration totally unbiased, transparent and its decentralization involves participation from all internal stake holders
- Establishment of a proactive Internal Quality Assurance Cell
- A well streamlined structured feedback mechanism involving internal as well as external stakeholders.
- The self appraisal, performance and potential appraisal of teaching and non teaching staff
- Various welfare measures for all internal stakeholders

- Prompt Grievance Redressal.
- Gender Audit.

Criterion VII: Innovations

- Sensitizing students: a step towards Socially Committed Citizens
- The objective of this practice is to make our students more self-reliant,
- to cultivate a sense of social responsibility in the students and
- To inspire community work through extracurricular/co-curricular/extension activities, outreach programmes, NSS, Women Cell and NCC activities.
- This entails taking teaching beyond books and text and bringing it closer to context to serve the Nation.
- Water Conservation.

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

> The actions taken have already been described under relevant points in the previous sections as well as the other points of this section of AQAR.

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

Best Practice I-

Title

Sensitizing students: a step towards Socially Committed Citizens

Objective

The college is a women college, and we all are well aware of the famous saying, 'When you educate a woman you educate a family'. Experience tells us that this is equally true for sensitizing women in other aspects too.

Students in our college come from diverse backgrounds and it is our motive to facilitate self growth, make them realize self- worth and potential through myriad ways of empowerment and competence building in all aspects.

The objective of this practice is to make our students more self-reliant, to cultivate a sense of social responsibility in the students and inspire community work through extracurricular/co-curricular/extension activities, outreach programmes, NSS, Women Cell and NCC activities. This entails taking teaching beyond books and text and bringing it closer to context to serve the Nation.

Context

To make the students responsible citizens and ethical moral values need to be inculcated in them. Youth is a major constituent of society and their sense of responsibility and commitment to community service contributes immensely to the mental, emotional, physical and intellectual health of the society. This in turn contributes significantly to nation building through higher education.

The students are empowered through various activities to become sensitized and proactive citizens. The college aims that future generation of social transformation must be inculcated with values of empathy and compassion for the under privileged marginalized and weaker sections of the society.

Practice

Along with providing education the college involves students in   positive activities so that they make a better society and nation.

The Mata Gujri family engages the students in various activities which help them realize their social responsibility -

- *Village Kusli was adopted for 3 yrs till 2015.*
- *To promote waste disposal awareness, the people of village Kusli were advised to use dustbins.*
- *Students performed drama and presented poster to spread door to door awareness regarding cashless banking and Digital India on 27/02/2017*
- *Workshop on Nutrition was organized on 28th Feb 2017. About 62 students, 200 school children and 500 villagers were benefited by the health camp organized on 1st March 2017. In collaboration with Algin hospital and Hitkarni Dental college a camp was organized on 24th Sep 2016 in which free health and dental checkup was done for 650 students and teachers.*
- *Large scale plantation was done in village Kusli.*
- *In collaboration with Algin hospital, free medicines were distributed and blood donation camp was organized.*
- *Sanitation awareness was spread during Joints Help Week organized on 10th Sep 2015.*
- *Green Jabalpur Clean Narmada campaign was organized in 2015 in which river banks were cleaned and free.*
- *Eye camp was organized by Dr. Mukesh Khatri.*
- *NSS volunteers conducted literacy education campaign in Shiv Shakti School of village Kusli and made students of classes 5, 6, 9 and 10th aware of various new academic areas.*
- *About 300 girl students were made aware through street drama about hormonal changes in adolescent and different problems related with it.*
- *Awareness rally was organized related with Save Girl Child and Educating Girl Child. In which along with college NSS volunteer students of Shiv Shakti School also participated.*
- *Workshop was organized under Anandmay Scheme in Marhatal LIC Building in which 25 students participated.*

- *About 200 students participated in Netradaan Mahadaan rally.*
- *Awareness rally on diabetes was organized in which about 200 NSS students participated.*
- *Training on Marshal Art was provided to 200 students from 27/02/2017 to 02/02/2017. The students were given certificates by Bal Bhawan.*
- *Reshma Burman and Karishma Khan of B.Com IV sem participated in Bhutan and India cross border exchange programme.*
- *Students participated in International Camp (Ma Tujhe Salam) under Nagrik Suraksha Association.*
- *Disaster management training was provided from 27/01/2017 to 02/02/2017 in which 35 students participated. This was organized in collaboration with Dr. Jamdar and Victoria Hospital.*
- *One day Cancer Awareness workshop was organized under the guidance of Dr. Shyam Rawat Medical College, Jabalpur. So NSS volunteer were awarded 'C' certificate by RDVV for completing projects related with various social issues.*
- *Celebration of Inter Religious Forum is encouraged to develop religious harmony among students.*
- *Visit to old age homes, orphanage, hospitals, where students help the deprived and donate various useful things.*

Various issues which are taken up are as follows.

- *De-addiction campaign.*
- *Beti-bachao campaign.*
- *Human Rights Day Celebration.*
- *Maintaining Polythene – free zone.*
- *'Helmet' use awareness.*
- *Voting awareness.*
- *Awareness on Diabetes.*
- *Painting headlights of vehicles, half black.*
- *Marathon to curb violence against women.*
- *International Yoga Day Celebration.*
- *E-Shakti plan*
- *Human-Chain formation on Girls' Day.*
- *Sadbhawna-Diwas Celebration.*
- *Disaster Management programme.*
- *River Narmada Cleanliness drive.*

- *Teaching at Girls Blind School.*
- *Teaching at Jagrati Trust (Railway Platform children)*
- *Teaching at Aagan –Vaadi.*
- *Awareness on Environmental hazards by crackers.*
- *Awareness on Water Conservation.*
- *Awareness on 'Smart City Project'.*
- *Aids Awareness.*
- *International Women's Day Celebration.*
- *'Nirbhaya' diwas candle March.*
- *Self defense programmes by state police dept.*
- *Blood donation camps.*
- *Eradication methods of hazardous weed 'Lantana'.*
- *Assisting means of recreation for Old-Age-Home.*
- *Distribution of essentials to orphanages.*
- *Awareness on Female foeticide.*
- *Awareness on Adult Menstrual Hygiene.*
- *Awareness on self Help Groups and Self Employment.*
- *Street-Theatre on Cleanliness Drive.*
- *Street Theatre on International Women's Day.*
- *The students of the college contributed lot of community development in different villages, such as Tighra, Jamtara, Piparia, Umaria, Jhigra by involving the members of the Panchayat and the villagers.*
- *Training villagers to make Bamboo baskets.*
- *Made Voter-ID cards for villagers.*
- *Campaigning for voting awareness.*
- *Soil-testing of agricultural fields for villagers.*
- *Nurturing of stray dogs in villages by vets.*
- *Castration of stray bulls in village by vets.*
- *Distribution of antidotes for snake bite.*
- *Health camp for villagers.*
- *Check-up camp for their livestock.*
- *Tree plantation drives.*

***Evidence of Success** –*

- *The practice has made our students more confident and responsible citizens having positive and better attitude towards the needs of various sectors of the Society. There has been wholesome personality development of the students which is evident from their conduct. This maturity has resulted in better student performance in academics too. This is evident from the semester end results.*
- *Letter of appreciation was given to our NSS students by many organization and Village Panchayat.*
- *Rolling trophy has been bagged by NSS volunteers.*
- *Increasing number of students are participating in these frequently organized activities.*

Problems Encountered

- *Students from diverse background need to be brought to the same mental wavelength to utilize these platforms optimally.*

Resource required

- *Student Volunteers*
- *Committed and motivated staff.*
- *Full support of Principal and Managing Society.*
- *Transport facilities.*
- *Infrastructural support for organizing camp and workshops.*
- *Financial resources.*

Best Practice II

Title

Rain water harvesting – A Green Practice

Objective

Mata Gujri Mahila Mahavidyalaya is sensitive to the use of natural resources, and we believe that sustainability is possible with planning. The practice of rainwater harvesting is a natural extension of our commitment and contribution towards sustenance of natural resources. It is an environment friendly approach. The main objective behind this environment friendly practice is to harvest the power of every drop of this life sustaining natural resource and also to deal with the perennial water shortage which plague the city.

Context

This is a beneficial system which not only harvests litres of water annually but it also helps in recharging the groundwater level which is necessary for our area which is present in the midst of the city.

Over the years, the rising population and expanding demand of water supply, has increased the need of water conservation. Rain water harvesting is a way to capture and store the water which can be later used and solve water problem.

The Practice

Rain water harvesting technology is practiced in the college campus. Water from the roof is collected, and let into a well and then the water is used for all general purposes of the college. It serves the neighbouring community also as ground water is replenished.

Rain water harvesting is practiced in the college through roof top rain water harvesting method. Catchments, transportation, flush and filters are the major constituents of the installed system.

Evidence of Success

One of the biggest challenges of 21st Century is to overcome the growing water shortage and has regained its importance as a valuable supplementary water resource.

Due to this practice the ground level of not only college but also of the surrounding areas has increased. Since initiation of the practice, shortage of water is never experienced even during summer season regular supply is provided.

Due to use of stored water there is less stress on the bore well pump which earlier used to incur heavy maintenance work.

It is reducing Water and Electricity bills, while contributing to power conservation mission of the nation.

Problem encountered

- *The practice of rainwater harvesting on one hand helps in charging the natural aquifer to boost the ground water level but on the other hand if remain unused, the stagnant water needs to be checked.*
- *Proper operation and regular maintenance is very important. Regular inspection, cleaning and occasional repairs are essential for the success of a system.*
- *The supply is limited by the amount of rainfall and the size of storage reservoir.*
- *Rainwater quality may be affected by air pollution, animal or bird droppings, insects, dirt and organic matter.*

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

7.4 Contribution to environmental awareness / protection

- *The nature club students have started a 'Go-Green' campaign in their neighbourhood apart from other activities.*
- *Incinerators are placed in the lab for microbial waste.*
- *Separate dustbins for biodegradable (green) & non-biodegradable (blue) wastes have been placed in the college.*
- *Rain water harvesting technology is practised in the college and hostel. Water from roof is collected and processed into a tank which is used throughout the year for all purposes.*
- *Solar energy is used to light the campus during night.*
- *Plantation drives are conducted.*
- *Hazardous waste management is done carefully.*
- *Vermi-composting is done.*
- *Sanitary napkin incinerators are placed in the washrooms.*
- *Student visit to natural habitats of flaura and fauna to enhance their awareness on environmental issues.*

7.5 Whether environmental audit was conducted?   Yes √   No ☐

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

Strengths:

1) Autonomous College with academic and administrative flexibility.
2) Effective leadership and proactive visionary management.
3) Qualified and dedicated staff.
4) Healthy working atmosphere with good professional relationship at all levels.
5) Automated, enriched ICT enabled library with DELNET Membership.
6) Streamlined, monitored Research activities and research projects.
7) Effective Teaching Learning process.
8) Activation of on Campus Value added programmes through IGNOU and interdisciplinary certificate courses.
9) Optimum utilization of Infrastructure.
10) Achievements of NCC, NSS Sports and Cultural and Literacy activities.
11) High student strength of 5459, inspite of catering to only girl students.
12) Teaching through MOODLE has been initiated.
13) College multidisciplinary ISSN Research Journal is been published.
14) Regular publication of Departmental news letter.
15) High demand ratio.

16) Excellent academic results.

17) Own Hostel.

18) Most of the faculty members are Doctorates and many research supervisors with RDVV for M.Phil and Ph.D Scholars.

19) Teacher-Mentors relationship is maintained with student protégée.

20) Maximum numbers of teachers have been regularized under College Code 28 by University.

21) Online admission, Exam form and fee submission through MP Online.

22) Effective and safe bio-waste management.

23) Environment and Energy Conservation techniques are practiced.

Weakness:

1) Lack of Interdisciplinary Degree programmes.

2) Lack of Collaborative research.

3) Space constraints for further development.

4) Lack of teacher-Student exchange programme.

5) Lack of adequate skill development programme.

Opportunities:

1) To become a Women University.

2) Developing industry-academic partnership for training and development.

3) Departments with potential to be elevated as research centres.

4) Starting multidisciplinary degree courses.

5) Enhancing formal consultancy services.

6) Starting credit base choice system.

7) Financial constraint for development and infrastructural enhancement since UGC grant has been stopped to self financing institution.

8) Lack of Greenery.

Challenges:

1) Lack of Development funds from UGC due to ban in grant in aid.

2) Financial constraints.

3) Dealing with students from rural background thereafter developing soft skills communicative skills in them, due to being a Hindi speaking belt.

4) Tough competition from other institutions pursuing college with potential excellence and setting up of Women Studies centre and Community college due to discontinuation of UGC/RUSA Grant in aid.

8. Plans of institution for next year

1. Status of CPE

2. Start of skill development courses for students under PMKVY.

3. More MOU's and Collaborations are to be signed with various organizations to ensure Internship and better practical exposure to students, such as MP Pollution Board, local Fm channels, National Cultural Organisation, Wildlife Tiger reserve conservation.

4. Student/Faculty exchange Programme at National and International Level is to be processed.

5. Faculty of Science is planning to establish more research Collaborations so as to enhance research and Placements of their Students.

Name _Dr. Vandana Tiwari_   Name _Dr. V.K. Saluja_

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

_____***_____

Abbreviations:

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

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