



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	MATA GUJRI MAHILA MAHAVIDYALAYA
Name of the head of the Institution	Dr. Sangeeta Jhamb
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07612410039
Mobile no.	9893332192
Registered Email	matagujri@rediffmail.com
Alternate Email	sangeetajhamb13@gmail.com
Address	Civic Centre, Marhatal
City/Town	JABALPUR
State/UT	Madhya Pradesh
Pincode	482001
2. Institutional Status	

Autonomous Status (Provide date of Conformant of Autonomous Status)	01-Apr-2012
Type of Institution	Women
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr Meenal Rehman
Phone no/Alternate Phone no.	07612410039
Mobile no.	9479755334
Registered Email	iqacmgmmjbp@gmail.com
Alternate Email	rehmanmeenal1212@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://matagujricollege.edu.in/wp-content/uploads/2020/02/Resubmitted-AQAR-2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://matagujricollege.edu.in/academic-calendar/

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	A	3	2004	03-May-2004	03-May-2011
2	A	3.12	2011	16-Sep-2011	16-Jul-2018
3	A+	3.51	2017	26-Oct-2017	26-Oct-2024

6. Date of Establishment of IQAC	01-Jul-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Conduct of Academic Audit (AAA)	01-Jul-2019 31	20
Management of data and reports for AQAR	01-Jul-2019 365	20
Management of data and reports for AISHE	01-Dec-2019 30	23
Management of data and reports for NIRF	01-Jan-2020 30	23
Institutional Feedback Mechanism . Feedback taken from Students	10-Nov-2019 44	5000
Institutional Feedback Mechanism . Feedback taken from Employer	01-Jul-2019 300	13
Institutional Feedback Mechanism. Feedback taken from Academic Peers	16-Aug-2019 1	20

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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
UGC	Autonomy	UGC	2012 3650	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Identification of Institute under UGC Paramarsh. Support regarding conduct of NAAC was rendered to 6 Government Colleges. September 2019 onwards. For 1 year, to be extended for another year as per need. 2. Webinar on Environmental Monitoring : Concept Techniques and Regulatory Scenario Organized By Department IQAC in collaboration with Merck life Sciences Private limited Mumbai, Date : 14, May, 2020 at 4.00pm.Total number of participants 200 3. National webinar on Criterion III Research, Innovations and ExtensionIts challenges and Opportunities as per NAAC new guidelines on 26th May 2020 ,organized by IQAC Cluster and white code technology solutions pvt. ltd. Total number of participants 360 4. IQAC Organized One Day FDP/ Knowledge shearing program on Experimental Learning: Models, Methods and Practices, in association with IBS group (Resource person Ekta Rani Chouhan IBS Gudgoun U.P) of ICFAI on conducting management /Executive Development program. 30/08/2019 IQAC organized talk on Digital India by Mr. Swapnil Tiwari, 03/09/2019 5. IQAC organized SDP on Entrepreneurship program for business development, organized by JNKVV team. 6. Internal Quality enhancing training: The College introduced digital evaluation system from December 2019 and Training organized by Examination Cell on Digital evaluation 15/11/19 7.. Internal Quality enhancing training: IQAC has made it a practice that every department gives quarterly presentation on its departmental progrsss covering issues like Departmental progress presentation 8.. 30th August 2019: IQAC organized SDP in association with ICFAI on Creating Influence and Making Impact, Resource Person Prof. Ekta Chauhan. 9. 31st August 2019: IQAC organized SDP in association with UBS, Mumbai, on Body Language and Presentation Skills, Resource Person Ms. Salma. 10. Collaborations were made during the session MGMM and Jabalpur Incubation Centre, Jabalpur smart city. Mata Gujri Mahila Mahavidyalaya (Autonomous) Jabalpur, collaborated with following Government Collegesunder "Paramarsh" Scheme by UGC under HubSpoke Model for NAAC accreditation . i. Government College Chachoda Binaganj, Guna ii. Government Girls College Chachoda, Guna iii. Raja Harpal Sing Govt.College, Harpalpur, Chhatarpur iv. Government College, Ishagarh, Ashoknagar v. Government Degree College Palera, Tikamgarh vi. Government Degree College Prithvipur, Tikamgarh

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Conduct of Parents teachers Meeting	PTM was successfully organized and feedback from parents were taken.
Scheduled and planned Admission Process	Transparent admission was made as per guidelines of Higher Education and availability of seats per course.
Academic Calendar was prepared.	Strict adherence to academic calendar prepared by Department of Higher Education ensured.
Induction programme for new students.	All the departments and support services successfully conducted the induction programme for new staff and students.

<p>Meetings of all statutory bodies were scheduled.</p>	<p>All meetings were conducted as per schedule.</p>
<p>Field / Industrial Visit for training and Interaction for internship of students</p>	<p>College ensures student participation in terms of Seminar, field visit, Internship etc. Field visits as part of Internship was arranged. Students visited- Directorate of Weed Research, Maharjpur, Pune Institute of Business Management (PIBM), Pune, Parle-G, Mahavir Dairy (Richai, Jabalpur) , Singh Engineering & Company, Ok Foods..</p>
<p>Alignment & Review of Curriculum: Strengthen and implement the Curriculum Design as per the industry requirement so as to prepare the students market ready.</p>	<p>Up to 30% modification in curriculum were made on the basis of feedback collected from students and employers. Topics of current relevance were added, that respond to emerging needs of market.</p>
<p>• Sustaining Student enrolment and cutting out dropout rates. • Enhancing rate of higher learning, and employability in students.</p>	<p>Efforts were made towards Comprehensive career counselling of students and guardians, in case required was done. They were motivated towards higher learning. Strengthening preview of financial assistance for students through Scholarships. Support was taken from Private companies as part of their CSR. Strengthening the preview of free of cost Entry in Service class and Remedial Classes. Strengthening the campus placements process to provide job opportunities for the students. Continuous trainings were organized for outgoing students. SDP were organized on Personality development/ Communication skill and soft skills for enhancing employability. Outcome seen was - • Sustainable number of new first- year students enrolled. • Increase in ratio of student progression to PG, Ph. D Programmes. • Good number of students were placed.</p>
<p>Towards Professional Learning Starting skill oriented courses with marked demand especially for girl students was targeted. Encouraging Students towards Entrepreneurship development and promoting Earn while you Learn Scheme.</p>	<p>• College collaborated with Jabalpur Incubation Centre, Jabalpur smart city to provide support in internship training, certification and employment to the students. • Increased activity of Entrepreneurship development Cell, through training, lectures on developing entrepreneurial skills. • Skill development programmes / career oriented technical training programmes for students are conducted to improve their technical acquaintance. •Additional workshop for Incubation Centre for Fashion Technology was initiated, Students were given free of cost training of stitching and orders</p>

of Stitching Uniforms were arranged for which girls got remuneration. • Exhibition and fashion show was arranged during College gathering, in which students were given opportunity to display and sell handmade items, such as decoration pieces, Paintings, bags, apparels.

FDP

1. National webinar on Criterion III Research, Innovations and ExtensionIts challenges and Opportunities as per NAAC new guidelines on 26th May 2020 ,organized by IQAC Cluster and white code technology solutions pvt. ltd. Total number of participants 360 2. IQAC Organized One Day FDP/ Knowledge shearing program on Experimental Learning: Models, Methods and Practices, in association with IBS group (Resource person Ekta Rani Chouhan IBS Gudgoun U.P) of ICFAI on conducting management /Executive Development program. 30/08/2019 IQAC organized talk on Digital India by Mr. Swapnil Tiwari, 03/09/2019 .

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Academic Council	16-Nov-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

03-Oct-2017

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

05-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

Yes College has MIS. It Offers facilities of, Student database management, Scholar registration

management, Enrolment and Examination process system, Fee Submission, Account management, Library management. The objective of the MIS is to provide Digital Empowerment to the Students. MIS provides all the services Online to the Students and Institute, such as Admission and fees submission, Enrolment Process and Examination Process System, Account Management, Fee Collection Management on anytime from anywhere. On ONE CLICK all the required data is made available. Even mark sheets are available online.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
MA	MA	Economics	19/07/2019
MSc	MSC	Microbiology	19/07/2019
BSc	BSC	Microbiology	19/07/2019
BSc	BSC	Physics	06/07/2019
MSc	MSC	Biotechnology	20/07/2019
BSc	BSC	Biochemistry	06/07/2019
MSc	MSC	Computer Science	06/07/2019
MA	MA	English	25/07/2019
BCom	BCOM	English	25/07/2019
BA	BA	English	25/07/2019
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
Nil	Nil	Nil	Nil	Nil
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	"MSC COMPUTER SCIENCE Web Designing and Python"	06/07/2019
MA	MA Economics- latest trendz in economics	19/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course in Tally.	25/07/2019	51
Diploma in Fashion Designing	16/07/2019	22
Certificate programme in Banking, Finance and insurance. (In Collaboration with BAJAJ FinServ)	25/07/2020	42
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Microbiology	10
BEd	Education	100
MSc	Mathematics	144
MA	English Literature	33
MSc	Computer Science	30
BSc	Computer Science	51
BCom	Honours	59
BA	Political Science	20
BA	History	16
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback Obtained Feedback (On all aspects) is obtained from Students : Through Feedback Form (Online and Offline) Parents : During Parent Teacher Meet Alumni

: During Alumni Meet Industries : During Placement Drive and Meeting of BOS. Academic Peers : At the time of Meeting of Board of Studies, Academic Council , Governing body Meeting, During Workshops, Seminars, and Guest Lectures. • Daily feedback, through observation is a regular practice followed by the Principal and other senior staff members. • Feedback on teaching skills of new appointed faculty members is collected within 3 months, before regularization. Annual feedback pattern is adopted to generate information on campus. Curriculum, Teaching learning , support services etc. • The process of academic audit is also carried out by IQAC. The objective of academic audit is to have brief information, from all departments regarding adherence to quality indicators prescribed by NAAC , with planned intervention to enhance the quality of teaching learning process and facilitate the learning of all students. Feedback is taken with the objective to build 1. Competency in the students 2. Commitment in the staff 3. Culture of the organization Analysis of Feedback: • Feedback collected from students are analyzed by HOD and submitted to IQAC with his recommendations. • Feedback from students on Curriculum is analyzed by HOD and members of the department, which is then undertaken for modification in curriculum. • Feedback from Parents, External Peers are analyzed by the Principal and IQAC members. These feedback reports are taken for discussion in the Officials meeting to evaluate various aspects of the college. Action taken: Compiled analysis of feedback is shared by IQAC Coordinator with the Principal. Those faculty members who scores less are counseled. 1. Counselling by Principal, and the respective HOD for those faculty members who have secured low scores and negative comments, if any, in the feedback. This motivates them to improve their skills and abilities. 2. If required training / orientation programmes are conducted by professional experts to improve the skills of the faculty members in the nuances of teaching, thus improving the efficiency of teaching learning process. 3. Classes are monitored by Senior Professors and HOD of the Department. They give constructive comments to improve the quality of teaching and the teaching learning process. The students are supposed to be the most important stake holder of Higher education system. Thus College ensures that students have a voice at various decision making Process. In order to foster quality assurance in the institution. IQAC ensures proper feedback mechanism.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts & Humanities	400	410	375
BBA	Buisness Management	80	88	74
BCA	Computer Applicaiton	80	28	25
BCom	Commerce	1110	734	716
BSc	Science	900	543	499
MA	Economics	60	26	24
MA	English	60	55	49
MA	Hindi	60	42	39
MSc	Botany	25	28	25

MSC	Zoology	30	32	30
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1689	493	28	2	108

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
108	68	10	10	10	2

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The College has a well defined policy of mentoring newly admitted students. College admits students from various socio economical backgrounds, students from rural, urban and metropolitan regions, and from various states of the country. There is a vast variety in students admitted in the institute at UG level. College have a hostel which accommodate most of the fresher's who came from outside Jabalpur and its suburban areas. The newly admitted students face many difficulties. To overcome their emotional, behavioral, educational, language, economic and other difficulties they need mentors. The mentors help them to come out of these situation and face such situations bravely. College has a counseling cell to support students to overcome their difficulties. During the induction program students are made aware of the counsellor and the type of help counsellor can provide to the students who face such type of difficulties. Institute organizes the induction program for fresh students during the first two weeks of their classes in the institute. College assigns to every teaching faculty the role of mentor to the newly admitted students. Each faculty member is assigned with 30 students of the 1st year. The faculty members remains her until she completes her degree. The students meet mentors frequently and get their support in overcoming the emotional and other difficulties of them. The programs Freshers party is also organized for welcoming freshers and acclimatizing them with the institute culture in general and environment in particular. This programs where in participants are mostly the freshers helps them immensely in rebuilding their emotional and other barriers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
6428	110	1:58

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
110	110	0	0	56

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr. Maya Shukla	Assistant Professor	She was awarded by the Collector Jabalpur Mr. Bharat Yadav as the best Campus Officer on the occasion of national voter day on 25th January 2020.
2019	Dr. Prabha Pahariya	Assistant Professor	For poetry composition Akhil Bharttiya sahitya man sanstha
2019	Dr. Kirti Shrivastava	Assistant Professor	"Voice Of Pragya" by Akhil Vishvaa Gayatri parivar, Jabalpur
2019	Ms. Rajbeer Kaur	Assistant Professor	National Dance Festival at Banaras Hindu University (Banaras).
2020	Dr. Sonal Sareen Pathak	Assistant Professor	She received Certificate of Excellence in reviewing manuscript in Microbiology Research Journal International. Certificate No. SDI/HQ/PR/Cert/58164/S ON. 20th June, 2020
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	I Year	10/01/2020	10/01/2020
BCom	BOCM	I Year	10/01/2020	10/01/2020
BSc	BSC	I Year	10/01/2020	10/01/2020
BBA	BBA	I Year	10/01/2020	10/01/2020
BCA	BCA	I Year	10/01/2020	10/01/2020

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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
0	0	0

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://matagujricollege.edu.in/programme-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Arts & Humanities	168	168	100
BCOM	BCom	Commerce	752	751	99.87
BSC	BSc	Science	394	394	100
BBA	BBA	Business Administration	64	64	100
BCA	BCA	Computer Application	40	40	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://docs.google.com/spreadsheets/d/1x3nLjOrKO9dYmkaT5KQsVjryrb5mU6zwCOPTQgdWt74/edit?usp=sharing>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
National	Miss Purnima Patel	JRF	13/07/2019	National Testing Agency
National	Ms. Amruta Thakur	JRF	13/07/2019	National Testing Agency

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3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	0	0	0
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Webinar on Environmental Monitoring : Concept Techniques and Regulatory Scenario	IQAC in collaboration with Merck life Sciences Private limited Mumbai,	14/05/2020
SDP on College to Industry	Biotechnology Department	18/05/2019
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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nil	0
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Research Innovation and Sustainable Entrepreneurship	GGSES	Research Innovation and Sustainable Entrepreneurship	Startup for Innovation in Research and Entrepreneurship Development	11/12/2019
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Computer Science	1
Commerce and Management	3
Zoology	1

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if
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			any)
International	Biochemistry	1	5.87
International	Economics	1	5.52
International	Botany	4	5.9
National	Botany	2	1.8
National	Education	1	2.39
International	Education	1	5.32
International	Chemistry	1	2.14
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Computer Science	1
Chemistry	3
Sociology	1
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
0	Null	0	Null
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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
A Review on fungal Protease	Mrs Namrata Sharma	International Journal of Emerging Technologies and Innovative Research(JETIR)Pg-26 1-273,Vol 6, Issue 6, IF:5.87	2019	0	Mata Gujri Mahila Mahavidalaya	0
Education for attaining sustainable development: a study on role of	Dr. Vandana Tiwari	Parichaya , Volume-35, No-1,	2020	0	Mata Gujri Mahila Mahavidalaya	0

odl system						
Status of Seed Borne Mycoflora association with Chick Pea (Cicerarietinum L.) seeds in different Agroclimatic Zones of Madhya Pradesh, India	Dr Ranu Singh	Int. J. Curr. Microbiol. App. Sci. Vol 8(11): 01-04	Nil	0	Rani Durgawati Vihswavidyalaya (Affiliating University)	0

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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Three-gene phylogeny of the genus Arthroderma: Basis for future taxonomic studies	Dr. Rahul Sharma	Medical Mycology	2019	1	1	Mata Gujri Mahila Mahavidyalaya

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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	213	1095	10	20
Presented papers	61	53	0	0
Resource persons	2	12	0	0

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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultant(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Botany	Mushroom Cultivation	Jabalpur Incubation Center	6000

Chemistry	Food Preservation	Jabalpur Incubation Center	6000
Biotechnology	Mushroom Cultivation	Jabalpur Incubation Center	6000
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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
0	0	0	0	0
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3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	NSS in collaboration with Victoria Hospital	10	50
Awareness program on thalassemia	Womens Cell and Mukti foundation	4	150
Plantation	Department of Botany	4	25
Women Empowerment	Department of Education	10	109
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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Campus Officer of ELC club	Best Campus Officer	Collector Jabalpur	200
Science Club	Bronze Club Category	Vigyan Prasar DST	250
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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Run for Unity	Ministry of Information and Communication	Sardar Patel Jayanti	2	15
Nukkad Natak on Food Adulteration	ELC club	Food Adulteration	2	70

Mental awareness program	Women Cell in collaboration with Govt Victoria hospital	Mental awareness program	2	120
RDC Parade	Ministry of Sports and Youth affairs	Republic Day	1	1
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Research	Research	Excellent Bio-Research Solutions	02/01/2020	15/04/2020	4
Excursion Trip	Weed Research	Directorate of Weed Research, Maharjpur	23/11/2019	23/11/2019	45
Excursion Trip	Educational Industrial Visit	Pune Institute of Business Management (PIBM), Pune	06/01/2020	13/01/2020	52
Industrial Visit	Educational Industrial Visit	Parle-G, Mahavir Dairy (Richai, Jabalpur)	08/02/2020	08/02/2020	50
Internship /Dissertation	Internship /Dissertation	BCR Lab	02/01/2020	15/04/2020	2
Internship /Dissertation	Internship /Dissertation	DIC RDVV Jabalpur	02/01/2020	15/04/2020	4
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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Government Degree college Palera, Tikamgarh	27/09/2019	UGC Paramarsh	8
Raja Harpal Singh Govt., College, Harpalpur	27/09/2019	UGC Paramarsh	8
Govt. college Isagarh, Ashoknagar.	27/09/2019	UGC Paramarsh	8
Govt Girls College Chachoda, Binaganj, Guna	27/09/2019	UGC Paramarsh	8
Govt College Chachoda, Binaganj, Guna	27/09/2019	UGC Paramarsh	8
Govt. Degree College Prithvipur, Tikamgarh	27/09/2019	UGC Paramarsh	8
Jabalpur Incubation Center	19/12/2019	Consultancy	8
Bajaj Finserve Finance Ltd	11/03/2019	Traning	42
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
800000	624396

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
No file uploaded.			

Library Management Software	Fully	2.0	2004
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	30527	6972863	2017	640311	32544	7613174
Journals	58	47000	0	0	58	47000
e-Journals	0	0	13	16500	13	16500
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	240	4	1	5	4	10	0	4	0
Added	0	0	0	0	0	0	0	4	0
Total	240	4	1	5	4	10	0	8	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

8 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1250000	652570	345000	212530

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities College makes budgetary provision under different funds for maintaining and utilizing the campus infrastructure facilities. Finance committee assigns funds for maintenance and repairing. The allocated funds are utilized under the observation of various monitoring committees such as purchase committee, building committee, IT Committee, hostel monitoring committee, library committee etc. of the college. To maintain and upkeep the infrastructure campus facilities and equipments, following activities are taken by college. 1) Keeping department wise stock register by concerned laboratory assistant under the observation of administrative office superintend. 2) Department wise annual stock verification is done by concerned head of the department. 3) Regular maintenance of laboratory equipments and chemicals are done by laboratory attendant of concerned departments. Maintenance of laboratories are as follows: The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises. 4) Overall development of campus is done by campus discipline and cleanliness committee of the college. 5) Regular cleaning of water tanks, proper garbage disposal, pest control and maintenance of garden are done by college peon. 6) College campus maintenance is monitored through regular inspection by the members of Management and external Peer Committee. 7) To upkeep all facilities and cleanliness of environment in hostel, through hostel monitoring committee. 8) Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including WiFi and broadband, updation of softwares by computer hardware technician. Outsourcing, through Supervisor is done for the maintenance of wooden furniture, electrification, and plumbing. 9) Regular maintenance of the vending machine provided for the students is done by outsourcing agent. 10) The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal. The maintenance of the reading room and stock verification of library books is done regularly by library staff. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee. 11) Annual Maintenance Contract (AMC) is provided for the following service providers. List of service provides: S.No Category Service provider 1 House Keeping in hostel and college College Management and Beauty Tent Works 2 College security Giant Security Services and Man power supply 3 Hostel security 4 Power backup and generator R K Trading 5 Water cooler and aqua systems Global water Purifiers 6 Lift R P associate asmosis 7 Fire extinguisher Steelace Industries 8 Biometric Machine J R Enterprises 9 Computer System Asha Computers 10 Generator Maheshwari Infotech 11 Xerox machine ABTECH (Canon) 12 Incinerator and Wending Machine M/S Hill life care Ltd.

<http://matagujricollege.edu.in/wp-content/uploads/2020/01/policies.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			

a) National	NATIONAL AND MP SCHOLARSHIP	2251	12436000
b) International	0	0	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
3 days workshop on GST in computerized accounting,	13/02/2020	52	GST Council
Workshop on Taxation GST reforms	17/02/2020	105	GST Council
Workshop on food preservation,	18/10/2019	75	Freezo factories
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Entry to Service Classes	260	Nil	Nil	388
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Concentrix	200	103	IBM	101	4
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
2020	21	B Sc	Microbiology	MGMM Jabalpur	M Sc
2020	11	B Sc	Zoology	MGMM Jabalpur	M Sc
2020	6	B Sc	Biotechnology	MGMM Jabalpur	M Sc
2020	2	B Sc	Computer Science	Gyan Ganga College of Technology	MCA
2020	2	B Sc	Computer Science	JEC Jabalpur	MCA
2020	2	B Sc	Physics	Govt. Science College	M Sc
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	5
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Kho-Kho	College Level	30
Basketball	College Level	25
Athelatics	College Level	15
Rashtriya Rajshkekhar Samaroh	Inter College	50
Quiz on Awareness of cancer	College level	100
Debate Poster making	College level	70
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

College creates a platform for the active participation of the students in the various academic and administrative bodies including other activities. This

empowers the students in gaining leadership qualities, Understanding rules and regulations and executing skills. As per regulations of Madhya Pradesh Government, Student Council elections are not held, but students opinion is taken through various Committees. The student members bring forward the views and suggestions of the entire class with respect to the faculty, subjects, syllabus and other things related to the class. The College has various Committees with Student representative in it, such as Anti Raging, IQAC, Literacy amp Cultural Committee, Sports Committee, NCC, Library Committee, Science Club, Computer Society of India (CSI), Women Cell, Nature Club, IT Club, NSS unit . The students play a dominant role in many activities related to fine arts, sports and other cocurricular activities of the department and the students. Their participation and volunteering is also present during Special Lectures by experts, Seminars, Workshops, Annual Function, Symposium, National Level Conference and Intercollegiate meet and Placement drives. Student members of the associations also observe important days like National Festivals, Birth/Death Anniversaries of important leaders, International Women's Day, International Yoga Day, Day, Teachers Day, Freshers Day, Farewell Party. They also organizes cultural festivals like Garba, Guru Purnima, Lohri etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

2340

5.4.3 – Alumni contribution during the year (in Rupees) :

20000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumnae meet1 Workshop1 Mock interviews 3 awareness programmes 2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. 1. At the Management Level • The college has a visionary and proactive managing Society headed by the President. The Management makes overall policies regarding quality sustenance enhancement in all functional areas of the college. • The college has various statutory bodies like Governing body, Academic Council, Board of Studies, and Finance Committee, IQAC, Examination Cell and numerous nonstatutory committees. • The Management ensures the organization's continuous progress through its nominees on the Governing Body, Academic Council, IQAC and Finance Committee, apart from unflinching mentor like support at any given point of time. 2. At the Principal Level • The Principal monitors the progress of different academic programmes, implementation of academic calendar, staff recruitment, admission process and other administrative matters. • The Principal along with IQAC Coordinator see to the timely and proper conduction of meetings of Governing Body, Academic Council, Finance Committee, and Board of Studies of different departments. • The Principal conducts regular meetings with the Head of all the departments of

the college and give directions regarding the proper functioning of all programmes. 3. At the Faculty Level Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, cocurricular, and extracurricular activities. They are given authority to conduct industrial tours and to have tie up with industry experts and appointed as coordinator and convener for organizing seminars/workshops/conferences/FDPs. For effective implementation and improvement of the institute following committees are formed. Other units of the institute like sports, library, store etc. have operational autonomy under the guidance of the various committees/cells. 4. At the Student Level Students are empowered to play an active role as team leaders of cocurricular and extracurricular activities, social service group etc. Participative management The institute promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution are governed by management of facts, information and objectives. Both students and faculties are allowed to express themselves of any suggestions to improve the excellence in any aspect of the Institute. Strategic Level • The Principal, IQAC Coordinator, Registrar and staff members are involved in defining the policies and procedures, framing guidelines and rules regulations pertaining to admission, placement, discipline, grievance, counseling, training development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute. • For the various programs to be conducted by the institute all the staff members discuss and share their opinion and plan for the event, with Convener/ Organizing Secretary of the event and form various committees involving students and coordinate with others.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
<p>Examination and Evaluation</p>	<ul style="list-style-type: none"> • One of the biggest achievements of the college under its autonomous status has been its adherence to the academic Calendar. The college academic calendar clearly marks the date of commencement of the 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 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 has been proposed by the members and the recommendations are further incorporated in to regulations after necessary deliberations in the statutory committees. • Continuous evaluation for Semester end Exams and Internal Assessment for yearly pattern are present. • 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. • 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. Term 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 practiced 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. • 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 totaling, 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. • Evaluation management is facilitated through networking software system. • VivaVoice is conducted for practical, dissertation and project works by the internal and external examiner. • Internal exams, CCE (Continuous Comprehensive evaluation for Semester Exams) and IA (Internal Assessment for Yearly Exams) the form of tests, classroom discussions, assignment, seminars, quiz etc. are conducted. • 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 through Parent Teacher Meeting to ensure their progress and improved performance. • The mid term 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 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.

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 audiovisual 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 IAs to inculcate in-depth knowledge of the subject.

Curriculum Development

- The design development of the curriculum is, undertaken by each Board of Studies as its fundamental function. It is carried on the basis of local needs of society and industry.
- Feedback is collected from internal external stakeholders, vizaviz 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 twenty to thirty percent 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 twenty to thirty percent 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 followed by Governing Body for final approval before implementation.

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 flexible 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 inhouse 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

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 respective department.
- 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 classrooms
- 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 labs are also well equipped with latest apparatus. • The institute has a qualified technician who constantly

works and repairs the instruments of the labs of all streams . • On timely basis upgradation of Lab Equipment's are done to meet with the advanced technology across the departments. • AMCs have been given for computer and other sensitive and expensive equipment.

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 ultimately 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. • All Academic and Creative Clubs are functionally active across all branches. 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. • 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. 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 Adhinyam. 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.

Industry Interaction / Collaboration

• The UG Vth 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.

Admission of 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) cutoff 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.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Whats app, Email Id for information sharing.
Administration	Whats app, Email Id for information sharing.
Finance and Accounts	Fee monitoring through Institute Student Management System
Student Admission and Support	Fee submission for admission and data monitoring through MIS and Online fee submission through MP Online
Examination	Exam form submission through MIS software for Result Processing System.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Digital evaluation	Nil	15/11/2019	15/11/2019	60	Nil

2019	FDP Experimental Learning: Models, Methods and Practice	Nil	30/08/2019	30/08/2019	90	Nil
2019	Digital India	Nil	30/09/2019	30/09/2019	85	Nil
2020	Research, Innovations and Extension-Its challenges and Opportunities	Nil	26/05/2020	26/05/2020	360	Nil
2019	Nil	Office Management using Cloud Storage	11/07/2019	12/07/2019	Nil	8
2019	Nil	Workshop on MIS System	08/08/2019	09/08/2019	Nil	4

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on Physics of Semiconductors	4	15/08/2019	23/10/2019	70
International FDP on "Emerging Trends in Teaching Technology"	6	16/05/2020	20/05/2020	5
International Workshop on 'New Age Teaching Technologies'	19	12/05/2020	18/05/2020	7

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

3	Nil	1	Nil
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident Funds	ESI Provident Funds	Student Concession in Train Tickets, Scholarships from government, private bodies, and fee concessions from institute, Book Bank Facility etc.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

MGMM has a mechanism for internal and external audit. The College has our own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure of the college every year. Qualified Internal Auditors from external resources have been permanently appointed and a team of staff under them do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. Likewise an external audit is also carried out on an elaborate way on annual basis. The institutional accounts are audited regularly by both Internal and statutory audits. So far there have been no major findings / objections. Minor errors or omissions and commissions when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows Internal external financial audit system.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
0000	0	0
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External peer Team as per UGC Guidelines 2017	Yes	IQAC
Administrative	Yes	External peer Team as per UGC Guidelines 2017	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- Leveraging volunteer power during in organizing conferences, workshops, symposiums.
- Lending their support for college developmental activities.

Parents Teacher Association helps and cooperates with the institutions in the welfare of the students and provides support for the improvement in the infrastructural facilities. • Parents are part of feedback system, their valuable guidance supports us during curriculum revision procedure. • Those Parents who are self employed, assist students during the internship and training/ Placement.

6.5.3 – Development programmes for support staff (at least three)

• Fee concession to their wards, studying in any of the School / College of governing Society. • Workshops for support staff, related to technical up gradation. • Financial Aid on case to case basis. • Donation of cloths, books and utility items. • The College provides extra commensurate remuneration for overtime work performed by the College support staff. • Free of cost medical checkup in College. However for medical treatment the staff has been registered under ESIC.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Development of College curriculum. (stage I -2017 to 2018, Stage II -2018 to 2019) • Initiating of Certificate Course in various departments. • Up gradation of College Central Library Building. Institutional Membership have enhanced College Library. • Purchase of New land for College. • Digitization of College administrative process through MIS. • More Corporate Tieups were initiated. • Collaborations with institutes for Student Exchange. • Conduct of International Conference.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	National seminar Criteria III	26/05/2020	26/05/2020	26/05/2020	360
2020	Industrial webinar	04/05/2020	04/05/2020	04/05/2020	200
2019	One Day FDP/ Knowledge shearing program on Experimental Learning: Models, Methods and Practices, in association with IBS group (Resource	30/08/2019	30/08/2019	30/08/2019	100

	person Ekta Rani Chouhan IBS Gudgoun U.P) of ICFAI				
2019	Talk on Digital India	03/09/2019	03/09/2019	03/09/2019	90
2019	SDP on Ent repreneurshi p program for business development	Nil	Nil	Nil	100
2019	Digital Evaluation Training	15/11/2019	15/11/2019	15/11/2019	100
2019	SDP on Creating Influence and Making Impact	30/08/2019	30/08/2019	30/08/2019	150
2019	SDP on Body Language and Presentation Skills	31/08/2019	31/08/2019	31/08/2019	200

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Elimination of Discrimination against Women	25/11/2019	25/11/2019	100	0
Women Empowerment Lecture by NSS	01/01/2020	01/01/2020	100	0
Be Smart Girl Workshop by Women Cell	19/12/2019	19/12/2019	100	0
Girl Child day Celebration by NSS	24/01/2020	24/01/2020	150	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

- Solar energy is used to light the campus during night.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Braille Software/facilities	Yes	0
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	22/08/2019	1	Disadvantages of Parthenium to humans and diseases caused by them. Measures to control its spread.	Parthenium disadvantages	200
2019	1	1	10/12/2019	1	International Human rights day	Rally organised to spread awareness regarding human rights	150
2020	1	1	24/01/2020	1	Food adulteration	ELC club performed Nukkad natak to prevent food adulteration and measures to check adulteration in common food items.	100

2019	1	1	21/07/2019	1	Plantation	Environmental conservation and to prevent pollution	45
2019	1	1	12/09/2019	1	Cleanliness	Women cell organises the event to promote cleanliness in and around college campus	110
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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
MGMM Internal Quality Assurance Manual	19/08/2019	IQAC being the main source to maintain the internal quality of the college has generated a manual for all the quality measures . It continuously monitors the activities held in the college and thus guidelines were created which are implemented by the staff. To meet the need of teaching learning analysis and improvement, monthly reports from the department were obtained in a respective format. The format covers all the essential points required to maintain the teaching standards of the college. The feedback analysis were also updated to fulfill the recent standards of academic monitoring.
E Resources Policy	24/06/2020	E-resources are one of the most important necessity in todays academics. Everyone one is familiar with the significant role played by it in various fields. It will be difficult to envisage a world without

e-resources. The e-resources helps to deliver the sources very fast to their user thus saving lot of time. Due to more use of e-resources there is reduction in the use of paper and thus contributing to the cause of environment protection. These e-resources are very convenient to use, cost effective and can easily be accessed from anywhere and by large number of users at the same time. Thus the use of e-resources is very essential to both the students and teachers in an academic institution. The college has been using online platforms for its regular courses but wider use of e-resources is still needed. Therefore a policy was drafted to promote more use of e-resources. This policy helps to take measures to maintain the academic excellence by upgrading the library facilities and also in motivating the faculty members to use and create e-resources in the renowned platforms.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Awareness campaign on the topic Cleanliness	08/07/2019	08/07/2019	250
GURU POORNIMA festival was celebrated by NSS students, to show their love and respect to the teachers.	06/07/2019	06/07/2019	300
Independence Day	15/08/2019	15/08/2019	1400
TEACHER'S DAY	05/09/2019	05/09/2019	4500

.The students celebrated teacher's day enthusiastically to show their respect to the teachers.			
World Food Day	16/10/2019	16/10/2019	100
RUN FOR UNITY	31/10/2019	31/10/2019	200
Voter Awareness Programme	04/11/2019	08/11/2019	250
Republic Day	26/01/2020	26/01/2020	1500
National science Day	28/02/2020	28/02/2020	110
Awareness programme on Moral Values by Women Cell	03/08/2019	03/08/2019	100
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Environmental Consciousness Practices adopted by the College: • The college conducts Green Audit of its campus . • Radiation free campus. The college has taken following initiatives to make the campus ecofriendly • Use of LED lights. • Use of Solar Lights. • To switch off the electrical gadgets, lights, fans and other appliances whenever not necessary. • Utmost care is taken to save electricity by proper maintenance of the wiring electrical appliances. • Orientation about energy conservation. Use of renewable energy source • Installation of solar panel for campus lights. Water Harvesting • Water harvesting arrangements are made in College campus and hostel. • Rain water is used as distilled water in the departments. Efforts for Carbon neutrality • Regular plantation of saplings in the campus and maintenance of the same by NCC / NSS students for achieving carbon neutrality. • Efforts have been made to make plastic free campus. • Vermicompost is prepared out of the dry leaves and biodegradable waste instead of burning it. Plantation • Variety of trees are planted at various locations to keep green and to maintain biodiversity. • Seasonal potted flowering plants are nurtured in the campus. Use of plants in college programmes and functions: • The college has a practice of presenting saplings of ornamental or medicinal plants on various occasions. Hazardous waste management • The College has fuming hood, exhaust fans and proper ventilation for the release of hazardous gases from labs. • Special drainage system is installed in the chemistry laboratory for the disposal of chemical waste, acid, alkali other chemicals are drained with plenty of water so that they get diluted and cease to be harmful. • Use of paper cups in college canteen. • Waste is collected by municipal agency regularly. • College has installed incinerator for the disposal of organic wastes. Vermicomposting • Department of Botany conducts vermicomposting and produces organic manure for roof top farming and plants in garden and gives consultancy on vermicomposting. • Mushroom cultivation and Organic farming • Department of Botany runs certificate course on Mushroom Cultivation and gives consultancy on edible mushroom cultivation. Installation of Bird Nests • Artificial nests for birds are installed on the trees in the college campus for protecting them from scorching heat of the sun during summer season. • Earthen pots filled with water are kept at accessible places to quench the thirst of birds.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Environmental Protection Measures and Initiatives Objective: Environmental friendly practices and education combine to promote sustainable and ecofriendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind. Mata Gujri Mahila Mahavidyalaya has always taken a green agenda, it has shown remarkable awareness in maintaining an ecofriendly campus. At Mata Gujri College, we give attention to protecting Mother Nature from violation. The Context: Greening the campus is all about sweeping away wasteful inefficiencies and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling practices. These strategies have been incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus. MGMM is working to develop the institution on a self-sustainable basis in the areas of power, plantation, water and cleanliness. The faculty, staff and students contribute collectively to develop an ecofriendly sustainable campus and disseminate the concept of ecofriendly culture to the nearby community and wherever possible.

Best Practice 2: Enhancing career building and employability skills. Objective: The existing curriculum for all courses in academic institutes suffers limitations of knowledge gap in the curriculum due to lack of incorporation of new professional skills and techniques. Syllabus revision offers only minor amount of additions which are not sufficient for the students to cope with new job or work circumstances. After completion of studies, when students enter the professional world outside the college campus, along with domain knowledge, other skills, techniques and abilities are also required for a job. Skills such as communication skills, complete knowledge of a cultivation/ process, innovation, team building are very much required to become successful in the profession which are not directly covered in the curriculum. Keeping this in view, the college has initiated a number of skill development certificate courses which could be offered simultaneously while doing the regular course. The objective of this practice is to provide training to the students of all branches to enhance employability, Communications and Professional skills, increasing self awareness, confidence and innovation ability of the students in other words career development of the students. The Context: The curriculum does not solve the problem of skill deficiency due to which a number of students are unemployed. As a regular practice of the college feedback from employers and alumni it has been revealed that skill enhancement is required for the students to fit to the present day professional needs. Therefore certificate courses were introduced to be offered to the students which are relevant to the job requirements of the course and related to their interest. Our college is known for transforming and empowering students who come from diverse backgrounds ranging from underprivileged sections to affluent ones. As one of the best practices in our college these certificate courses helps to facilitate selfgrowth, selfworth and actualization of potential of the students through myriad ways of empowerment and competence building.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://matagujricollege.edu.in/wp-content/uploads/2019/11/BEST-PRACTICE-MGMM.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Mata Gujri Mahila Mahavidyalaya is committed to spur all possible platforms pertaining to Learning for not only the professional growth but also for the personal growth of the students by providing transformational teaching and value based education. The institution has a motto to achieve academic excellence, promoting quality education with incomparable innovations in teaching and learning by empowering the manpower through innovative research and development. The College with a passion to empower women through education entered the educational arena in 1994. Over a period of 26 years, the institution has taken utmost care for the benefit of the student community. MGMM focuses on how to evaluate and improve outcomes of education to promote quality teaching and building social cohesion through education. Students are even encouraged to take up projects concerned with the future of the country with a motto to promote global citizenship and ethical conduct. Students are also provided with for Online learning platform, through DELNET, with an excellent collection of material, in addition to the central library and departmental libraries. Digital class rooms, grand infrastructure, well-equipped laboratories, spacious seminar halls and conference halls and reading halls, corporate placements, technical events like implementation of innovative teaching techniques and trends along with the conventional teaching methods, provide a vibrant backdrop to the academic achievements. training sessions are organized with the help of eminent trainers, to train the students for all the levels of the campus recruitment process. Since the beginning of the 1stYear, students undergo the training along with the prescribed curriculum. The institute adheres to the curriculum through a well planned and documented process. Curriculum is revised time to time on the basis of market needs. Students are encouraged to participate in aptitude and soft skills related training, group discussions, mock interviews, debates, presentations and role plays etc. Objective of the college is to provide quality education to the students from various parts of the society, to make them academically and globally competent. The college believes that professionals of this college should be not only academically sound but should also have values and strong professional ethics. The institute facilitates personal commitment to the educational success of the students. The institute focuses on the Mentor Mentee relations, where the faculties are allotted few students, who take care of the students in her academics, problems, acting as a counselor and a guide. They encourage their students to actively participate in various activities of the institute. Workshops, , internship, guest lectures, presentations, group discussions , conferences/seminars etc .are arranged from time to time apart from regular class room learning. Alumni, students, faculty, staff etc. feedback is conducted to enhance in the quality of learning. Students actively participate in all the events conducted by the institute leading to leadership and team building qualities. Students are also encouraged to participate in social activities like, Traffic Day, Blood donation camp, swacchh bharat abhiyan, educating the underprivileged, various CSR activities , hence ,showing the bond and responsibility towards the society.

Provide the weblink of the institution

<https://matagujricollege.edu.in>

8.Future Plans of Actions for Next Academic Year

Continuing with the tradition of striving for excellence, the Academic Calendar would be prepared, in accordance to the Academic Calendar of MP Higher Education, Bhopal. This year, we plan to make the Academic Calendar more 'action oriented', especially as per the needs of various Departments. More extension lectures, industrial interaction and industrial visits will be scheduled, so as to bridge the gap between classroom teaching and industrial requirements. Also, keeping in mind the high level of stress among youth, new activities would be planned for

the mental wellbeing of the youth. More activities of Social Outreach would be organized like donation camps, blood donations, plantation drives, environment awareness events etc. The College is taking efforts for Enhancement of infrastructural facilities. Examination system would be completely digitalized, including evaluation process. Adopting CBCS is also target for the upcoming session. The college aims to start new skilll and high demand oriented courses for the students. The institution strongly believes that academic research can strongly contribute to institutions and nations development. Academic research would be strengthened. Provision of Seed Money would be made for promotion of research activity. The objective of these research based forums will be to serve as interdisciplinary and multidisciplinary avenues, for the benefit of the academicians and researchers at large.