

# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**GOVT. ARTS COLLEGE**

LALMATI, BEHIND PETROL PUMP CHHAPARA  
480884

<http://www.mphighereducation.nic.in/gdcchhapara>

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**September 2018**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Government Arts College, Chhapara is situated on the National Highway -7 on Jabalpur-Nagpur route district Seoni. It is situated far from the madding crowd in the lap of the nature. This institute had come into existence in 1989 as a Under Graduate college in which only arts faculty was running here. But from the current academic session 2018-19, two new wings of science & commerce are started. Since 1989, the institute was being administrated and guided by galaxy of eminent educationalist in the subsequence years.

The college has 2.19 hectare land in the possession of this college. The college campus has well maintained double floor building for teaching- learning and administration purposes. A separate single floor building is also constructed for Girls' hostel with 25 beds for the girls' students who come from remote places and belong to poor families. Sports facilities, canteen facilities, Green Campus, Pure Drinking Water, cycle stand, college approach road, girls common room are also available in the college for all round development of the students. This institute is well covered by a boundary wall for security of campus. The college campus is running by SWAN Internet Connection and free WI-FI JIO connection.

Through the above development and activities we expect to provide qualitative education, all round development and to achieve superb grade by NAAC. This institute is looking forward to the Peer Team visit and benefit from their cooperation and valuable suggestions.

### Vision

- To provide holistic education to students in order to foster honesty, competency and professionalism in them.
- The vision of our college is to shape the young students into good human beings and citizens who will contribute to the democratic values of equality, liberty, secularism, social harmony and welfare of the weaker sections of the society.

### Mission

- To educate and authorize the learners to realize their potential through righteous blending of knowledge skills and values for serving society.
- Helps students, staff and teachers to understand the importance of values and professional ethics to ensure lasting happiness and prosperity.
- To develop technical skills.
- To face challenges of society.
- To develop language skills and computer awareness to face modern need.
- To promote core values and work place values.
- To inculcate value education in students.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- The institute has its own building with 2.19 hectare land.
- This college is the single government institution situated in rural area, where students from rural background pursue for higher education.
- Permanent faculty with highest qualification.
- Smart class room facility with 100 seating capacity.
- Regular supply of electricity with power backup.
- R.O. drinking water facility is available.
- Parking facility is also available.
- SWAN connection/WIFI connection is available.
- There is no case of ragging
- There is no case of women molestation.
- There are 70% Girls students are enrolled.
- There is near about 0% cases CM help line.
- There are no RTI cases registered against this institution.
- More than 80% students of ST and SC categories are enrolled in this institution.

### Institutional Weakness

- Lack of teaching and administrative staff.
- Lack of Playground. (Land is Available but play ground is under construction)
- NCC Unit is not available in this institute.
- Lack of big halls for seating the students
- Lack of professional/vocational courses.
- Lack of indoor sports activities and sports activity hall.
- Lack of lecture hall and auditorium.

### Institutional Opportunity

- The institution provides an environment to the students for preparation in competitive examination by providing Remedial coaching, guidance and reading materials.
- The college provides various programs under N.S.S., Youth festival, Personality Development and Sports etc. for the overall personality development of the Students.
- Well furnished lab available for computer knowledge.
- MoU is signed for IDP from World Bank.
- Two new faculties of Science and Commerce started from new academic session 2018-19.
- E-resource library facilities and INFLIBNET facilities are available for students for online reading.
- The lab is well furnished with computers and a separate reading room.
- Well maintained college website updated time to time.
- Well Co-operative JANBHAGIDARI SAMITI.
- Cycle stand for the safety of the vehicles of the students and the staff.
- Canteen facility is available for students and staff.

## **Institutional Challenge**

- As the students of our institution are mostly from rural background, the challenges of the institution are to boost them to reach and meet the global Market in the present day scenario.
- Due to lack of Professional/Vocational courses in this institution there is a big challenge to invite the Placement Companies.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The institution has a curriculum designed by Rani Durgawati University, Jabalpur in accordance with the norms set by the Dept. of Higher Education, M.P. The institution takes every measure for the effective implementation of the curriculum. Co-curricular activities are also conducted. Workshops, debates, seminars, job oriented projects and industrial visits help to develop the unrevealed potential and skills of students. Students do take part in the extracurricular activities in Youth Festival, Annual Function, Sports etc. which aims at the development of the character and values which help and build them to be responsible citizens of the nation.

### **Teaching-learning and Evaluation**

From the year 2012-13, the process of admission has been online by M.P. Higher Education and hence gives a transparent and fair method. Definite percentage of seats is reserved for various categories like SC/ST/OBC students. Due weightage in admission is given to outstanding achievers in sports and other curricular activities. Our college initiates innovative methods of teaching, learning and evaluation like group discussion, OHP, charts, learning through Smart Class etc. which make learning a process of construction of knowledge. The teachers prepare teaching plan and maintain a work diary. The faculty members are motivated constantly for taking part in refresher and orientation courses conducted by Academic Staff College of India (A.S.C.I.) The library is partly computerized and the laboratories are well equipped to improve the quality of teaching and learning. Library connected by SOUL Software for library automation. Evaluation system is performed through continues comprehensive evaluation (CCE), project, internship, quarterly/half yearly examinations and semester examinations.

### **Research, Innovations and Extension**

The institution promotes research culture among faculty members. One member of the faculty has awarded Ph.D. degree, two guest faculties are also awarded Ph.D. degree during this period, two guest faculties are persueing Ph.D. and one of them is about to submit her thesis. One faculty member is doing Minor Research Project (M.R.P.) which is funded by UGC. Faculty is also actively engaged in publishing research papers in regional, national and international journals. College renders peerless services to the society through N.S.S. The N.S.S. carries out various programs and recognized for their outstanding achievement. To strengthen the support services with regard to placement of students, the career cell is striving hard by guiding students through workshops and counseling.

### **Infrastructure and Learning Resources**

The infrastructure of the college has been expanded to meet the requirement of curriculum and student related activities. The college has a well maintained campus spread over 2.19 hectare of land area. In all twenty rooms are there in college which include ICT enabled Smart classroom and one lab. The library of our college had INFLIBINET facility and SOUL software to access the library activities. Library materials are open to all the users including staff and students. The network resource center of college for future basic computer training to students, there is a reading room attached with library where the students and teachers can sit and read.

### **Student Support and Progression**

Our college provides quality education that imparts knowledge skills and values created for becoming responsible citizens. Students are given necessary support, guidance and counseling for their overall development and progress. Scholarships are given to those students who belong to SC/ST/OBC and economically weaker section. Books are issued during the academic session from Book Bank Yojana. Slow learners are supported well to avoid dropouts through extra classes and remedial classes. Faculty members provide counseling to students for preparation of competitive exams like bank, civil services etc. Swami Vivekanand career cell is active in the institute for skill development. The institute also has an alumni association. The transformation change experienced by the students from admission level to exit level stands as proof of the excellence in student support system offered by the college.

### **Governance, Leadership and Management**

The efficient governance provided by the head of institution and with the district administration upholds an eminent environment in the institute. The leadership leads to college with clear vision and wisdom of the institution. This institution has strong urge for excellence and will continue to pursue it. The statutory bodies like IQAC, finance committee, administration, examination, purchase, anti-ragging committees work directly under the supervision of the Head of the Institute and the coordination helps in creating a positive and wholesome environment which is the core value of the institution.

### **Institutional Values and Best Practices**

Institution has made innovative and flawless efforts helpful in achieving academic excellence; moral and ethical values such as social justice, eco consciousness, sense of equality are inculcated in the minds of students through community oriented extension services carried out by the institution. To promote research activities, the college encourages faculty members to take part in research work, seminars and conferences. Institute has adapted to best practice such as Remedial Coaching and N.S.S. The Remedial Coaching helps in improving the academic skills of socially backward classes. N.S.S. unit helps in empowerment of youth through imparting holistic education to make them responsible citizen of the society.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. ARTS COLLEGE
Address	Lalmati, Behind Petrol Pump Chhapara
City	Chhapara
State	Madhya Pradesh
Pin	480884
Website	<a href="http://www.mphighereducation.nic.in/gdcchhapara">http://www.mphighereducation.nic.in/gdcchhapara</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
IQAC Coordinator	S.R.Belwanshi	-	9407848806	-	principalchhapara@rediffmail.com
Principal(in-charge)	G.L. Jhariya	07691-290286	8839158989	07691-290016	hegcchseo@mp.gov.in

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	03-10-1989

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Madhya Pradesh	Rani Durgavati Vishwavidyalaya	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	11-11-1989	<a href="#">View Document</a>
12B of UGC	11-11-1989	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

**Location and Area of Campus**

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Lalmati, Behind Petrol Pump Chhapara	Rural	5.475	3748

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	BA, Political Science	12	Higher Secondary	Hindi	275	176
UG	BA, Economics	12	Higher Secondary	Hindi	275	63
UG	BA, Hindi Literature	12	Higher Secondary	Hindi	275	202
UG	BA, Sociology	12	Higher Secondary	Hindi	275	260
UG	BA, Geography	12	Higher Secondary	Hindi	275	82
UG	BA, English Literature	12	Higher Secondary	Hindi	275	11

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				5			
Recruited	1	0	0	1	0	0	0	0	1	0	0	1
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			



<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				15
Recruited	9	0	0	9
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### **Qualification Details of the Teaching Staff**

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	1	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	1	0	2

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		3	2	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	279	0	0	0	279
	Female	368	0	0	0	368
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	34	26	31	43
	Female	45	44	49	55
	Others	0	0	0	0
ST	Male	65	86	90	113
	Female	92	110	120	149
	Others	0	0	0	0
OBC	Male	46	51	67	88
	Female	68	84	99	118
	Others	0	0	0	0
General	Male	18	28	37	35
	Female	33	34	42	46
	Others	0	0	0	0
Others	Male	5	6	8	6
	Female	16	20	16	10
	Others	0	0	0	0
<b>Total</b>		<b>422</b>	<b>489</b>	<b>559</b>	<b>663</b>

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response : 6	File Description	Document
	Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	6	6	6

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
647	535	463	401	321
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
429	390	351	348	273
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
53	72	41	13	36

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

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

  

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

#### Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	6	6	6

  

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

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response : 11**

#### Number of computers

**Response : 30**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
65.54	97.24	63.33	13.81	11.52

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

**1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

We adopt unified Syllabus provided by the State Govt. of M.P. and Rani Durgawati University Jabalpur. Depending on our resource potentiality, institutional goals and concern towards the students, we impart quality education. The institution has developed a structured and effective implementation of the curriculum. Following are the various means through which it executes the curriculum.

**Academic Calendar:**

Academic Calendar is provided by HED of Govt. of M.P. and Rani Durgawati University Jabalpur Academic Schedule and requirements at the departmental level as per the action plans formed.

**Lesson Plan:**

A Lesson plan includes course outcomes, course objectives, content topics, reference books and the expected outcomes from the students by learning through the topics prepared by respective faculty members at the beginning of each semester and yearly courses. It gives an insight how the lecture class will be handled throughout the semester.

**Meeting the Vision and Mission:**

The faculty adopted Vision and Mission which match with the Institutional Vision and Mission. Program Educational Objectives (PEO) and Program Outcomes (PO) are developed for each program and Course Objectives (CO) and course outcomes are defined for each course (theory and lab).

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**1.1.2 Number of certificate/diploma program introduced during the last five years**

**Response: 0**

**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

**Response:** 0

1.2.1.1 How many new courses are introduced within the last five years

<b>File Description</b>	<b>Document</b>
Details of the new courses introduced	<a href="#">View Document</a>

### 1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

**Response:** 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

**Response:** 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

**Response:**

- **The cross– cutting issues** like gender, environmental sustainability, Human Values and Professional Ethics etc., find an ample space when it comes to applying them positively into the curriculum. We believe in maintaining healthy environment for all its students. The curriculum is designed by the university itself does include many of these aspects such as the subjects namely Professional Ethics and Moral Values in the first Year and Environmental Studies in second Year.
- **There are various committees which take care of the students such as:**

#### (i) Women Grievances Committee

It is formed only by female faculty members consisting of one coordinator and two staff members and also one student representative from each department. We are proud to state that in our college the incidents of sexual harassment of women students are nil due to the discipline maintained in the campus. Yet this cell interacts with women students at regular intervals to identify any sort of issues existing. The women cell is capable of dealing the cases very confidently with its team.

#### (ii) Anti-Ragging Committee:



As per the guidelines of UGC, AICTE and the University, an Anti-Ragging Committee has been constituted to handle the issues pertaining to ragging. The names of the committee members along with their mobile numbers are displayed at different places in the institution. Any student can lodge a complaint without disclosing his/her identity in case of any convenient incident.

### (iii) Human Rights:

The institute conducts various programs related to Human Rights to provide awareness among students.

Voter's Day Program, Blood Donation camp, Swachhh Bharat Abhiyan, Health Awareness Programs, Tree and saplings Plantation.

### (iv) Discipline Committee:

This committee is formed by the head of the institute and one faculty member from each department. This committee plays a vital role in the maintenance of discipline of the institute in all respect. In day to day functioning of the college as well as any special occasion or any programs, the presence of the committee and control is mandatory.

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response:** 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 27.05

1.3.3.1 Number of students undertaking field projects or internships

Response: 175

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and

**5)Parents for design and review of syllabus-Semester wise/ year-wise****A.Any 4 of the above****B.Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** A.Any 4 of the above

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:****A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected****Response:** C. Feedback collected and analysed

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0.04

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 78.08

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
647	535	463	401	321

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
750	675	600	525	450

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per

**applicable reservation policy during the last five years****Response:** 96.14

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
412	375	337	336	262

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

- The institution assesses the learning levels of the students in two ways at the time of the commencement of the programme. Students enrolled in various disciplines are identified as slow and advanced learners based on their +2 marks and the entry level test conducted by each department. This helps to identify the slow learners and to design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and the advanced learners. The tutors of the respective classes of UG extend their valid support in classifying the students with reports based on observation and class tests.
- The institution organizes Orientation programs/Induction programs for freshers' at the college level. The facilities in the college and the scope of the subjects being learnt are introduced in these sessions. Apart from this, sessions are also included to inculcate positive attitude and competitive spirit. This process helps as a base for monitoring the future progress of the students.

**Strategies adopted for slow learners**

- Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and helps them catch up into their peers. Group Study System is also encouraged with the help of the advanced learners. Academic and personal counseling are given to the slow learners by the tutor, mentor and the counseling cell. Bilingual explanation and discussions are imparted to the slow learners after the teaching hours for better understanding are frequently organized time to time. Provision of simple and standard lecture notes/course materials are provided to the students according to their needs.

- Assignment and Student Seminars on contemporary topics are organized time to time to enable them for placement Research Scholars are encouraged to conduct Seminars to Final year Students. Advanced Learners are provided coaching classes for competitive exams. Students are encouraged to participate and present papers in various Seminars/Conferences/Workshops/Inter-Collegiate Competitions organized by other colleges. Students representing the college in various inter-collegiate meets are provided with the benefit of retest. The above facilities area also provided those students who are participated in various inter collegiate and inter university activities. Participation by the students in the in - house competitions such as Debate, Group Discussion, Problem Solving –Decision Making Exercises and Quiz Programs are also encouraged. Talented students are motivated to participate in extra - curricular activities, exhibitions and cultural competitions. The academic achievements of the students are extremely motivated and highly praised by the College on Graduation Celebration Day every year. Students, who scored Ranks in the University Examination, are honored with Medals in the Graduation Day.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.2.2 Student - Full time teacher ratio

**Response:** 323.5

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0

#### 2.2.3.1 Number of differently abled students on rolls

File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

- Teaching–learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning etc. The Teaching –learning activities are made effective through illustration and special lectures. To acquire first-hand knowledge on the subjects and current practices students are engaged in field

study. Lessons are taught through Power Point presentations to make learning interesting besides oral presenting methods.

**Lecture method:**

- This conventional class-room-teaching method is commonly adopted by all the teachers, especially the language teachers. This method facilitates the teacher to interpret, explain and revise the content of a text only for better understanding of the subject by the learners.

**Interactive method:**

- The faculty members make learning interactive with students by motivating student participation in group discussion, role - play, subject quiz, news analysis, educational games, discourse and questions/answers on current affairs

**ICT Enabled Teaching:**

- ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Smart Class rooms, E-learning resources. Virtual class room links the guest lecture of eminent persons to develop their core knowledge in the subject.
- The institution adopts modern pedagogy in line with emerging trends to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students.
- Regular practical sessions, Use of LCD projectors for seminars and workshops, Productive use of educational videos, Accessibility of non-print material for students of Computer studies. Communication skills training are provided to students. Online references, lectures talks, motivational talks, educational videos and web reference supports the teaching-Learning process are conducted. The institution has installed Wi-Fi in the campus to support the educational activities of the inmates. All the departments provide reading materials to the students for easy follow-up / understanding the concepts on the college website. Learning resources and useful websites links are given in the college website, which serve as a ready link to access the portals of information and gain knowledge.

**Group Learning Method:**

- Group Learning allows the slow learners to develop problem solving, interpersonal, presentational and communication skills to confirm quality in learning with Peer Group. Under group learning, heterogeneous group of students comprising Fast, Average and Slow learners are divided into groups of 5 to 10 members. Group Discussion.

**Experiential learning**

- The faculty members conduct learning environment by engaging in rich experiential content of teaching through experience, Teaching through demonstration, visual aids, Periodical Socio Economic visits, Organizing exhibitions, Presenting papers, Analyzing case studies and Participating and conducting quiz on theory topics.

**Student Seminars**

- The Student seminars are organized where in the papers are presented by students on contemporary optics to enrich their learning experience.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 50

#### 2.3.2.1 Number of teachers using ICT

Response: 1

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 323.5

#### 2.3.3.1 Number of mentors

Response: 2

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

#### *Innovation and Creativity in teaching- learning --*

Creativity and innovation are at the heart of a powerful shift occurring in our lives as society moves from an industrial economy to a knowledge economy (Sawyer 2006; Florida, 2002). Many educators in fields ranging from business to the arts, from the humanities to the sciences, feel the challenge of teaching students to be creative innovators. There is growing recognition that to prepare our students for the demands of 21st century jobs, creative thinking, problem solving, communication, innovation, collaboration and critical thinking skills are equally important to academic and technical skills.

Thus at the College level, the challenge of teaching students to be creative and innovative relies on faculty expertise in delineating elements of creativity and innovation as measurable learning outcomes and

establishing appropriate assessment measures as higher education moves toward standardized learning outcomes and assessments. This challenge is also an opportunity for faculty to enhance the teaching and learning and the scholarship of teaching creativity and innovation. Creativity and innovation are lifelong skills and practices that promote not only individuals but also our economy.

To bring the innovation in the institute about the teaching and learning, there are many activities are performed and this institute tries the best for progress of this institute. Excellent are selected and the weaker student are given separate education through remedial classes. All of the students are promoted for assignment so that their skills may be elevated. Students are given role play on different subjects such as English, Hindi, History etc. The students are said to play role on any poet, any author, leader, freedom fighter, any singer or any dancer. For example – some students are told to be play role on swami Vivekanand, Bhagat singh, Lakshmi Bai etc. Some of the students are said to play role on any poet such as Tulsidas, Shakespeare, John Milton, Wordsworth etc.

Students are promoted for group discussion among students to instill the matter permanently. Report writing, essay writing, paragraph writing etc. are performed to develop the writing skills of the students.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 33.33

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 80

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	1	1



File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 27.5

#### 2.4.3.1 Total experience of full-time teachers

Response: 55

### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 0

#### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 0

#### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

#### Response:

- **Centralized Continuous Internal Evaluation System:** Assessment of performance is an integral part of teaching and learning process. As a part of sound educational strategy, the institution adopts Centralized Continuous Internal Evaluation (CIE) System to assess the aspects of a student's development on a continuous basis throughout the year.
- **Orientation on Evaluation Process:** Students are made aware of the evaluation process through the following initiatives:- The orientation programs at the beginning of the session through public address system of the college Teaching Plan contains evaluation procedures.
- **Academic Calendar with CIA Exam dates**

Orientation on changes and amendments in the evaluation process through Tutorial Meetings Display on the College and Department Notice Board, Result Analysis & Review Meeting: Result Analysis is done by the class tutors after every CIA Test. Pass percentage of each course is calculated by dividing the total number of students appeared and passed in each course. The performance of students is monitored by the Principal and necessary feedback is given to the concerned faculty members. The Head of the Institute conducts Review Meetings department wise to give necessary feedback for the improvement of students' performance.

- **Progress Reports & Parents Meetings:** The institution is keen on monitoring the performance of the students and reports to the Parents. Parents/ Guardians are advised to check the performance of their wards and take remedial measure if needed. The institute encourages the guardians to come to the institute discuss about the progress of their wards. Remedial Classes are conducted for slow learners, absentees and those students who participate in Sports, NSS and other activities conducted by the institute. This practice helps struggling learners to update their object knowledge and helps them to catch up with their peers. External examinations of three hours duration will be conducted at the end of every session for all the theory papers and practical papers. Students should satisfy the eligibility criteria of 75% attendance in each semester to appear for University Examination. The students who have appeared are permitted to write their papers in both the semester examinations.
- **Representation in the Board of Studies:**

The senior faculty members of the institution are appointed by the University act as the member of Board of Studies (BOS). In each meeting of BOS they suggest evaluation reforms and discuss any discrepancy in the Passing Board meeting. At the time of central valuation the examiners have the facilities to represent any out of syllabus questions. The chairman of the valuation Board takes necessary action. Supplementary Examinations are held for those students who have appeared the exam and failed in any one/two theory papers relating to completion of his/her degree.

- **Reappearing/Recounting/Revaluation**

The students are informed about the Reappearing/Recounting/Revaluation schemes available to them. Re-totalling is permitted for U. G. students who apply for it within the stipulated time on payment of prescribed fee. Revaluation is permitted only for the papers written in regular U.G. examinations and not for appearing examinations.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

- The institution organizes class tests, unit tests, and monthly tests for internal assessment of the students. All the departments accordingly conduct all these tests. In addition to this, the departments organize departmental seminars, workshops and paper presentation activities to assess the students' attainment and progression. According to scheduled program, quarterly, half yearly and pre- final exams are conducted. Students are given their progress report. Their weaknesses are pointed out. Suggestions are given to improve their performance. All answer books are preserved and documented. In the current academic year 2017-18, the internal evaluation examination at college level has been scheduled for session 2017-18.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

- Department Level Grievance Redressal Committee and Institute Level Grievance Redressal Committee will look after college level grievances related to academic and non-academic matters.
- Grievance Redressal Cell of the department helps the students to approach for general and personal grievances. After internal assessment, answer books are shown to all students. The internal marks of the students are then displayed on the notice board to ensure transparency in evaluation.
- The Head of the department primarily redress all grievances about evaluation, including the internal assessment marks awarded to the students. In case of dissatisfaction, the same is put before the Principal. The committee appointed by the principal looks after such grievances and redress the same.
- For the purpose of investigating unfair means used by students at the College level, the Student Grievance Redressal Committee shall be appointed by the principal. The committee shall have one/two senior faculty members.
- The Student Grievance Redressal Committee will function as a recommendatory body and submit

its recommendations in the form of a report to the competent authority concerned, which issues final orders with regard to the penal action is taken against the students after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated students concerned in his/her defense, the principles of natural justice have been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

##### Response:

- According to the rules of govt. and university, the institute follows the academic calendar. In year 2017-18 both the system - semester system and annual system were performed. In 3rd & 5th semester, 4th & 6th semester there was zero classes and SWOC analysis were performed from 01 July – 08 July and on 26 Sep., 2017. From 10 July – 02 Nov. and 27 Dec., 2017 – 18 April, 2018 teaching and CCE were executed. In UG level the exams were performed from last week of October to first week of November. From the second week of November, 2017 and the last week of April & May, 2018 exam were performed. In the same manner the classes of annual system were started from 01 July. Thus, the institute completely followed the rules of Govt. academic calendar.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 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 on website and communicated to teachers and students**

##### Response:

##### Outcome Based Education

**Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution**

- The college has clearly stated all program outcomes, program specific outcomes and course outcomes for all programs. The faculty, industry men and alumni are actively involved in defining

program outcomes and program specific outcomes of all programs in the institute.

- The course outcomes of all the programs are loaded on the website of the institution for students and staff. The affiliating university has defined the course outcomes at the end of each course and printed in the academic regulate as books. Individual copies of the regulation books are distributed to all the students which contain details of the course outcomes. Regulation books are also available in the library for student access. Orientation programs for newly admitted students are conducted every year in the beginning of the academic session to educate about all course outcomes. The course files and laboratory manuals are prepared by the faculty members in the beginning of each academic session. The course file contains Department vision, mission, course syllabus, course outcomes, individual time tables, program objectives, program outcomes, various mapping matrices, course plan, unit wise material, direct and indirect assessments and student grading sheets of the institution. The college collects the feedback from the students on course structure, infrastructure, faculty, information resources, evaluation, and on the overall OBE system, to establish quality and continuously improve the program.
- The students and the profers are motivated. The speciality of the students and proffers is displayed. Their short comings are also displayed. So That the students may get improvement and go on their progressive march. The proffers are appreciated by the principal of the institute for their excellent works on the various programs performed in the institute. The students are also rewarded for their good performance in the whole academic year. The teachers always try the best for the students' welfare and encourage the students to come out their Skills, especially in cultural program, literature, games & sports, youth festivals, and the celebration of jubilee of great leaders.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

- The assessment tools and processes used for measuring the attainment of each of the Program Outcomes and Program Specific Outcomes are as mentioned below: Method of assessment of POs / PSOs The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods. Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams and home assignment. Throughout the semester the faculty records the performance of each student on each course outcome. Average attainment in direct method = University Examination (80%) +Internal assessment (20%) Indirect assessment strategies are implemented by embedding them in Student Survey, Employer Survey and Alumni Survey. Few of the POs are assessed based on relevant developed rubrics. Finally, program outcomes are assessed with above mentioned data and Program Assessment Committee concludes the POs attainment level.
- The tools used for the assessment of POs/PSOs and their frequencies are given below: End of Session. University Examination. At the end of each session university conducts examinations

based on the result published by university. The course outcomes are measured based on the course attainment level fixed by the program. The Direct mode is used for the same. Assignments are given at the end of each chapter. The assignments are provided to students, such that students will refer the text books and good reference books to find out the answers and understand the expected objective of the given problem. It is the responsibility of the concerned subject teacher to ensure that most students are able to work out the assignments honestly. The questions asked in assignments are mostly aligned with Course Outcome of the respective Subject According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject are conducted. The Direct mode is used for the same.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students

**Response:** 80.74

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 109

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 135

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:**

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response: 0**

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### File Description

#### Document

List of project and grant details

[View Document](#)

**3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response: 0.5**

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 1

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 2

#### File Description

#### Document

Supporting document from Funding Agency

[View Document](#)

Funding agency website URL

[View Document](#)

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

- The institution has created an ecosystem for innovation including incubation centre and other initiatives for creation and transfer of knowledge. The faculty members are empowered to take up research activities utilizing the existing facilities. The college has a Quality Based Education Cell to monitor and address for qualitative education by **Dr. S. R. Belwanshi**
- **Functions of the Committee:** - Creating research culture among faculty members and students, motivating to undertake minor and major research projects from various funding agencies, guidance for publication of papers/articles in reputed journals.
- **Moto of the Cell:** To create employment opportunities to youth to increase individual savings that will increase the per capita income, standard of living and thus revenue to the government.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**

**Response:** No

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>



**3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards****Response:** No**3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 1.1**3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	4	0	0

**File Description**

List of research papers by title, author, department, name and year of publication

**Document**[View Document](#)**3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 20.5**3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
8	12	8	6	7

**File Description**

List books and chapters in edited volumes / books published

**Document**[View Document](#)**3.4 Extension Activities****3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

Extensive Activities carried out within 2013 to 2017. The activities carried out by the institute under NSS are as follows:-

- Shramadan as Cleanliness Drive (Swachhh Bharat Abhiyan), Blood Donation Camps, Tree Sapling, Water and Tree Conservation Program, Health Check up Camp, Awareness Program, Rallies on various social issues, Celebration of independence Day, Republic Day, Constitution Day, Women's Day, Yoga Day, No Vehicle Day etc, Anniversaries of great personalities, Road safety Abhiyan, Cashless activities under digital India, Special Camp (for one week) in adopted village.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response: 0**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

**Response: 10**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response:** 88.34

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
530	481	430	360	280

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response:** 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 0**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

- Optimal employment of infrastructure is ensured through conducting workshops/awareness programs/training programs for faculty by the use of new technology. Effective utilization of infrastructure is ensured through appointment of well qualified lab technicians/system administrator. The optimal utilization is ensured through encouraging innovative teaching –learning practices. The available physical infrastructure is optimally utilized beyond regular working college hours, to conduct certificate courses, co-curricular activities/extra -curricular activities, parent teacher meetings, Campus Recruitment Training classes, campus recruitments, meetings, seminars, conferences etc. The college building is used as an exam centre for University Examinations only.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities**

**Response:**

- The institute encompasses a well maintained campus spread over 2.19 hectare of serene green land. Institution engagement believes in the overall development of students. There is a lot of encouragement given to the students to participate in sports and cultural activities simultaneously and thus they are awarded and rewarded accordingly
- The institution has a well equipped Sports room. The institution also home a Yoga Class room where students and faculty members do meditation and even practice yoga. Qualified sports officer is appointed to take care of day to day sports activities of the college. College teams are formed to take part in state level and University level competitions and other inter college sports at various competitions. Sports event competitions are conducted in the interdepartmental level in an academic year and the winners according the outdoor games such as cricket, kabaddi, kho-kho etc., are well practiced and played by the students.

**Cultural Activities:**

- Students are very much encouraged to participate in the cultural events held in the college like youth festival, Technical fests, Freshens, Annual Sports Day, Annual Day, Farewell etc., to exhibit cultural talents. Students are selected to participate in inter college competitions like dances, skits, mimicries, clay modeling, college and singing.
- The institute formed got some clubs/ Committees to enhance the hidden talent of the students

namely: Sanketika Literacy & Cultural Committee and Sports & Games Committee who play an excellent role for over all development of the Students' community personality.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

**Response:** 9.09

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 1

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 93.36

##### 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
65.32	90.52	60.90	10.77	11.51

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The Library of this institute is open from 10:30 am to 5:30 pm for all the students as well as all staff members of this institute. Library opening timing during Examination is 8:00 am to 6:00 pm. Reading room with 5 computers with internet connection is attached with the library for E-teaching-learning facility for the students. Adequate numbers of Text Books & Reference Books for the students are available in the Library. ST and SC students are provided free books & Stationary. The library well furnished with text books, magazines, newspapers, and various other books for the preparation of many other competitive exams. So we can say that our library is in very good condition. Book Bank facility is available for the needy & poor students.

This library has no full fledged ILMS. We use partial Library Management using Accession Register and Excel sheets. Accession books register, Issuing book register, Students physical attendance register and E-library attendance register are maintained in different forms manually. The College Library has succeeded in transmitting all the physical list of books in electronic form and even the new records are updated. The College library maintains its day to day records by the library staff members. In the current academic year (2017-18) Library has a good facility of SOUL Software (SOUL2.0).

**4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment****Response:**

S.No.	Account No.	Name Of Book	Name Publisher	Name of Author
01	ST/1431	Sarvekshan	<i>Madhya Pradesh Hindi Granth Academy, Bhopal</i>	Prof.N.P.Armar
02	GEB/1467	Madhyapradesh saamaany pustak soochee	Suvidha Law House Bhopal	R.T. Panthare
03	UGC/4816	Niobel Puraskar Kosh	<i>Rajpal &amp; Sons in Kashmere Gate, Delhi</i>	Vishmitra Sharm
04	UGC/4729	<i>Madhya Pradesh [Panchayat Raj Avam Gram Swaraj] Adhinyam,</i>	Suvidha Law House Bhopal	Dr.Radheshyam Dwivedi
05	GEN/1289	<i>Aadhunik Bharat Ka Brihat Bhoogol</i>	<i>Sahitya Bhawan, Agra</i>	<i>Dr. Chaturbhuj Mamoria</i>
06	GEN/1681	Khelkud ke Niyamo Ki Pusatak	Bharat Bhawan Jay singh Road New delhi	K.K.Jacob
07	GEN/1687	TAXMANN'S NEW Delhi	Direct Taxes Ready Reckoner	Dr. Vinod K. Sin

08	UGC/4800	Idioms and phrases english dictionary	Rajpal New Delhi	A.K.Shori	
09	GEN/2334	SAIRJ JOAR	Rama Brother New delhi	Dr Raghukul Til	
10	GEN/689	The Maria Gonds Of Bastar	Vanya Prakashan,Delhi	J.H.Hutton	
11	ST/SC1462	Nalanda Vishal Shabd Sagar	Adesh Kumar Jain,Karol Bagh New Delhi	Sampadak Man	
12	UGC/4807	Brhat Vishwa Sukti Kosha	Prabhat Prakashan, Delhi	Dr.Shyam Bahad Varma	
13	UGC/4806	Sanskrit,Hindi Shabd Kosha	Kamal Prakashan New Delhi	Vaman Shivram	
14	UGC/4314	M.P.&C.G. Ke Pratatv Ka Granth	Madhya Pradesh Hindi Granth Academy, Bhopal	Dr.Rajkumar Sh	
15	ST/SC 264	<b>Pandulipi Vigyan -</b>	Rajasthan, hindi Granth Academy, jaypur	Dr. Satyendar	
16	GEN/01	Manorama Year Book 2007	Pratiyogita Darpan Swadeshi Beema Nagar, Agra	K.N.Mathu	
17	SC/5069	Hindi Paryawali Kosha	Prabhat Prakashan New Delhi	Dr.Bholanath Ti	
18	UGC/4761	Brhat Shikshartha Angrezi Hindi Shabdkosh	Rajpal & Sons in Kashmere Gate, Delhi	Dr.Hardeo Bahri	
19	GEN/2226	World Of Facts	Impulse : Amazing books	Sarch Fecher	
20	UGC/4684	Encyclopedia of sociology	Global Publication,New Delhi	Deo Prakash	
21	GEN/1694	Deendayal Upadhyay Sampoorna Vangmaya	Prabhat Prakashan,New Delhi	Dr.mahesh Char Sharma	
22	GEN/2636	IAS-PSC Sanyukt Saamaany Adhyayan	Arihant Publication India Iimited	Dheeraj Singh a Arun Verma	
23	GEN/2602	IBPS Bank Clerk Exam	Unique Publication, New Delhi	Sanjay Kumar	
24	UGC/4812	Bhartiya Samvidhan Vishwakosha	Madarsa Road Kashmere Gate Delhi	Subhash Kasyap	
25	UGC/4940	Samanya Adhyayan	Unique Publication New Delhi	Braj lal ( I.P.S.)	
26	SC/5071	Bharat Ratn	gyan Ganga Delhi	Anil Kumar	
27	GEN/2665	Kendriye Viddhyalay Pariksha	Upkar Prakashan Agra	Amit Dubey	
28	UGC/4797	A to Z AAP.NET	Ravi Pocket Book	Neeraj Mishra	



			Merath		
29	GEn/2324	Pracharya Margdarshika	Saraswati Prakashan Bhopal	Dr.G.K.Agnihotri	
30	UGC/4933	Bharat 2012 To 2020	Upkar Prakashan Agra	Jay singh	
31	GEN/429	Vishw Ke Pramukh Samvidhan	Minakshi Prakashan mertah	Shri Parth Sarthi	
32	Gen/2672	Nepolian Bonapart	Granth Academic	Vimal kumar	

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 3.4

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
3.48	2.17	4.53	4.32	2.49

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 38.52

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 250

### 4.3 IT Infrastructure

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

**Response:**

- Institution has well developed IT facilities including Wi-Fi. Adequate number of computers with printers, scanners, Bar Code Reader and high speed internet are available in office, examination section, computer room, store and library. All computers are in LAN with internet bandwidth speed of 60 mbps.
- There are 29 computers and various application software installed at different locations in the institution.
- The reading room attached to library, have computer facility with NET connection.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

**Response:** 21.57

**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)****>=50 MBPS****35-50 MBPS****20-35 MBPS****5-20 MBPS****Response:** >=50 MBPS**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)****Response:** No

<b>File Description</b>	<b>Document</b>
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

**4.4 Maintenance of Campus Infrastructure****4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 6.9

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.21	6.71	2.42	3.03	0.00134

<b>File Description</b>	<b>Document</b>
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Response:**

- The physical and academic facilities including classrooms, computer laboratories and computers have been provided to the students in the college. The students seek admission to desired courses including a practical course like computer for which they pay fees as per the university guidelines at the time of admission. In addition to non-salary grants are allocated for the maintenance of the computer lab and the class room with other allied facilities which are the part of the teaching-learning activities. The newly installed white boards and class room furniture facilities are utilized regularly by the students. The non-teaching staff members are engaged in cleaning and maintenance of the classrooms. No regular sweeper is available in the institution since last eight years. The institute allocates proper budget for the cleanliness of the college premises.
- The college has lush green garden maintained by the staff and students. The institution has adequate number of computers with internet facility. The utility software is installed and updated according to the requirement. All the stakeholders have equal opportunity to use these facilities as per the rules and policies of the institution.
- Computer lab is available to those students who opted for the subject during their active teaching hours. Library is also well equipped with SOUL 2.0 software with all necessarily required computers. Six computers with internet facility have been provided in the library for the students & staff. One computer system has also been provided to IQAC room and the faculty members for preparing teaching slides for ICT based teaching in the class rooms. All these computers are well maintained. The ICT smart class room is maintained by the supplier as it is in warranty period of the instruments. The college website is maintained and updated regularly.
- Water facility is good enough and adequate. Two RO systems are available for safe drinking water to the students. Water storage tanks are being cleaned regularly at the intervals of three months as per the management contract with agency concerned.
- The facility of computers is also provided to those needy students who made request for the same. These students avail the facility in the evening.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 68.97

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
506	392	310	257	200

#### File Description

#### Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses

**7. Yoga and meditation****8. Personal Counselling****A. 7 or more of the above****B. Any 6 of the above****C. Any 5 of the above****D. Any 4 of the above****Response:** B. Any 6 of the above

<b>File Description</b>	<b>Document</b>
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years****Response:** 20.52

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
111	105	90	86	80

<b>File Description</b>	<b>Document</b>
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years****Response:** 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of the students benefitted by VET	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 22.39

#### 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	4	8	9	5

<b>File Description</b>	<b>Document</b>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 96.23

## 5.2.2.1 Number of outgoing students progressing to higher education

Response: 51

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

Response: 32.25

## 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	6	5	4	2

## 5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	18	16	10	12

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 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) during the last five years.**

Response: 0

## 5.3.1.1 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-wise during the last five years



2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

#### Response:

- College creates a platform for the active participation of the students in the various academic & administrative bodies including other activities. This empowers the students in gaining leadership qualities, rules & regulations and execution skills. Each council has a representative council, which is called Class Committee which includes student as a member.
- The members bring forward the views and suggestions of the entire class about Respect to the faculty, subjects, syllabus methodology and other related activation.
- The composition of committee is of one topper, one average and one slow learner students (the one who has more integrity with other students) of each class and are nominated as class representatives.
- The Student Council of the institution helps students to share their ideas, interests and concerns with teacher and Head of Institution. They often help raise funds for/ activities, like social work and college reform.

#### The institution formed 7 committees to the welfare of students which are:-

- Library committee, Literacy & Cultural Committee, College Academic committee, Discipline & Anti-Ragging Committee, Sports & Games Committee, Red Ribbon Committee, Women's Protection Committee. The funding for various activities of these internal bodies is provided by the Janbhagidari Samiti constituted in the institute.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response:** 13.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	13	14	15	13

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

### Response:

The institution has a network of old students. At present scenario, it is the backbone of the institution. The institution rests on the rich history of the student's success and glory. Association regularly meets and interacts with the management. The Alumni organizes lectures on personality development. Over the years it has been helping in holding interactive sessions to motivate students regarding social adjustments and career seeking. The alumni also help the institution by influencing industries and other agencies in getting placements fests for the institution.

The alumni has expanded and strengthened it with new enrolments. The alumni appear for various activities and their suggestions are taken into account. The Institution has a social networking page and a separate link in the website where the Alumni can register and connect to share their ideas. Alumni Association has formed in the college minimum one meeting of the association is held per year. The members attends the meeting and given their valuable suggestion for improvement and development of the institution.

### Alumni Benefits for Students:

?Personality Development Program

?Career Guidance

?Industry Institute Interaction

?Mentoring

?Placement assistance

?Project Assistance for final year students

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

**Response:** 5

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

**Response:**

The institutional body is so reflective and the prime focus is on the vision and mission of the institute.

**Our Vision**

- To provide holistic education to students in order to foster honesty, competency and professionalism in them.
- The vision of our college is to shape the young students into good human beings and citizens who will contribute to the democratic values of equality, liberty, secularism, social harmony and welfare of the weaker sections of the society.

**Our Mission**

- To educate and authorize the learners to realize their potential through righteous blending of knowledge skills and values for serving society.
- Helps students, staff and teachers to understand the importance of values and professional ethics to ensure lasting happiness and prosperity.
- To develop technical skills.
- To face challenges of society.
- To develop language skills and computer awareness to face modern need.
- To promote core values and work place values.
- To inculcate value-based education in students.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 6.1.2 The institution practices decentralization and participative management

**Response:**

- The institution follows the policy of decentralization. The Governing Body delegates all the academic and non - academic decisions based on policy to the college Committee headed by the Principal. The college committee formulates common working procedures and entrusts the implementation through departments. The department coordinator manages day to day activities of the department and keeps a track of co-curricular and extra-curricular activities in the College. Other units of the college like sports, arts, library etc. have operational autonomy under the guidance of the various committees/clubs/associations and students are involved in various

departments in the decision-making process.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

- The college management gives liberal freedom and tractability to the Principal together with the department committees to lead all the academic activities of the college. They regularly meet and take necessary steps to formulate and implement strategic plans of the institution. Invited suggestions from senior staff and to study the impulses of the institute in general and take steps for further improvements as far as they are within the capacity and recommend the management for modifications.
- Regular meetings of the Councils, the feedback system (Regular feedback from Stake holders, Staff and Students), regular visits of the Principal and interaction with faculty.

File Description	Document
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

- The university and the guidelines framed by higher education Department and are also included in the organizational structure of the institution. A committee comprising faculty members and administrative staff is involved in the planning and implementation, academic audit and evaluation.
- There are different bodies that give academic and administrative leadership to the institution. An optimum level of decentralization through the autonomous departmental system and participative decision making process are well in practice.

#### Service Rules:

- The institution strictly follows the service rules according to the UGC and State Govt. norms. It has been uploaded on the website too. The institute runs for 8 hours in every working days The teaching and non – teaching faculty have the benefits of PF, ESI, Casual Leaves, Earned Leaves, Medical Leaves and Maternity leaves etc.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

**Response:** D. Any 2 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>

### 6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

**Response:**

*Committees-* Academic enhancement, administrative and infrastructure development are the main objects of the institution. For achieving this purpose various committees have been formed which function and monitor the aforesaid activities. Committees are as follow.

- Teachers council

- RTI Committee
- UGC Committee
- Semester Cell
- Personality Development Cell
- Internal Administrative Council
- Academic and research Council
- Council of Student union And annual function
- Internal Quality assurance cell
- Conduction of Youth Festival Committee
- University Examination Cell
- Janbhagidari Committee
- Swami Vivekanand Career Guidance Cell
- Scholarship Committee
- 
- Environment Conservation Committee
- Library Reading Room Committee
- Admission Committee
- Purchase Committee
- Write off Committee
- Women Protection Cell
- Internal Audit Committee
- College Development Council
- CM Help Line Cell
- Vidhan Sabha Cell
- Disciplinary committee
- Council of Raging Control

Each Council/Cell conducts meetings desired and takes decision for accordingly.

**Governing Body** - Janbhagidari Samiti is the governing body of the institution which governs and directs to function in favor of institutional development. The Samiti has a President appointed by state government. Apart from the president the Samiti comprises 16 Members, including a secretary, an in-charge officer, representatives of M.P. & M.L.A., formers grievance of students, senior Students, representative of student union, senior faculty member and one member from non teaching staff.

#### **Minutes of Meetings -**

The Janbhagidari Samiti Meeting was held on 11-11-2017. Twelve members and executives were present in the meeting and four issues in total were discussed.

01- Approval of prior meeting decisions.

02-Approval of accounts for the financial year 2016-17

03- To start regulars courses in science and commerce faculty at U.G. level.

04- Availability of pure drinking water facility for students & staff.

***Decision of the body-***

**1st--** Approved those decisions, taken in previous meeting.

**2nd-** Approved accounts for the year of 2016-17.

**3rd-** It was decided to send a delegation of Janbhagidari Samiti to BHOPAL to discuss the above issues.

**4th –** The work should be done with the collaboration of District Planning Board & Janbhagidari president.

**5th –**Increase of honorarium paid to computer operator.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

**Response:**

Faculty members are promoted for self development programs and higher education.

2. There is a group insurance scheme for teaching and non-teaching staff.
3. Various leaves are granted to teaching and non-teaching staff such as casual leave, earned Leave, medical leave and maternity leave.
4. Employee Provident Fund for teaching and non - teaching staff.
5. Loan facility is available for institutional staff through nationalized banks.
6. The Institute provides uniform to non-teaching staff (Security Personnel and peons).
7. Accommodation facility to watchman.
8. Canteen facility for teaching and non teaching staff along with the students.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>



### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### File Description

Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years

#### Document

[View Document](#)

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### File Description

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

#### Document

[View Document](#)

### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response:** 10

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program,

Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

#### Response:

- YES, The Performance Appraisal Reports (PBAs) provide good feedback to faculty and help them in understanding the changing needs of students. All faculty members fill prescribed Performa for self-appraisal. PAS system encourages the faculty members to make excellent performance in teaching –learning and research.
- The institution has performance based appraisal system for the Assessment of teaching and non-teaching staff. The Appraisal report is based on the Annual performance of the employee on the basis of their academic, research and other extra-curricular activities. It is also based upon his/her relation with the students, colleagues and administration.
- The above set performance appraisal report is to be filled by employee in a given prescribed Proforma. which includes all the above set related to points and sub points. The views of the employee filled in the prescribed column are reviewed by HOD's, faculty head and principal. The overall report is further reviewed by the chairperson of the governing body and final performance functioning status is setup and confidentially maintained in the office.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

- The institute has a mechanism for internal and external audit. The institute has its 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 and the Capital Expenditure of the Institute each 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 quarterly basis. The institutional accounts are audited regularly by both

Internal and statutory audits. So far there have been no major findings / objections. Minor errors of 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.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

**Response:** 156.23

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
51.95	63.53	28.11	07.42	05.22

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

- The availability of fund is essential for any organization, society, family or co-operatives but the immovability of fund is even more important. If the immovability is in the right direction, coordinated then the level of progress in high otherwise it becomes ineffective even though the fund is available. Therefore the immovability of fund is important for the development of organization.
- The principal and the committees of the college are monitoring the use of resources received from the state government, UGC, Non-Government (Janbhagidari) funds. The allocated funds are utilized to purchase equipments, Infrastructure Development, organize seminars, workshops and conferences etc.
- The administration and finance committee and the management board, review the use of resources including audit, budgets and accounts. They make recommendation for better handling of resources and effective mobilization of available funds.

- For the smooth working of the institute a Janbhagidari Committee has been constituted. Janbhagidari committee study its own field and analysis to requirements and then forwards its' to College management committee with expected expenditure and planning. Planning and Janbhagidari committee to look over these requirements minutely and then adding the future aspects and planning, forward it to finance committee for clear opinion. Finance committee goes through minutely all the suggestions and analysis and then act accordingly for the betterment of students, professors, non –teaching staff. Their report is finally handed over to management committee.
- For the effecting teaching and learning process it is very important that the environment and campus of the institution should be clean and attractive. The entire college staff and students are always ready for it. In campus the garden is maintained.
- There is always a need for maintaining and upgrading the facilities provided by the institute from time to time. In addition improvement in infrastructure and free campus is also needed. For the maintenance of instrument and equipment fund provide by the UGC.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

#### Response:

- Students self study toward sports, youth festival, career guidance, project work, arrangement of the examination of general knowledge along with the awareness of personality development and skilful arts, to develop the habit of reading news papers in student, develop the interest in the subjects, communication of information, to study in reading room facility in the library for the awareness of readings, dictation for the improvement in language, to give command to the senior students to teach in class, making of social activity club in class room, encourage for social services, sapling and watering to plants to provide a direction to every student to adopt at least one tree and care about it to provide guidance/direction for clean and neat environment in the institute places to give direction to be an ideal, for the nation and culture.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

**Response:**

- To bring awakening in the students for the honor of national anthem, national song and of constitution of our country.
- To preserve the national integrity and unity.
- To help in natural disaster and national preservation.
- National brotherhood (on the basis of religion, cast, language etc) to preserve the honor of human.
- To honor of our culture and preserve it.
- To save the natural environment such as rivers, lakes, forest, ponds, wild animals and care about their cleanliness and survival.
- To develop the scientific and human perspective, try for reawakening, to develop a habit of curiosity in self.
- To be safe from violence, to save universal properties to work on the direction of bringing novelty and sub linty by group activities.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year****Response:** 3.4**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	8	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>

**6.5.4 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

#### **6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)**

**Response:**

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

##### ***Proposed work on year 2014 - 15 –***

Plan of Action:

01- Construction of library

02- Construction of girls' common Room

##### ***Proposed work on year 2015 - 16 –***

Plan of Action:

01-Furnishing of Staff Room

02- Construction of Strong Rooms for university exams

##### ***Achievements of previous year proposed work –***

Completion of girls Common Room,

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 8

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	0

#### File Description

#### Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

- **Safety and Security**

The institution has Women grievances cell which looks after the issues pertaining to women in particular. Women Grievances cell is capable of dealing the cases (if any) very confidently with its team of Principal, functional head of the cell and a few women faculty members. The cell also conducts different activities to encourage women to fight against any kind of injustice resulting from gender bias. Women's Protection Committees are activated in the Institution and regularly observe the related activities.

- **Counseling**

It can be stated with due pride that in the institution the incidents of sexual harassment of women students are nil due to the discipline in the campus. The counseling of women is regularly conducted by the Women Protection Committee.

- **Common Room**

The campus is proved to be very secure due to its well-maintained security system. Separate hostel for girls with good security is being to be constructed. Girls Common Room is available in the premises with attached toilet. The management is very concerned about health and security. We organize workshops for stress free life by the selected resource persons. Faculty counselors are always available to counsel the girl students if they need.

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 3.05

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 50

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 1642

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

**Response:**



- **Solid waste management –**

01-Waste management action is taken in the institute regularly.

02-The institute campus cleaning regularly and use of polythene is banned.

03- The instructions are given to the students regularly about the clean campus and use of dust bin.

04-Temparing of the furniture (Repairing of broken furniture)

05- Wear in tear furniture is kept in store room.

- **Liquid waste management-** Sewage Water flow through drain so that no storage of sewage water.
- **E-waste management-** E-Wastage are not garneted in institution, Official use and E-library computer are uploaded antivirus software

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

The institution is located in the remote place in Chhapara, Seoni District which is known for drought and hit area. So, this area realizes the value of every drop of water and saves the rain water strategically for future use. This institute has rainwater harvesting system. Rain water collected on the roof is transported through pipes to the garden in such a way to increase ground water level as well.

R.O. water is provided for the drinking purposes and waste water is used for gardening and cleaning purpose. Because of this the underground water level in the soil are increased and the bore well pumps more water for the use. With these initiatives even in dry Chhapara area, the institution maintains lush green campus with beautiful plants in all seasons. In spite of having maximum number of students, the institution does not face any water crisis even in the summer time. Even this building has a provision to direct the rain water directly to garden so as to maintain greenery in the campus.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**

- b) **Public Transport**
- c) **Pedestrian friendly roads**
  - **Plastic-free campus**
  - **Paperless office**
  - **Green landscaping with trees and plants**

**Response:****a) Bicycles**

The faculty members and students residing nearby are encouraged to come by bicycles. Thus we prevent the emission of carbon dioxide in the campus.

**b) Public Transport:**

The institution is located just less than 1 km from the highway. So we encourage our faculty members and students to use the public transport for safety, security and fuel conservation. More than 20% Students in this institute come from public transport buses. So an effort made by this institute for their ease and comfort.

**Pedestrians Friendly Roads**

The campus has wide, well maintained black top road, covering every nook and corner of it. It has foot paths on both the sides. The surrounding Walker's Club members also use our road fervently in the early mornings and late in the evenings. The front part of this institute is paved with concrete and pour block.

**Plastic free campus:**

Use of plastic bags and cups are polluted in the campus. Even in the canteen usage of steel plates/ leaf plates and steel cups or paper cups are mandatory. So the institute tried to make the campus free from plastic and polythene.

**Paperless office:**

- The accounts/office and academic information is stored and maintained through systems and also manually.
- The complete campus is enabled with Wi-Fi connection, making it much easier for use of free network.
- The official information and circulars are preferred to be sent through mails and then by post.

**Green landscaping with trees and plants:**

The institute has taken several measures for planting to make Green Campus. The institute has mini gardens inside and outside both. Tree and sapling plantation in the campus is the regular activity of the NSS.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 0.92

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
3.00	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

#### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response:** 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

#### 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

**Response:** 0

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

### 7.1.13 Display of core values in the institution and on its website

**Response:** No

### 7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

### 7.1.15 The institution offers a course on Human Values and professional ethics

**Response:** No

### 7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

**Response:** No

### 7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

**Response:** 33

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	8	9	4

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

### 7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

#### Response:

- Birth day celebration of great Indian Martyrs and freedom fighters is organized in this institution on the occasions. Mahatma Gandhi, Swami Vivekanand, Dr. B.R. Ambedkar, Jawaharlal Nehru, Dr. Radha Krishnan, Pandit Deendayal Upadhyay, Indira Gandhi, Dr. A.P.J. Abdul kalam are some of the popular personalities included in such programs. National Festivals like Independence Day, Republic Day, Voters day, woman's Day, Environment Day, Mother's day, teacher's Day, Children's Day are also celebrated among the staff member and students. In the Youth Festival debates, songs, speech, Rangoli competition are organized by institute. Eminent personalities & social workers are invited in such special programs.

### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

#### Response:

This institution believes in maintaining complete transparency in its financial, academic, administrative & auxiliary functions. Considering the financial matters institute appoints internal & external auditors every year. This decision is always taken unanimously in the general body meeting (Governing Council meeting). Audited statements regarding financial activities are circulated to all the concerned members of the Governing body. Through internal Academic & Administrative Audit (AAA) the transparency is maintained. All the stake holders are involved in A & A Audit. The information regarding the institute is freely made available to the public through our website <http://www.mphighereducation.nic.in/gdcchhapara>. As the institute is under RTI all the information is made available to the public. This institute always takes care of the students from their enrollment to their overall development. Recruitment of faculty & all necessary procedures are practiced as per the guidelines given by higher education department, University & UGC. All circulars regarding, students, teaching staff & non teaching staff are circulated & displayed on the notice boards. Local management committee (LMC) is the highest decision making authority consists of members from the management, teaching staff & non- teaching staff. Planning & execution of different auxiliary functions are discussed & decided in this committee which is communicated to all stake holders of our stakeholders.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

**Response:****Innovation and best practices in student support service.**

1. Carrier cell supports students in getting placements.
2. Civil responsibilities are inculcated in students through NSS.
3. Committees like IQAC Cell, student council. Grievance redressal cell, anti-ragging committees exist to ensure effective functioning of the institute.
4. Moral and ethical values such as social justice, eco-consciousness, sense of equality are inculcated in the minds of student through community oriented extension services carried out by the institution.

**Innovative Infrastructure and best practices**

1. Emphasis is laid on green initiatives and energy conservation to make the campus eco friendly.
2. The institution has a 'Jan Sunvai' (Public hearing) committee which addresses the public grievances. The Head of the Institute is the chairperson of this committee. The committee meets every Tuesday during which anyone from the parents, students, college staff and the general public can come with grievance or suggestions related to college activities.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**7.3 Institutional Distinctiveness****7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust****Response:****NSS [National Service Scheme]****Objective of NSS**

- Education through community service and community service through education.
- Empowerment of youth through imparting holistic education to make them responsible citizen of the society.
- Development of student's personality through community service.
- To develop a national consciousness among the youth with social awareness.
- To strengthen the spirit of service and sacrifice among the young generation.

**The Context**

- The scheme of NSS is sponsored jointly by the Human Resource Development Ministry and youth affairs and sports department.

- The aim of the scheme is to raise such a social and voluntary organization which will ensure the participation of the youth in social service.
- 
- Government College Chhapara has been sanctioned one unit of N.S.S. The unit is affiliated to the NSS and youth welfare Department of Rani Durgawati University Jabalpur. Total sanctioned strength of students per academic session is 100.
- The NSS unit of the college has been very active and the volunteers do organize yearly, regular activity and special camps at different villages where their works and devotion has always endeared them to the local inhabitants.

#### **Achieved of aims**

- N.S.S. unit of the institute has successfully conducted various socio-activities like Water Conservation Drive, Tree Plantation, Literacy Drive, and AIDS Workshop etc.

#### **Our problems**

- Lack of funds for regular activities of N.S.S. unit.

Lack of recourses for conducting innovative programs of N.S.S. unit.

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>



## 5. CONCLUSION

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### **Additional Information :**

Our future planning is development infrastructure and academic development through WORLD BANK IDP Scheme. MOU is signed for World Bank IDP scheme. This institute is making plan to develop teaching hall, sport activities hall, gymnasium, seminar workshop, training programs for teaching staff, up gradation of classrooms into smart and virtual classes, extension of class rooms, guest rooms, Water harvesting system, construction of four laboratory for science faculty, Store room, botanical garden etc.

### **Concluding Remarks :**

- Instead of being an institute of rural and remote area this institute enrolls most of the students of ST & SC categories. Through NAAC we expect from the Govt. to start various new vocational and professional courses so that students can be benefited as possible and they can prepare themselves for their better future.