

Annual Quality Assurance Report of IQAC

(2013-2014)

**Submitted by,
Internal Quality Assurance Cell
Govt. M. H. College of Home Science & Science for Women, Autonomous,
Jabalpur (M.P)**



**Submitted to
National Assessment and Accreditation Council (NAAC) Bangalore**

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	Govt. M. H. College of Home Science & Science for Women, Autonomous
1.2 Address Line 1	Near Shastri Bridge
Address Line 2	Napier Town
City/Town	Jabalpur
State	Madhya Pradesh
Pin Code	482002
Institution e-mail address	hegmhhsqpgcjab@mp.gov.in
Contact Nos.	0761 - 2407326 0761 - 4005716
Name of the Head of the Institution:	Dr. Pankaj Shukla
Tel. No. with STD Code:	0761 - 4005716
Mobile:	9424312735

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID ‘
(For ex. MHC0GN 18879)

1.4 NAAC Executive Committee
No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution’s Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	80-85%	2003	5 Years
2	2 nd Cycle	A	3.41	2012	5 Years
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY

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

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

- i. AQAR _____ NA _____ (DD/MM/YYYY)
- ii. AQAR _____ NA _____ (DD/MM/YYYY)
- iii. AQAR _____ NA _____ (DD/MM/YYYY)
- iv. AQAR _____ NA _____ (DD/MM/YYYY)

1.10 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Type of Institution	Co-education	<input type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>		
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>		
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>		
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>				

1.11 Type of Faculty/Programme

Arts	<input type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input checked="" type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="Home Science"/>								

1.12 Name of the Affiliating University (*for the Colleges*)

Rani Durgavati Vishwavidyalaya,
Jabalpur, M.P.

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

Autonomy by State/Central Govt. / University	<input checked="" type="checkbox"/>		
University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE	<input checked="" type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST	<input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>	Any other (<i>Specify</i>)	<input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- National Seminar— “Changing Scenario of the Education System”
- Workshops on—Troubleshooting, Jumper Setting, Assembling and De-assembling of computer, PATA-SATA cables, Hardware and Networking, Printing boundaries, Baggage making, Soft toys making.
- Fashion Designing and Block Printing.

2.14 Significant Activities and contributions made by IQAC

- Training programs on—Web designing, Operating sewing machine and computerized embroidery machine, Satin ribbon embroidery and Personality development.
- Career fair held
- Celebrations—World Breastfeeding Day, National Nutrition Week, Republic Day, Sadbhavna Diwas etc.
- Competitions—Essay writing, Slogan writing, Poster making, Salad decoration, Mehendi and Quiz.
- Workshops on—Troubleshooting, Jumper Setting, Assembling and De-assembling of computer, PATA-SATA cables, Hardware and Networking, Printing boundaries, Baggage making, Soft toys making.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
In the meeting of IQAC the following activities were proposed as plans of institution for this year:- 1. Educational visits to neighbouring industries and institutes to impart practical knowledge to the students. 2. Organise workshops and trainings on skill oriented programmes. 3. Arrange expert lectures on important topics of various subjects.	 1. Educational visits to <ul style="list-style-type: none">• Sanchi Dairy• Tropical Forest Research Institute 2. Workshops on <ul style="list-style-type: none">• System formatting• Web designing• Hardware and Networking• Skill development 3. Lectures by subject experts on <ul style="list-style-type: none">• Tissue culture• Stereochemistry and Retro-synthesis• Soap and Detergent making at home• Albert Einstein theories and practices• Photo Voltaic effects and solar energy

<p>4. Organize at least one national conference.</p> <p>5. Sports, NCC and NSS activities to be promoted.</p> <p>6. Students to be encouraged to make use of library and reading room facilities.</p>	<ul style="list-style-type: none"> • Cancer and Cure • Future and Prospects of Clothing & Textile • Business and Industries <p>4. National conference organized by Language department -</p> <ul style="list-style-type: none"> • “Changing Scenario of the Education System” <p>5. NCC :- The two units of NCC running in the college held</p> <ul style="list-style-type: none"> • Pre-RDC camp, RDC camp, NIC camp, Hiking and Trekking camp <p>NSS:- The two units of NSS running in the college organized</p> <ul style="list-style-type: none"> • De-addiction and re-settlement programme • Gajarghass excision <p>Sports</p> <ul style="list-style-type: none"> • The college team reached semi-final in district level badminton. • Laxmi Thapa represented state team Volleyball and Basketball. • Participated in Distric level Kho-Kho, Table Tennis, Kabaddi. <p>6. Various competitions like Best Reader, Essay Writing and G.K. were held and the winners were given prizes.</p>
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* Attach the Academic Calendar of the year as Annexure. (See Annexure (i))

2.15 Whether the AQAR was placed in statutory body Yes No

 Management Syndicate Any other body

Provide the details of the action taken

The increment in number of workshops and seminars was acknowledged and IQAC was recommended to pay emphasis on faculty upgradation and students attendance.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	28	11	-	-
PG	10	-	-	10 internships
UG	13		10	13 internships
PG Diploma	2	-	-	-

Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	53	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes

Pattern	Number of programmes
Semester	25 (PG-10 UG-13 PG Diploma-02)
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

*Please provide an analysis of the feedback in the Annexure (See Annexure (ii))

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

- The syllabi for self-finance courses are revised in the meeting of BOS for respective subjects from time to time to meet the requirements of placement of students in various sectors of corporate world.
- The syllabi for regular courses are provided by the department of Higher Education, M.P. Government and is followed without any changes.
- The syllabi for Post Graduation is provided by Rani Durgavati Vishwavidhyalaya, Jabalpur.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
69	64	-	5	-

2.2 No. of permanent faculty with Ph.D.

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

Total No. of permanent faculty	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	64	3	-	-	5	2	-	-	69	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty		
Self-Finance	Against Vacant Post	Total
39	12	51

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	07	161	34
Presented papers	-	26	-
Resource Persons	-	04	-

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

Use of modern techniques, peer teaching, group discussion, identification of advanced learners and emphasis on practical & field work. Educational visits to various institutions is encouraged. Daily visits of the students to reading room and taking down important articles each day is advised.

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

180

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

OMR

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

	Board of study	Faculty Development	Curriculum development
No. of faculty members involved in	69	26	02

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc.	536	-	-	-	-	88.05%
B.H.Sc.	49	-	-	-	-	95.91%
M. Sc.	211	-	-	-	-	91.94%

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

- Collecting feedback from students, analysing the feedback and taking steps to improve overall teaching learning.
- Monitoring through CCTV.
- Teaching learning process is evaluated by-
 - Class room performance
 - Unit tests
 - CCE marks
 - Performance in seminar
 - Group discussion
 - Final exam result.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	65
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	02
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees		Number of Vacant Positions		Number of permanent positions filled during the Year		Number of positions filled temporarily	
	Admin Staff	Tech .Staff	Admin Staff	Tech .Staff	Admin Staff	Tech .Staff	Admin Staff	Tech .Staff
2013-2014	34	33	15	-	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC promotes all required facilities for research like laboratory, chemicals, instruments, good library and a congenial atmosphere for the promotion of research in the college. The research work done by faculty members is published in national and international journals. The college also organizes National & State level competition and workshops sponsored by UGC & M.P. Govt. Linkages with different colleges, communities, teaching departments have been established. The college publishes its research journal 'Anusandhaan' reg. no. ZSSNO975-3443.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	09	06	02
Outlay in Rs. Lakhs	4,85,000	2,15,000	5,47,500	1,57,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	23	10	01
Non-Peer Review Journals	-	03	-
e-Journals	-	-	-
Conference proceedings	-	02	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration	Name of the	Total grant	Received
Major projects	-	-	-	-
Minor Projects	2013-14	UGC	14,04,500	14,04,500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the	-	-	-	-
Students research projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total			14,04,500	14,04,500

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from
 UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of extension activities organized

University forum College forum
NCC NSS Any other

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

- Awareness Programs
- Slum area visits
- Youth Festival
- Re-habilitation centre visits
- Orphanage visits
- Parent- Teacher Meeting
- Environmental month celebration
- Hindi Pakhwada
- World Breastfeeding week
- National Nutrition week
- Cancer awareness camp
- Annual health check-up camp
- Self-defence training
- International Yoga Day
- Surya- Namaskar

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.6 acres	-	-	10.6 acres
Class rooms	34	-	-	34
Laboratories	15	-	-	15
Seminar Halls	03	-	-	03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

An integrated web enabled application software has been developed for efficient administration. The various modules are: student module, administrative module, fee module, accounts module, scholarship module, examination module, hostel module and staff module.

Library has been computerized with network version of SOUL and INFLIBNET software. The college has an e-library providing a membership of DEL-NET, INFLIBNET to the students and staff.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	55,847	-	1782	5,17,156	57,629	-
Reference Books	365	-	20	-	385	-
e-Books	-	-	-	-	-	-
Journals	30	-	-	-	30	-
e-Journals	-	-	-	-	-	-
Digital Database	SQL	=	=	=	SQL	-
CD & Video	65	-	10	-	75	-
Others (specify)						
Magazines	14	-	01	-	15	-
Newspaper	14	-	01	-	15	-
Book Bank	18542	-	-	-	18542	-
Braille Books	60	-	-	-	60	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	150	02	Yes	04	01	01	12	-
Added	06	-	-	-	-	-	-	-
Total	156	02	Yes	04	01	01	12	-

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

The effective and efficient governance of the college is assured by working with customize integrated web enabled application software. The click of a button generates the data related to admission, students, faculty accounts, examination, hostel and attendance. This saves the time of faculty & office staff. Seminars and workshops on computer programming and networking were held for the upgradation of the staff. The college has two CPE labs with free internet and Wi-Fi connection. Compulsory computer training is provided to all first year students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	83,676
ii) Campus Infrastructure and facilities	-
iii) Equipments	-
iv) Others	7,15,648
Total :	7,99,324

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Orientation	Rules, regulations, facilities in the college.
Sports facilities	Playground, Fitness equipment, Sports coaches, Basketball, Volleyball, Indoor Badminton court, Kho-Kho, Athletics, Chess, Carom, Gymnasium
NCC	Two units
NSS	Two units
Cultural Training	Music, Dance, Skit, Mime, Play
Self-Defence Training	Karate
Fitness Training	Yoga
Placement Facilities	Training programs for career building, Personality and Skill development programs, Placement drives
Medical facilities	A lady doctor is appointed
Teacher guardian Scheme	Each teacher is guardian of ~70 students
Library	e-library & reading room
Remedial classes	For weak students

5.2 Efforts made by the institution for tracking the progression

Academic progression of the college students is tracked by the unique registration number allotted to each student. Vivekanand Career Guidance and Placement Cell keeps track of the students placed in campus. The students are asked to provide details about the placement.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2448	430	28	10 Diploma

(b) No. of students outside the state

-

(c) No. of international students

-

	No	%		No	%
Men	-	-	Women	2848	100%

Last Year				This Year								
General	SC	ST	OB	Not Available (Online admission was done through Higher Education's software)					OBC	Physical Challenge	0 to 2%	Total
1192	283	289	1174	0	2945	1136	267	321	1124	0	2848	

Demand ratio

Dropout %

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

Coaching for PSC and other competitive exams are held in the campus and hostel. Coaching for NET/ SLET is also given to the students in various subjects by external agencies.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input style="width: 30px; text-align: center;" type="text" value="-"/>	SET/SLET	<input style="width: 30px; text-align: center;" type="text" value="-"/>	GATE	<input style="width: 30px; text-align: center;" type="text" value="-"/>	CAT	<input style="width: 30px; text-align: center;" type="text" value="-"/>
IAS/IPS etc	<input style="width: 30px; text-align: center;" type="text" value="-"/>	State PSC	<input style="width: 30px; text-align: center;" type="text" value="06"/>	UPSC	<input style="width: 30px; text-align: center;" type="text" value="04"/>	Others	<input style="width: 30px; text-align: center;" type="text"/>

5.6 Details of student counselling and career guidance

- Career counselling by external agencies.
- Workshops, grooming of students for group discussion, soft skills, personality development, and communication skills are held every year.
- Two days career fair organized every year.
- 60 hours job oriented internship training for all UG and PG final year students.
- Compulsory session of resume making,

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	78	19	Exact data is not available

5.8 Details of gender sensitization programmes

- Lectures on women empowerment is given to the students from time to time.
- Every year a team from police department visits the college to give students a brief training on self protection. They provide the students with emergency numbers which can be called when in need.
- Training of Marshall Art is provided to the willing students of the college.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level	<input type="text" value="17"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
Cultural: State/ University level	<input type="text" value="14"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government (from Gaav ki beti, Pratibha Kiran, Posr Metric, Aawas Sahayta schemes)	1266	81,77,761
Financial support from other sources (each one adopt one)	10	32,900
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level	<input checked="" type="checkbox"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
Exhibition: State/ University level	<input checked="" type="checkbox"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

<p>The channels through which institutional grievances are redressed are:-</p> <ul style="list-style-type: none"> • Grievances redressel cell • Teacher- Guardian Scheme • Complaint box

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision - Govt M H College of Home Science & Science for Women will be the college of opportunities for women coming from diverse backgrounds by offering quality education for their overall personal & professional development to meet the challenges of society.

Mission-

To make women self reliant and self sufficient by imparting quality education along with excellence in extracurricular activities.

To provide access, equity and quality in Higher Education.

To create congenial atmosphere for development of character, personality, soft skills, ethical values, courage & self confidence.

To train young women for their future life to make best use of Information and Communication Technology.

6.2 Does the Institution has a management Information System

An integrated web enabled application software has been developed for the efficient administration. The various modules are: Student module, Administrative module, Fee module, Accounts module, Scholarship module, Examination module, Hostel & Staff module.

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

6.3.1 Curriculum Development

Curriculum development is carried out to cater to the demanding needs to enhance job orientation.

6.3.2 Teaching and Learning

- Innovative techniques are applied for teaching, seminars, conferences, workshops are organized.
- Educational visits are arranged.
- Internships under expert guidance are provided.
- Motivational competitions are held.

6.3.3 Examination and Evaluation

- Examination is highly confidential.
- Valuation is done by experts from outside the college.
- Provision for re-totalling and copy observation is available for dissatisfied students.

6.3.4 Research and Development

The faculty members are encouraged to pursue research along with their specified teaching assignments. The college also supports research activities by providing basic physical and academic infrastructure facilities such as -

- Laboratory, Chemicals and Sophisticated instruments like UV-visible Spectrophotometer, FTIR and Electronic Balance etc.
- Reference books, Journals and e-library.
- ICT infrastructure: Computers, Laptops and Unlimited internet facility for which no fee is charged by the college for providing ICT facilities.
- Financial support is provided by UGC, MPCST and other funding agencies.
- Non-Ph.D. faculty members are encouraged to avail study leave under UGC scheme “Faculty Development Program” or from department of Higher Education for completing the research work in stipulated time.
- Teaching schedule of Teacher Research Fellows is adjusted for their convenience.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Fully equipped library with SOUL software, e-library, INFLIBNET facility, Magazines, Journals, Newspapers, and Braille books.
- MIS – web enabled integrated application software for college management with various modules like Student module, Admission, Accounts, Examination and Hostel.
- 7 well equipped computer labs.
- All time Wi-Fi facility.
- Sports complex with gymnasium.
- Every department has fully equipped laboratories.
- Well equipped classrooms fitted with close circuit cameras.
- Ramps for differently abled students.
- Auditorium with great sound quality.

6.3.6 Human Resource Management

- Faculty and staff are encouraged to participate in self-development programs conducted by Higher Education University.
- Non-teaching staff regularly looks after the physical infrastructure and provides necessary support guidance to students, staff and faculty members.
- Administration motivates and manages student staffs and faculty members with necessary support and guidance.

6.3.7 Faculty and Staff recruitment

As per Higher Education and UGC guidelines

6.3.8 Industry Interaction / Collaboration

- Educational tours, industrial visits, lectures by industry experts and domain experts are regularly conducted.
- Workshop on Vermi-composting, Sericulture, Bakery, Draping, Embroidery, Block-printing, Food preservation, Diet-planning, Mushroom cultivation, Bonsai, Networking, MS Office, Hardware are organized.

6.3.9 Admission of Students

Admission of the students is carried out 'Online' according to the norms of M.P. Higher Education.

6.4 Welfare schemes for

Teaching	Teaching programs, Workshops, Seminars , Orientation programs are conducted
Non teaching	Training programs by Higher Education
Students	Virtual classes, Scholarship, Workshops

6.5 Total corpus fund generated

16,74,38,680

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	P.S. Bhopal	Yes	AG, JBP
Administrative	Yes	AGMP Gwalior	Yes	CA

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The college has developed an integrated web enabled operating system. One of the modules of the software is examination module, which later carries all examination procedures.

The roll list of the students for CCE and main examination is generated through this module. Entry of marks of practical and main examination roll number wise, generation of admit cards and second signature form for entry into examination hall is also done through this. The processing of result, generation of tabulation register, result display, number of students for ATKT, followed by updation of marks etc is done with perfection.

Each semester examination consists of two CCE. One of these is conducted through OMR sheets, thus preparing the students for appearing in competitive examination.

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

M.H. College is one of the pioneering institutions of Madhya Pradesh that adopted the autonomous system by Higher Education in 1989. The UGC expert committee visited the college on 14 February 2002 and further extended the Autonomous status of the college upto 2002-03. For the further extension of Autonomous status, UGC expert committee reviewed the college on 18.04.2008. On the recommendation of the UGC peer team, the Autonomous status of the college has been extended up to the year 2012-13.

6.11 Activities and support from the Alumni Association

- Active participation and contribution by alumni.
- Interaction with alumni through annual alumni meetings.
- Involvement of alumni in the Governing Body of the college.
- Special lectures, seminars and workshops by alumni are arranged on regular basis through Societies and Clubs.
- Memorial lecture and scholarships, awards, prizes and medals instituted by alumni.

6.12 Activities and support from the Parent – Teacher Association

Parent teacher meetings are held twice a year where the parents can discuss the problems of their daughters with the teaching guardian.

6.13 Development programmes for support staff

Orientation and training programs are offered.

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

- Vermi-composting pits
- Polythene free zone
- Solar panels
- Plantation of trees
- Water harvesting

Criterion – VII

7. Innovations and Best Practices

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

Special days, occasions and their related details are discussed briefly in the prayer meeting of the college to keep the students aware of the specialty of each day.

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

Action taken report based on the plan of action –

- Educational visits were increased. Students were taken out to Sanchi dairy and Tropical Forest Research Institute
- Workshops and training programs were organized on following themes-
 - System formatting
 - Web designing
 - Hardware and Networking
 - Skill development
 - Sewing machine demonstration and soft toys making
 - Horticulture and nursery techniques etc.
- Expert lectures were arranged on the following topics-
 - Tissue culture
 - Stereochemistry and Retro-synthesis
 - Soap and Detergent making at home
 - Albert Einstein theories and practices
 - Photo Voltaic effects and solar energy
 - Cancer and Cure
 - Future and Prospects of clothing & textile
 - Business and Industries etc.
- National conference organized by Language department - “Changing Scenario of the Education System”
- Sports, NCC and NSS activities were promoted. Resultantly, the performance was improved.
- Various competitions like Best Reader, Essay Writing and GK were held and the winners were given prizes.

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

Best Practice – I

- Providing Karate, Marshal Arts and Yoga training to the students and also making them aware of the various helpline numbers and schemes made by government.

Best Practice – II

- Preparing students for competitive exams by providing subject related coaching, personality development classes and other issues related to employment generation.

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

7.4 Contribution to environmental awareness / protection

- Plantation of trees on special occasions.
- Rain water harvesting.
- Visits by NSS students to various rural areas and thus providing a significant solutions.
- Importance of health and hygiene.
- Vermi composting pits to dispose hostel garbage.
- Maintenance of fish pond and medicinal plants.
- Polythene free zone.
- Visits by students of Home Science departments to old age homes and orphanages to make the inmates aware of various health issues.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT Analysis (Strength, Weakness, Opportunity and Challenges)

Strength –

Physical Infrastructure –

- 10.6 acre land
- 4 Hostel blocks, accommodating—700 students
- Solar lights in premises
- Round the clock security provided
- 3ICT enabled class rooms
- College is situated at prime & easily approachable location
- Well maintained garden
- Telephone booth for hostel students
- Auditorium
- Drinking water facility on each floor
- Public address system & CC camera
- Well lit & ventilated class rooms
- Canteen
- Cycle stand
- Common rooms

Academic Infrastructure

- Academic flexibility
- Highly qualified and experienced teachers
- Well equipped laboratories
- Internet facility through LAN
- Library for UG and PG students
- Guest lecture by eminent professors
- PG library in each department
- Reading room
- Sports facilities, Badminton, Volleyball, Basket Ball, Ground for field events

Weakness –

- Lack of accommodation facility for faculty and staff
- Students are first generation learners
- Lack of sense of hygiene in the students from rural areas
- Poor communication skills
- Shortage of skilled lab technicians
- Lack of library and computer facility in hostel
- Insufficient number of toilets

Opportunity –

- Women's college
- Only college in M.P. covering for 4 post graduate courses in Home science.
- Located at the heart of city
- Jabalpur is very well connected to nearby rural areas by rail route & local transport.

Challenges (Threats)-

- Upcoming private colleges with better facilities
- Online courses through MOOC
- Lack of competitiveness among students
- Professional courses are preferred over degree courses
- Less job opportunities

8. Plans of institution for next year

In the meeting of IQAC the following activities are proposed as plans of institution for next year:-

- Internships in UG, PG to be made career oriented.
- Departments to apply for major and minor research projects.
- Establishment of linkages with various organizations and industrial sectors.
- To encourage inter departmental activities.
- To inculcate human values in students.
- To encourage teachers for more research publications.
- To make students aware of importance of environmental conservation.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure (i)**Part - A. 2.15 Academic Calendar:-**

Academic Work	First/Second/Third Semester	Second/Fourth/Sixth Semester
Initial Classes/Zero Classes/ SWOT Analysis	01 July to 13 July 2013 (12 working days)	01 January to 04 January 2014 (04 working days)
Educational and Evaluation process	15 July to 09 November 2013 (91 working days)	06 January to 19 April 2014 (90 working days)
C.C.E. work	2 nd week of September	2 nd week of March
Exam Preparation Leaves	10 November to 14 November 2013 (05 working days)	20 April to 23 April 2014 (04 working days)
Practical Exams	15 to 31 October 2013 (any 3 working days)	25 March to 10 April 2014 (any 3 working days)
Semester and ATKT exams	15 November to 21 December 2013	24 April to 25 May 2014
Exam Result declaration	15 January 2014	15 June 2014
Semester Break	22 December to 31 December 2013 (10 days)	26 May to 15 June 2014 (35 days)

Part - B. 1.3 Annexure (ii)

Feedback
<p>Feedback from the students is taken manually as</p> <ul style="list-style-type: none"> • In prescribed feedback program for individual teachers. • Complaints about any issue related to the college in the complaint drop box. • Teacher-Guardian register. <p>There is a complaint redressal committee which goes through all the complaints in the presence of the principal and necessary action is taken.</p>

Abbreviations:

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