Annual Quality Assurance Report of IQAC

(2017-2018)

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

1. 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

> hegmhhsgpgcjab@mp.gov.in

Contact Nos.

> 0761 - 2407326

Name of the Head of the Institution:

> Dr. Leela Bhalavi

Tel. No. with STD Code:

> 0761- 2407326

Mobile:

| +91 9926334177 |

Name of the IQAC Co-ordinator:

| Dr. D.S.Gupta |

Mobile:

| 9827240118 |

IQAC e-mail address:

| principal@gmhcollege.nic.in |

1.3 **NAAC Track ID**
   (For ex. MHCOGN 18879)

| hegmhsgpgcjab@mp.gov.in |

1.4 **NAAC Executive Committee No. & Date:**

| EC/58/RAR/100 on 10/03/2012 |

*(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:

| www.gmhcollege.org.in |

Web-link of the AQAR:

| www.gmhcollege.org.in/AQAR2016-17.doc |

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

1.6 Accreditation Details

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

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

| July 2004 |

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

| 2017-18 |

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

   i.   AQAR   2012-13submitted to NAACon   21/05/2018
   ii. AQAR   2013-14submitted to NAACon   21/05/2018
   iii. AQAR   2014-15submitted to NAACon   21/05/2018
   iv. AQAR   2015-16submitted to NAACon   21/05/2018

v. AQAR   2016-17 submitted to NAACon   21/05/2018
vi. AQAR   2017-18submitted to NAACon   21/05/2018

1.10 Institutional Status

University   State [✓] Central [-] Deemed [-] Private [-]

Affiliated College   Yes [✓] No [-]

Constituent College   Yes [-] No [✓]

Autonomous college of UGC   Yes [✓] No [-]

Regulatory Agency approved   Yes [-] No [✓]
Institution (eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [-] Men [-] Women [✓]

                              Urban [✓] Rural [-] Tribal [-]

Financial Status   Grant-in-aid [-] UGC 2(f) [✓] UGC 12B [✓]

                              Grant-in-aid [-] Totally Self-financing [-]
                              + Self Financing

1.11 Type of Faculty/Programme

Arts [-] Science [✓] Commerce [-] Law [-] PEI (Phys Edu) [✓]

TEI (Edu) [-] Engineering [-] Health Science [-] Management [-]

Others   (Specify)   [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 [✓]

University with Potential for Excellence [-] UGC-CPE [✓]

DST Star Scheme [-] UGC-CE [-]

UGC-Special Assistance Programme [-] DST-FIST [-]

UGC-Innovative PG programmes [-] Any other *(Specify)* [-]

UGC-COP Programmes   `-`

2. IQAC Composition and Activities

2.1 No. of Teachers   `11`

2.2 No. of Administrative/Technical staff   `08`

2.3 No. of students   `-`

2.4 No. of Management representatives   `01`

2.5 No. of Alumni   `-`

2. 6 No. of any other stakeholder and

   community representatives   `01`

2.7 No. of Employers/ Industrialists   `-`

2.8 No. of other External Experts   `-`

2.9 Total No. of members   `21`

2.10 No. of IQAC meetings held   `02`

2.11 No. of meetings with various stakeholders: No. `02`   Faculty `04`

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. `13` International `-` National `01` State `-` Institution Level `12`

   (ii) Themes

   - National wildlife week celebrated
   - Skill oriented workshop on Chromatography and Conjoint Spectroscopy
   - Workshops on - Techniques of color shading, Apparel designing, Motif development, supplementary diet and Soft toy making.

2.14 Significant Activities and contributions made by IQAC

- Maitree Divas for new students
- Opening Ceremony of Departmental clubs.
- Awareness programmes on cleanliness and 'Save our mother - Nature'
- Surya Namaskar on the birthday of Swami Vivekanand
- Workshops on - Supplementary diet for infants, Preparation of soft toys etc.
- Celebration of World Yoga Day.
- Progmme on Kargil Divas.

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
• At least one national seminar in a session.	• National seminar conducted on'' environmental conservation; issues and strategies''
• Installation of more CCTV Cameras in the campus, class rooms and hostel.	• Installed as proposed
• New course of Travel & Tourism and Catering, M.Sc Computer sciences, PGDCA.	• Proposal sent under World Bank Scheme (IDPI)
• New water cooler for office and hostel.	• Installed
• Installation of vending machine for girls.	• Installed
• Procure more furniture for classrooms, books for library, and sports equipments.	• New furniture for classrooms procured, new books on relevant topics of all different subjects purchased in the library to facilitate students to acquire knowledge.
• Installation of lift for physically challenged students.	• Installed

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

- Seminars and workshops were organized by different departments.

- Strategies for preparation of reports for AQAR were suggested.

- Streamlining reports to keep track to student progression, updation of website successful utilization of autonomy were proposed.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	26	-	-	-
PG	10	-	-	10 Internships
UG	13		-	13 Internships
PG Diploma	2	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	51	-	-	23

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	14(10 PG, 02UG, 02 PG Diploma)
Trimester	-
Annual	02

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.

- B.Sc. and BHSc I and II year are having annual pattern of examination from 2017-18 onwards. Syllabi for which is available on Higher Education website.
- The syllabi for B.Sc. V^{th} & VIth semesters are provided by the department of Higher Education Government of M.P. and it is followed without change.
- The syllabi for PG are provided by Rani Durgavati University, Jabalpur M.P.

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

The new course of Travel and Tourism and Catering, M.Sc in Computer Science and PGDCA courses is expected to start in the next session under World Bank Scheme. Building for which has been made.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
54	07	16	26+5 = 31	-

2.2 No. of permanent faculty with Ph.D.   [49]

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	
No. of Faculty Positions Recruited (R) and Vacant (V) during the year	R	V	R	V	R	V	R	V	R	V
	49	18	-	-	05	02	-	-	54	20

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty		
Self-Finance	Against Vacant Post	Total
44	16	60

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	02	76	39
Presented papers	01	29	-
Resource Persons	-	03	-

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

- Well equipped CPE labs (Computer laboratories) other than subject specific labs.
- Student teacher interaction beyond classrooms.
- Modern teaching aids apart from black board teaching.
- CCE and class test given to monitor progress of students,
- Overhead projectors installed in classrooms and smart classrooms.
- LCD projectors installed in class rooms.

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	52	10	08

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.	890	-	500	166	-	74.83%
B.H.Sc.	81	-	20	41	-	68.53%
M. Sc.	168	-	139	17	-	92.85%

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

- Performance of students is evaluated through tests, CCE and semester exams.
- CCTV cameras fitted in all classrooms and laboratories to help in monitoring the teaching learning process.
- Organizes workshops and expert lectures for students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	50
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
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
Administrative Staff/ Technical Staff 2017-18	01	13	-	13	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

All departments are encouraged to pursue research work, apply for major and minor research projects, linkages with university and other colleges are set up to promote research. The college publishes its own research journal 'Anusandhan' twice in a session.

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	01	01	02	-
Outlay in Rs. Lakhs	1,45,000	1,02,500	1,45,500	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	26	12	01
Non-Peer Review Journals	-	-	-
e-Journals	07	-	-
Conference proceedings	01	-	-

3.5 Details on Impact factor of publications:

Range [2-6.4]   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 Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2017-18	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-		-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No.   [01]   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	-	01	-	-	-
Sponsoring agencies	-	UGC	-	-	-

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   06
     who are Ph. D. Guides
     and students registered under them   20

3.19 No. of Ph.D. awarded by faculty from the Institution   01

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

JRF | - | SRF | 01 | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level | 60 | State level | 06 |

National level | 02 | International level | - |

3.22 No. of students participated in NCC events:

University level | 107 | State level | 15 |

National level | 12 | International level | - |

3.23 No. of Awards won in NSS:

University level | - | State level | 02 |

National level | 02 | International level | - |

3.24 No. of Awards won in NCC:

University level | 08 | State level | 02 |

National level | - | International level | - |

3.25 No. of Extension activities organized

University forum | 15 | College forum | 40 |

NCC | 03 | NSS | 03 | Any other | - |

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

- Environmental awareness programme
- Extra coaching for academically weak students
- Career fair
- Visits to orphanages/old-age homes
- Medical camps
- Awareness programmes and 'Nukkad-Nataks' based on physical hygiene, cleanliness, digital transaction, use of toilets etc by NCC and NSS.
- Self-defence and Yoga training

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	43	-	-	43
Laboratories	32	-	-	32
Seminar Halls	03	-	-	03
No. of important equipments purchased (≥ 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

> Administration has been computerized. The web enabled software has various module like Student module, Administrative module, Fee module, Accounts module, Scholarship module, Examination module, Hostel & Staff module. Network version of Soul and Inflibnet software are used in library. E-library facility is open to all the students and staff.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	58,858	-	65	13,505	58,923	
Reference Books	385	-	361	79,453	746	-
e-Books	-	-	-		-	-
Journals	30	-	None	-	30	-
e-Journals	-	-	-	-	-	-
Digital Database	SQL	-	-	-	SQL	-
CD & Video	75	-	-	-	90	-
Others (specify) Magazines Newspaper	20 16	- -	10 None	- -	30 14	- -

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4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	193	03	Yes	04	01	01	12	-
Added	-	-	-	-	-	-	-	-
Total	193	03	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 college has 2 CPE labs with 65 computers with Wi-Fi connection and excellent software for students and staff. The office staff is trained and has been carrying out digital transaction. Teachers attend various workshops and training programs to update themselves in the field of technology. Compulsory computer training is provided to all the students of first year.

4.6 Amount spent on maintenance in lakhs :

i)   ICT | - |

ii) Campus Infrastructure and facilities | - |

iii) Equipments | - |

iv) Others | 2, 49,569 |

Total : | 2, 49,569 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The new comers are welcomed to the college. They are given an orientation by the different faculty members in which all the rules and regulations to be followed in the college are discussed. All the details regarding sports, NCC, NSS, Cultural activities, Self-defence, Yoga training, Fitness programmes, Medical facilities, Teacher guardian scheme, Library facilities, Remedial classes and Placements facilities are provided to the students.

5.2 Efforts made by the institution for tracking the progression

Tracking of student progression in the college is maintained through:-
- Database of each student is maintained in the administrative module, which can be accessed by a unique registration number of the student.
- The teacher-guardian maintains a register where in the prance, Address details, attendance etc of the student are available.
- CCE marks, Class tests and Group Discussion are used for tracking academic progress of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3135	392	20	19 (Diploma)

(b) No. of students outside the state | - |

(c) No. of international students | - |

Men | No | % |
|---|---|
| - | - |

Women | No | % |
|------|------|
| 3546 | 100% |

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1147	424	470	1294	3	3338	1167	452	495	1430	2	3546

Demand ratio | Not Available (Online admission was done through Higher Education's software) | Dropout % | 0 to 2% |
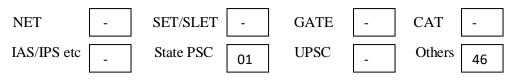
5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Various departments of the college also organises special lectures and classes for competitive exams.
- The Vivekanand Career Guidance cell and the placement cell of the college organises training programmes workshops and seminars on- Preparation for competitive exams, Personality development and Skill development.
- College library has books for various competitive exams, which are available to the students.
- Magazines like Competition seekers, Pratiyogita darpan etc are available to the students in the reading room.

No. of students beneficiaries | 1050 (All VI semester and M.Sc. students) |

5.5 No. of students qualified in these examinations

NET [-]   SET/SLET [-]   GATE [-]   CAT [-]

IAS/IPS etc [-]   State PSC [01]   UPSC [-]   Others [46]

5.6 Details of student counselling and career guidance

- Career counselling by external agencies.
- 2 days' career fair organised every year
- 60 hours job oriented internship training for all UG and PG final year students.
- Various subject specific career options available to the students are discussed by the subject teachers.
- Workshops, grooming of students for Group Discussion, Soft skills, Personality development, Communication Skills are held every year.
- Compulsory teaching of resume making,

No. of students benefitted   [1050 (All VI semester and M.Sc. students)]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
16	720	209	10

5.8 Details of gender sensitization programmes

- Training of Marshall Art is provided to the willing students of the college.
- 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 briefing on self protection. They provide the students with important numbers to be called upon in case of emergency.

5.9 Students Activities

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

State/ University level [06]   National level [01]   International level [01]

No. of students participated in cultural events

State/ University level [105]   National level [-]   International level [-]

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

Sports : State/ University level [-]   National level [-]   International level [01]

Cultural: State/ University level [-]   National level [-]   International level [-]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government(from Gaon ki Beti, Pratibha Kiran, Posr Metric, Aawas Sahayta schemes)	1370	1,19,14,621
Financial support from other sources (Each one adopt one)	07	47,296
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level [✓]   National level [-]   International level [-]

Exhibition: State/ University level [✓]   National level [-]   International level [-]

5.12   No. of social initiatives undertaken by the students   [21]

5.13 Major grievances of students (if any) redressed:

No major grievances of students have been registered.

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

Keeping in mind the needs of students job oriented courses of Computer application, Computer Science, Computer maintenance, Electronics, Biotechnology, Biochemistry and Microbiology have been started. Presently, the college has got approval for new course of Travel, Tourism and Catering.

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

- CCE though OMR are done
- Examination is highly confidential.
- Complete transparency is maintained in the exam procedure.
- Valuation is done by experts from inside as well.
- Results are declared on time.
- Provision for re-totalling and copy observation is available for dissatisfied students.
- Tabulation Register is uploaded on the website of the college.

6.3.4 Research and Developmen

The faculty regularly updates itself by attending various faculty development programmes organised by the UGC and other institute within and outside of the state . The college also supports research activities by providing basic physical and academic infrastructure facilities such as –

- Provision of study leave for period of 1 to 2 years is available.

- Laboratory, Chemicals and Sophisticated instruments like UV-visible Spectrophotometer, FTIR, HPTLC and Electronic Balance etc.

- Financial support is provided by UGC, MPCST and other funding agencies.

- 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.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- MIS – web enabled integrated application software for college management with various modules like Student module, Admission, Accounts, Examination and Hostel.
- Fully equipped library with SOUL software, e-library, INFLIBNET facility, Magazines, Journals, Newspapers, and Braille books.
- Well equipped subject specific labs.
- Modern instruments for Physic and Chemistry in the laboratory.
- 7 well equipped computer labs.
- All time Wi-Fi facility.
- Sports complex with gymnasium.
- Fully equipped laboratories—to provide a best practical knowledge to the students.
- Well equipped classrooms fitted with close circuit cameras—to keep eyes on academic activities and generate confidiciality during exam.
- Ramps—for differently abled students.
- Auditorium—for cultural programmes and special events.

6.3.6 Human Resource Management

- At the start of every new session the entire staff is grouped into different committees for smooth functioning of the institution.

- Each member of the office staff is assigned fixed duty thus facilitating healthy working atmosphere with division of labour.

- Likewise the support staff is allotted specific duties to perform.

6.3.7 Faculty and Staff recruitment

As per Higher Education and UGC guidelines

6.3.8 Industry Interaction / Collaboration

- Experts from nearby are invited to provide firsthand information to the students.
- One member from the industry relevant to the subject is present in the meeting of Board of Studies.
- 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

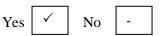The college has constituted a committee which looks after the online admission process.

6.4 Welfare schemes for

Teaching	Apart from various welfare schemes of the government, 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   16,98,89,550

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 result prompt has also been upgraded. The processing of result, generation of tabulated 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 teacher 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

- Swatchh Campus Abhiyaan
- Plantation
- Minimizing the waste
- Vermi-composting pits
- Polythene bags prohibited.

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.

> Question bank for all the core as well as self-finance subjects are made available to the students. They have to submit the answers as tutorial within a stipulated period thus enhancing the subject knowledge of the students.

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

> - Swat analysis and discussion by Swami Vivekanand Career Guidance Committee on make in India.
> - Awareness programme on cashless transaction by NSS.
> - New course of Travel & Tourism and Catering approved by M.P. Higher Education and 6 new classrooms for the course are ready.
> - New SSR format downloaded and discussed on means of preparation of the same.
> - Independence for right celebrated, where live of great Indian personalities responsible for attachment of freedom were discussed among the post graduate students.
> - New furniture for classrooms procured .
> - New books on relevant topics of all different subjects purchased in the library to facilitate gain of knowledge by students.

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

> **Best Practice I**
> Free medical check-up camp.
>
> Availability of lady doctor in campus throughout the year.
>
> **Best Practice II**
> Provision for career guidance and placement.

*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 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
- College is situated at prime & easily approachable location
- Well maintained garden
- 4 Hostel blocks, accommodating—700 students
- Well lit & ventilated class rooms
- Three ICT enabled class rooms
- Common rooms
- Drinking water facility on each floor
- Auditorium
- Public address system & CC camera
- Solar lights in premises
- Canteen, Juice centre and Stationary shop in premises
- Cycle stand

Academic Infrastructure
- Academic flexibility
- Library for UG and PG students
- PG library in each department
- Reading room
- Well equipped laboratories
- Computer labs for subject specifics and for add on courses
- Internet facility through LAN
- Guest lecture by eminent professors
- Sports facilities, Badminton, Volleyball, Basket Ball, Ground for field events

Weakness –
- Students are first generation learners
- Poor communication skills
- Lack of library and computer facility in hostel
- Lack of accommodation facility for faculty and staff
- Shortage of skilled lab technicians
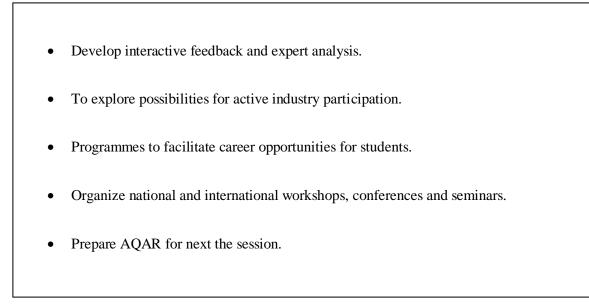- Insufficient number of regular teachers

Opportunity –
- Women's college
- 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**

- Develop interactive feedback and expert analysis.

- To explore possibilities for active industry participation.

- Programmes to facilitate career opportunities for students.

- Organize national and international workshops, conferences and seminars.

- Prepare AQAR for next the session.

Name - Dr.D.S.Gupta   # Name – Leela Bhalavi

....I.....................

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

_____***_____

Annexure I

Academic Calendar:-

Academic Work	Third/Fifth Semester	Fourth/Sixth Semester
Initial Classes/Zero Classes/ SWOT Analysis	01 July to 08 July 2017 (07 working days)	26 December 2017 (01 working days)
Educational and Evaluation process	10 July to 02 November 2017 (93 working days)	27 December 2017 To 18 April 2018 (92 working days)
C.C.E.	September III week	II week of March
Exam Preparation Leave	02 November to 09 November 2017 (07 working days)	19 April to 21 April 2018 (03 working days)
Practical Exams	Between 23 October to 09 November 20	Between 02 April to 18 April 2018
Semester and ATKT exams	10 November to 14 December 2017	23 April to 26 May 2018
Exam Result declaration	Till 31 December 2017	15 June 2018
Semester Break	15 December to 23 December 2017 (09 days)	26 May to 20 June 2018
For teachers	15 December to 23 December 2017 (09 days)	28 May to 15 June 2018 (19 days)

Annexure (ii)
Part B 1.3 Feedback

Feedback Process
Over the years the college has evolved certain mechanisms for obtaining feedback from students and parents. • A set of formats have been designed by the IQAC for the assessment of teachers by students. • The college follows teacher-guardian scheme under which every teacher is allotted about fifty students guardianship. Two meetings with the parents of these students are held in which the problems faced by their children or any suggestions are discussed and noted down in a register maintained by the teacher. • There is also a facility of complaint box in which the students can lodge their complaints regarding teachers, office and any other problems faced by them in the campus. Separate committees are constituted for the analysis of the collected information. There is also a grievance redressel cell which collects the complaints from the box and discusses with the principal. Consequently necessary action is taken by the principal