



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**GOVERNMENT M.H.COLLEGE OF HOME SCIENCE  
AND SCIENCE FOR WOMEN**

NAPIER TOWN, JABALPUR 482002

482002

[www.gmhcollege.org.in](http://www.gmhcollege.org.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**March 2019**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

On July 15, 1954 Govt. M. H. College of Home Science and Science for Women came into existence to promote Higher Education among Women. The idea of establishing an educational institute to educate women of central India, was conceived by Mr. Parmanand Bhai Pate, a renowned industrialist and a great philosopher of Jabalpur. The Proposal was welcomed by Pandit Ravi Shankar Shukla, the then Hon. Chief Minister of Madhya Pradesh. Mr. Parmanand Bhai Patel's firm Mohanlal Hargovinddas donated Rs. One Lakh for the establishment of the college. On April 27, 1956 the foundation stone was laid down on 11 acres of government land, situated in the heart of Jabalpur city, by the chief minister of MP.

The college affiliated to Rani Durgavati Vishwavidhyalaya, Jabalpur which awards degrees to the students. M H College is one of the pioneering institutions of Madhya Pradesh that adopted the autonomous system in Higher Education in 1989. NAAC accredited the college with B++ grade in 2003 and subsequently with 'A' grade in the 2nd cycle in 2012. The college was selected in the UGC scheme "College with Potential for Excellence" in 2004. The thrust area of the proposal was development of ICT infrastructure for providing basic computer knowledge, Internet facility to all students, faculty, office staff and automation of all managerial procedure.

To keep pace with the changing scenarios, the courses are restructured to include basic as well emerging interdisciplinary and application oriented areas. The courses offered are adequately strengthened to develop appropriate skills, which are significant not only to the students, but also to the local, regional and national needs. Sufficient freedom is allowed to the students to choose the courses best suited to their interest and capabilities. The college also emphasizes on values based education to inculcate soft skills.

The college building is a beautiful piece of architectural work. The college premise houses facilities like Hostel building, Sports complex, Principal bungalow, Warden Bungalows, creche, juice corner, PCO and canteen. The hostel accommodates about 700 girls.

### **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.

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

### **Institutional Strength**

#### **Physical Infrastructure –**

- 10.75 acre land
- 4 Hostel blocks, accommodating—700 students
- 2 Ramps and Lifts
- Round the clock security provided
- ICT enabled class rooms
- College is situated at prime & easily approachable location
- Well maintained garden
- Telephone booth for hostel students
- Auditorium
- Pure 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
- Library and Computer Facility in Hostel
- Reading room
- Sports complex for indoor and outdoor games

#### **Institutional Weakness**

- Lack of accommodation facility for faculty and staff
- Most of 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

### **Institutional Opportunity**

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

### **Institutional Challenge**

- 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 in Jabalpur

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The curriculum of the institution is designed keeping in mind the vision and mission. It provides high degree of flexibility at UG and PG level offering thirteen undergraduate, ten post graduate, two PG diploma and five certificate courses (IGNOU), which is supported by experienced teaching faculty, conducive environment of the institution and strong physical and academic infrastructure. It also integrates issues relating to gender, environment, human values and professional ethics. To meet the local and global needs the curriculum revised periodically in the meeting of Board of Studies. All the courses bear emphasis on employability. Various transferrable skills are imparted through value added courses. Practical work is essential part of the curriculum at UG and PG level in all courses. Add-on course on computer basics is compulsory for all first and second year students. For all the outgoing students 60-hours of internship training is mandatory.

The goals and objectives of the institution are translated into action by thoughtful planning and its proper execution. Various academic options at UG and PG level along with knowledge of computers and other skills, imparted by the institution, encourages students to excel in academic activities. Equal importance is given to extension activities. NSS and NCC units carried out several community projects. Extension and communication is also a part of Home Science curriculum. Subject specific extension activities are carried out by all departments. Sports gym workout, Yoga and Marshall art also form a part of the curriculum. Program outcomes are evaluated through transparent mechanism and structured feed.

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

Being a renowned college for girls with hostel facility and located at the heart of the city holds preference among the girl students. Therefore it's the admission rate is high following the reservation policy provided by the state government of M.P.

A broad frame work of the academic calendar is planned at the beginning of each session. On the basis of this, teaching plans are made by teachers for their respective courses and achieve targets as per the schedule. Teaching is made interesting and more explanatory by use of audio visual systems, LCD projector, OHP and models. Other means of teaching includes lectures by experts, educational excursions and industrial field visits. Slow and advanced learners are identified in the beginning of the academic session. Advance learners are given a responsibility to guide and help their fellow slow learners in their studies. Remedial classes are arranged for slow learners and students hailing from the disadvantaged communities. The progress of the students is regularly monitored through continuous comprehensive evaluation process. Thirteen different modes are used to judge the progress performance of students.

Teacher Guardian Scheme is introduced for providing personal attention to students. Under this scheme every teacher is assigned to function as a guardian about 60 students. The teacher incharge takes care of these students and solves their problems, if any.

Faculty members ensure their academic growth by participating and organizing seminars, workshops and conference. They also attend refresher and orientation programmes organized by Academic Staff College. Many faculty members working on major, minor research projects, and are supervised candidates pursuing PhD degree.

The faculty is well versed with the ICT related techniques. Every faculty member is holding the membership of e-library INFLIBNET.

To ensure in academic and administrative activities, the college conducts appraisals annually.

The college follows a continuous and transparent evaluation process that enables students to perform optimally. Under transparency of examination, students are allowed to see their answer books. On time conduction of examination and declaration of results is assured in the interest of students.

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

As research is an integral part of academics, faculty members undertake research projects along with the teaching assignments. Research work is accomplished at an accountable level and the institution provides all required facilities like laboratory, chemicals, instruments, good library and a congenial atmosphere for the same. The research work carried by the faculty members is published in National and International journals. During last five years the college has organized number of National and State level conferences and workshop sponsored by UGC and MP Higher Education.

Most of the faculty members are registered in R.D. University as research guides. For accomplishment and completion of research work, linkages with different colleges, University, Teaching Departments have been established the college publishes its annual research journal "Anusandhan" registration no. is ISSN0975-3443.

The research culture among MSc. Students is promoted through dissertation work. Extension Activities are a part of curriculum at Undergraduate and Postgraduate level of Home Science. Home Science faculty members carryout various extension activities related to their parent subject.

Department of Science faculty also carry out extension activities in villages during NSS camp. Information regarding importance of clean water and methods of Purification of water. Proper use of soaps and detergents,

pollution, vermi-compost, maintenance of electrical appliances, green blood are given to the villagers in a simplified manner.

The college has taken several initiatives for several techniques to increase creativity and transfer of knowledge. It has a well defined policy for research on the website.

### **Infrastructure and Learning Resources**

The college infrastructure consists of architecturally beautiful three storied main block, four hostel buildings, Auditorium, Canteen, Gymnasium, Montessori school, Play ground and Gardens spread over 10.7 acre of land in the heart of the city.

To meet the requirements of academic growth of the college, the physical infrastructure has been extended in the same proportion. During the last five years a numbers of classrooms and lift connecting three floors and toilets have been made available. Class rooms and laboratories, library, reading room, auditorium, common room and office are renovated as per the requirements. All class rooms are well lit, ventilated, and fitted with close circuit cameras are installed for close monitoring of the entire premises. Ten classrooms including 3 smart class rooms are fitted with LCD projector.

Laboratories are well equipped and regularly upgraded in terms of equipment. Library and reading room are situated at ground floor. Library is regularly enriched by new books and Journals. The total number of books in the library are 62626. The college has procured network version of SOUL software for automation of the Library. All managerial activities of library are carried our thorough this software. Books have been bar coded and issue & return is accomplished by using bar code scanner. Students can search books of their interest through OPAC module of SOUL software. Internet facility is also available in the library.

Faculty members use e-library facility from <http://nlist.inflibnet.ac.in>, through their membership user ID, allotted by INFLIBNET. Meticulous planning of time table ensures the optimal utilization of infrastructure facilities.

Over the year the college has developed a strong ICT infrastructure to promote the use of computers in academic and administrative activities. The college has developed 2 CPE labs which house 42 P IV computers working with broad band facility. The college runs add-on courses on computer basics is made compulsory for all first and second year students. The college also has subject specific computer laboratories in Mathematics, Physics, Clothing & Textile, Language, Chemistry, and Hostel.

The proper planning and judicious use of funds has resulted in rhythmic growth and maintenance of infrastructure.

### **Student Support and Progression**

The institute takes several measures to ensure over all development of students. The progress of students is very closely monitored by continuous comprehensive evaluation tests & teacher guardian interaction. Remedial classes are organized for slow learners. For the development of creativity skills several short term courses are organized by every department. Publication of college magazine, departmental magazines, wall magazines, extra and co-curricular activities, departmental club activities and extension activities are integral part of

curriculum. All these activities ensure holistic development of students.

Quality education and strong base at Undergraduate level encourage many students towards Masters Degree. A quite good number of students proceed for their M.Phil and Ph.D degree while others prefer job.

For the support of students, the college has created several facilitating mechanisms like Student Union, Grievance Redressal cell, Guidance and Placement cell and schemes. The students are free to put their grievances if any, directly to the Principal, Committee members or in the sealed box placed in the office. The grievances are taken care off redressed.

Guidance and Placement cell guide and prepare students for various competitive examination and interviews. Students excelling in academics and extracurricular activities are acknowledged and awarded in special functions. Toppers of UG and PG classes are awarded with Gold Medals. One student with excellence in General proficiencies is also awarded with Gold medal.

The institution has a registered alumni association with members well placed in India as well as abroad. The alumni contributes significantly to the development of the institution through financial and non financial means. The institute has a registered alumni association, with members well placed in India as well as abroad. The alumni contributes significantly to the development of the institution through the financial and non-financial means.

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

The vision and mission of the institution is in tune with the objectives of Higher Education. The effective leadership of the Principal ensures the same by good governance of all academic, administrative and extracurricular activities.

The college observes the democratic setup the college has constituted following major committees for effective governance.

1. Staff Council
2. Standing Committee
3. Board of Studies
4. Academic Council
5. Finance Committee
6. Governing Body
7. Janbhagidari

Various development programmes are regularly organized to keep faculty and office staff abreast with the latest happenings in the field of academics and administration. Faculty and Office staff are also nominated to attend the development programmes organized by department of Higher Education and other organizations. The performance appraisal of teaching and non-teaching staff is carried out annually through evaluation by students and “Self-appraisal” report. Well defined perspective plans for academic, administrative and physical infrastructure are designed and implemented meticulously.

The effective and efficient governance of the college is assured by working with customized integrated web enabled application software. The Internal Quality Assurance Cell strives to sustain and enhance the

institutional standards to higher levels. Through IQAC the college has taken several initiatives to promote best practices. In this regard the college endures quality education Health and secure environment, warm student teacher relationship and excellent hostel facility to all students, irrespective to their socioeconomic background. Social justice is assured by providing financial assistance to students belonging to disadvantaged class and economically weaker section of the society. Fair and visionary administration, dedication of faculty and office staff assures academic excellence and effective resource development. Through repetitive monitoring by College authorities and reviews by external committees, like Higher Education MP, RD University and UGC, the core value of NAAC is ascertained.

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

The college organizes number of expert talks, seminars and conferences on women empowerment to promote gender equity. Apart from this, CCTV cameras, positions of security guards are some safety measures initiated by the institution. The management also makes use of alternate energy sources to sustain environment, developed means for waste management and has constructed ' Rain Water Harvesting and vermi compost pit. A beautiful garden with medicinal plants, fish rearing tank, regular plantation are some green initiatives invested on by the institution. It has a polythene free campus, power and concrete roads, paperless transactions. Most of the students come to college through metro buses and trains. Some of the institutions best practices are conduction of national seminars, regular feedback, and formation of a personality development cell and presence of a lady doctor in the premises.

Location advantages are, closeness of the institution to railway station and bus stand and easy availability public transport. A number of extension activities are carried out by various departments, at regular intervals. Appropriate activities are organized to increase consciousness about national identities and symbols, celebrate the birth and death anniversaries of great Indian personalities. All financial transactions are carried out online thus maintaining complete transparency.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT M.H.COLLEGE OF HOME SCIENCE AND SCIENCE FOR WOMEN
Address	Napier Town, Jabalpur 482002
City	Jabalpur
State	Madhya Pradesh
Pin	482002
Website	<a href="http://www.gmhcollege.org.in">www.gmhcollege.org.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Professor	Dr. Manju Trivedi	0761-2423617	9993880820	-	manjutrivedi3@gmail.com
Principal	Dr. Mrs. Leela Bhalavi	0761-2407326	9926334177	0761-4005716	principalgmh.1954@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of Establishment, Prior to the Grant of	01-01-1954

'Autonomy'				
Date of grant of 'Autonomy' to the College by UGC		14-02-1989		
<b>University to which the college is affiliated</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Madhya Pradesh	Rani Durgavati Vishwavidyalaya	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC	14-12-1989	<a href="#">View Document</a>		
12B of UGC	14-12-1989	<a href="#">View Document</a>		
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	03-11-2004
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Napier Town, Jabalpur 482002	Urban	10.75	1336.04

## 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	BSc,Science	36	Higher Secondary or Senior Secondary Certificate Examination	English,Hindi	1085	1081
UG	BSc,Home Science	36	Higher Secondary or Senior Secondary Certificate Examination	English,Hindi	150	98
PG	MSc,Botany	24	Graduation	English,Hindi	30	29
PG	MSc,Chemistry	24	Graduation	English,Hindi	30	25
PG	MSc,Mathematics	24	Graduation	English,Hindi	30	28
PG	MSc,Microbiology	24	Graduation	English,Hindi	25	10
PG	MSc,Physics	24	Graduation	English,Hindi	30	22
PG	MSc,Zoology	24	Graduation	English,Hindi	30	28
PG	MSc,Clothing And Textile	24	Graduation	English,Hindi	15	9
PG	MSc,Food And Nutrition	24	Graduation	English,Hindi	25	23
PG	MSc,Human Development	24	Graduation	English,Hindi	15	3

PG	MSc,Resource Management	24	Graduation	English,Hindi	15	1
PG Diploma recognised by statutory authority including university	PG Diploma, Clothing And Textile	12	Graduation	English,Hindi	15	10
PG Diploma recognised by statutory authority including university	PG Diploma, Food And Nutrition	12	Graduation	English,Hindi	15	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	33				15				26			
Recruited	6	25	0	31	1	14	0	15	2	6	0	8
Yet to Recruit	2				0				18			
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				4
Recruited	2	2	0	4
Yet to Recruit				0
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				29
Recruited	9	8	0	17
Yet to Recruit				12
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

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	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.	6	25	0	1	14	0	0	2	0	48
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	4	0	6

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	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>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	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>
		7	56	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>
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	21	0	0	0	21
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	379	0	0	0	379
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	3056	0	0	0	3056
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	452	424	370	306
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	495	470	444	380
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	1430	1294	1279	1182
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	1169	1150	1204	1205
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		3546	3338	3297	3073

## 2.3 EVALUATIVE REPORT OF THE DEPARTMENTS



<b>Department Name</b>	<b>Upload Report</b>
Botany	<a href="#">View Document</a>
Chemistry	<a href="#">View Document</a>
Clothing And Textile	<a href="#">View Document</a>
Food And Nutrition	<a href="#">View Document</a>
Home Science	<a href="#">View Document</a>
Human Development	<a href="#">View Document</a>
Mathematics	<a href="#">View Document</a>
Microbiology	<a href="#">View Document</a>
Physics	<a href="#">View Document</a>
Resource Management	<a href="#">View Document</a>
Science	<a href="#">View Document</a>
Zoology	<a href="#">View Document</a>

### 3. Extended Profile

#### 3.1 Program

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	4	4
File Description			Document	
Institutional Data in Prescribed Format			<a href="#">View Document</a>	

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3546	3338	3297	3073	2848
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
994	887	959	986	807
File Description			Document	
Institutional Data in Prescribed Format			<a href="#">View Document</a>	

Number of students appeared in the examination conducted by the Institution, year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1137	990	943	995	797
File Description			Document	
Institutional Data in Prescribed Format			<a href="#">View Document</a>	

**Number of revaluation applications year-wise during the last 5 years**

2017-18	2016-17	2015-16	2014-15	2013-14
101	47	79	48	42

**3.3 Teachers****Number of courses in all programs year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
19	20	21	21	20

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
57	53	53	70	74

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
74	74	74	74	74

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

**3.4 Institution****Number of eligible applications received for admissions to all the programs year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
1474	1300	1477	1263	1135

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
734	735	735	735	735

  

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

**Total number of classrooms and seminar halls**

**Response: 49**

**Total number of computers in the campus for academic purpose**

**Response: 187**

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

2017-18	2016-17	2015-16	2014-15	2013-14
158.20	289.48	530.50	120.29	175.98

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curriculum Design and Development

**1.1.1 Curricula developed /adopted have relevance to the local/ national / regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all the program offered by the Institution**

**Response:**

Govt. M. H. College of Home Science and Science follows the curriculum provided by Higher Education M.P.. Being an autonomous college it has the liberty to make additions, if required upto 20% keeping in mind the need of the time. These changes are proposed and decided in the meeting of board of studies for the relevant subject comprising of representatives from academia, industry and alumni. It ensures that the curriculum of every program has relevance to the developmental needs.

The institute provides high degree of academic flexibility at both UG and PG level. It offers thirteen undergraduate, ten postgraduate, two PG diploma and one diploma, one MSc and two certificate courses of (IGNOU). The course combinations at UG level include subjects which bear thrust on national development. These are Computer Application, Computer Science, Computer Maintenance, Electronics, Biotechnology, Microbiology, Biochemistry, Clinical Nutrition and Dietetics. At PG level, the college offers Botany, Chemistry, Mathematics, Physics, Zoology, Microbiology, Clothing & Textile, Food & Nutrition, Human Development and Resource Management.

The Syllabi of all subjects are based on UGC model curriculum and approved by Central Board of Studies, Higher Education and subject specific Board of Studies of the college. Practicals form an essential part of the curriculum at UG and PG level in all courses of Science and Home Science. The per week contact hours for practicals is 9hrs and 18hrs respectively for Under Graduate and Post Graduate students.

Looking at the recent trends the college runs an add-on course on 'Computer Basics' which is compulsory for Ist year students. Besides this, the students are encouraged to use internet for preparing their notes and reviews. Use of MS Power Point for presenting seminar is mandatory for PG students. The students are also introduced to various educational software like SYSTAT for statistics, Molecular Modeling for Computational Chemistry and MATHAMATICA for simulation in Physics. The college also offers four courses from IGNOU viz. CFN, CNCC, DNHE, MSCDFSM. Value education, environmental studies, NCC, NSS, training of yoga forms an integral part of the syllabus of UG curriculum, which inculcate in the minds of the students the needs of society and enable them to have a broad outlook on life and lead to holistic development of students' character and personality. Internship for all outgoing students provides them exposure to industry thereby enabling them to get ready employment in specific fields. Thus by proper planning, designing and implementation of courses, the college ensures growth the employability of the students.

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

**1.1.2 Percentage of programs where syllabus revision was carried out during the last five years****Response:** 75

1.1.2.1 How many programs were revised out of total number of programs offered during the last five years

Response: 3

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

Response: 4

File Description	Document
Minutes of relevant Academic Council/BOS meeting	<a href="#">View Document</a>
Details of program syllabus revision in last 5 years	<a href="#">View Document</a>

**1.1.3 Average percentage of courses having focus on Employability/ Entrepreneurship/ Skill development during the last five years****Response:** 100

1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	20	21	21	20

File Description	Document
Program/ Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Average percentage of courses having focus on employability/ entrepreneurship	<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:** 4

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

Response: 1

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

Response: 25

File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<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:** 75

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

Response: 3

File Description	Document
Institutional data in prescribed format	<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 college offers Foundation Course for all undergraduate students which include - Entrepreneurship development, Environmental Awareness, and Basic computers in the three years respectively.
- Moral values are taught as Foundation Course Paper-I in all the three years along with Hindi Language.
- Environmental Awareness/Management is a paper in M.Sc. (Resource Management).
- The syllabus of M.Sc. IIIrd and IVth sem. (Food & Nutrition) includes papers relating to nutrition and health of women, children and grown ups.
- Consumer in market, Consumer Education, Advertising and Marketing, Financial Management are

some of the papers taught in various semesters of M.Sc. (Resource Management).

- Students (Girls) are trained by experts for self defense under marshal arts.
- Special programmes are organized from time to time by different departments to impart gender education, awareness regarding environment sustainability, human values and professional ethics to the students.
- Poster making and exhibition on moral, ethical and inspiring thoughts are held from time to time.
- The departmental clubs display wall magazine on their respective notice boards relating to cross cutting issues on current affairs.
- The college celebrates important dates like World Womens' Day, Human Rights Day, International Yoga day, International Youth day," Paryavaran Pakhwada" etc.wherein important personalities are invited to address the students to bring about awareness about the relevant dates.
- The department of Food and Nutrition provides concurrent nutritional counseling.
- Experts form various sectors of society are invited to give lectures on professional ethics.
- Online spoken tutorials with online examination for B.Sc. I and II year students are conducted by IIT Mumbai.
- Vivekanand Career Guidance cell conducts various training programmes addressing human values and professional ethics.
- The personality development cell conducts various expert lectures for overall development of the students.

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

**Response:** 40

1.3.2.1 How many new value-added courses are added within the last 5 years

Response: 40

File Description	Document
List of value added courses	<a href="#">View Document</a>
Brochure or any other document relating to value added courses	<a href="#">View Document</a>

### 1.3.3 Average percentage of students enrolled in the courses under 1.3.2 above

**Response:** 33.66

1.3.3.1 Number of students enrolled in value-added courses imparting transferable and life skills offered year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1375	2835	68	291	941



<b>1.3.4 Percentage of students undertaking field projects / internships</b>	
<b>Response:</b> 13.54	
1.3.4.1 Number of students undertaking field projects or internships	
Response: 480	
<b>File Description</b>	<b>Document</b>
List of programs and number of students undertaking field projects / internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

<p><b>1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents for design and review of syllabus Semester wise /year-wise</b></p> <p><b>A. Any 4 of above</b></p> <p><b>B. Any 3 of above</b></p> <p><b>C. Any 2 of above</b></p> <p><b>D. Any 1 of above</b></p> <p><b>Response:</b> D. Any 1 of above</p>	
<p><b>1.4.2 Feedback processes of the institution may be classified as follows:</b></p> <p><b>A. Feedback collected, analysed and action taken and feedback available on website</b></p> <p><b>B. Feedback collected, analysed and action has been taken</b></p> <p><b>C. Feedback collected and analysed</b></p> <p><b>D. Feedback collected</b></p> <p><b>Response:</b> A. Feedback collected, analysed and action taken and feedback available on website</p>	
<b>File Description</b>	<b>Document</b>
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

##### 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	0	0	0	0

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

#### 2.1.2 Demand Ratio(Average of last five years)

**Response:** 0.91

##### 2.1.2.1 Number of seats available year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1470	1470	1470	1470	1470

#### File Description

Demand Ratio (Average of Last five years)

#### Document

[View Document](#)

#### 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:** 77.27

##### 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
607	589	639	527	477

File Description	Document
Average percentage of seats filled against seats reserved	<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, after admission through the academic performance of students in class, group discussions, practicals, unit tests, seminars, and previous exam results. This helps in identifying advance learners amongst the students. The academic progress of each student is monitored by teacher in-charge by active interaction.

#### Advanced learners

- The advance learners are encouraged by their subject teachers to consult reference books and internet for preparing their notes and accomplishing their project work.
- They are also encouraged to participate in co-curricular activities and shoulder their responsibility in the successful organization of various programs held in the college.
- In the beginning of the session fundamentals of the difficult topics are repeated for better understanding.
- They are given responsibility to guide and help their fellow slow learners in their studies.
- Advance learners of PG classes are given opportunity to teach undergraduate classes.
- Subject experts from different institutions are invited to conduct lecture series.
- Computer facility with internet connection and wifi- connectivity is also provided.
- The college library enables them to update their knowledge through books for various competitions.
- Advance learners are encouraged to become proctors.
- Thus the college ensure that the needs of advanced learners are met and they are supported in their quest for knowledge.

#### Slow learners

- The academic progress of each student is monitored by teacher incharge.
- Remedial classes are held for slow learners and faculty members pay special attention to these students during the regular classes.
- Tutorials are arranged for the benefit of slow learners.
- Academic and personal guidance is given from time to time.
- Weak students are constantly encouraged to work hard and improve their knowledge of the subject.
- Their difficulties are discussed in class.
- Students are encouraged to answer in class which keeps them attentive and enable them to overcome hesitation.
- Extra attention is paid to slow learners during regular practical classes.

- Teacher guardian scheme is also a method of encouraging slow learners improve.

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

### 2.2.2 Student - Full time teacher ratio

**Response:** 64.47

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

**Response:** 0.08

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

**Response:** 3

File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<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:**

The learning is made student centric by effective & interactive teaching and organizing various academic and co-curricular activities. Sincere efforts are made by teachers to explain the subject in an easy and interesting manner. The lectures conducted by teachers are interactive and encouraging. They ensure equal participation of slow and advance learners in all class room activities thereby making learning student centric. The college has adopted various activities for inculcating self-management of knowledge and development of skills in students. Participatory learning activities are carried out at department level through activity clubs and at college level by collective participation of students. The various activities organized are as follows.

- Publishing of departmental magazine.
- Maintaining the wall magazine.
- Event management on various occasions like youth festival, social gathering, sports, college

foundation day, students day, NCC, NSS functions and camps.

Seminar presentation by postgraduate students on various aspects such as personality development, skill development, facing competitive exams, using MS power point is a regular feature. Mentoring by teacher guardian from time to time also inspires the students for bringing their problems and getting them solved. Suggestion/complaint box is an added feature through which the students can bring forth their suggestions/dissatisfactions regarding teaching learning.

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

**Response:** 50.91

#### 2.3.2.1 Number of teachers using ICT

Response: 28

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

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

**Response:** 69.53

#### 2.3.3.1 Number of mentors

Response: 51

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

### 2.3.4 Preparation and adherence to Academic Calendar and Teaching plans by the institution

**Response:**

The academic calendar prepared by the institution is in adherence to the calendar provided by the government. It is prepared by the college before the commencement of the new session. It is then published in the prospectus and hosted on the website. The academic session comprises of two semesters, odd and even extending from July to November- December and December- January to June respectively. Two continuous comprehensive evaluation tests are conducted for semester classes. Internship for VIth Semester U.G. and IVth semester P.G. is carried out in the month of January-February. Courses are

accomplished before the commencement of main theory and practical examination. Ninety/one hundred and eighty teaching days are ensured in each semester/session. Results are declared within a month after the examination. Social gathering and sports are organized after the odd semester examination. Seven days' preparation leave is scheduled before the commencement of main examination.

Youth festival is held in October. Club activities, NCC, NSS camps, literary and cultural activities, competitions are also organized within each academic year the dates of which are decided by the respective departments and notified before hand. The college calendar is strictly implemented for effective output.

Each department maintains a departmental record of the proposals decided in its meetings. The portions to be taught within the specified period is discussed and allotted to the faculty members. Every faculty member keeps a record of the topic taught each day in the dairy provided by the institution. These diaries are then signed by the Heads of the department and the Principal every week.

## 2.4 Teacher Profile and Quality

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

**Response:** 79.73

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:** 81.29

#### 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
49	45	49	44	49

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:** 30.96

## 2.4.3.1 Total experience of full-time teachers

Response: 1703

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

**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:** 24.43

## 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
3	6	1	1	4

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<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:** 1.35

## 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
1	1	1	1	1

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 Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last five years

**Response:** 19

#### 2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	19	19	19	20

#### File Description

#### Document

List of programs and date of last semester and date of declaration of result

[View Document](#)

Any additional information

[View Document](#)

### 2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

**Response:** 3.4

#### 2.5.2.1 Number of complaints/grievances about evaluation year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
49	00	00	00	101

### 2.5.3 Average percentage of applications for revaluation leading to change in marks during the last five years

**Response:** 9.84

#### 2.5.3.1 Number of applications for revaluation leading to change in marks year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	4	1	4	1



#### **2.5.4 Positive impact of reforms on the examination procedures and processes including IT integration and continuous internal assessment on the examination management system**

##### **Response:**

The college has developed integrated web enabled application software. One of the modules of the software is examination module which takes care of all examination procedures. This module is linked to students' module and fee module of software for accessing students' data. The entire procedure is thus carried out with perfection and is also time saving. The initialization of examination session, course wise subject paper, mapping of students with their respective courses, subject and paper wise allotment of maximum/ minimum marks, initialization of roll numbers, generation of list of valid students etc. has become easier. The roll list of 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 forms for entry into examination hall is also done through this module. The result process has also been upgraded. The processing of result, generation of tabulation register, result display, marking of students for ATKT followed by updating of marks is dealt with perfection without much time consumption.

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

#### **2.5.5 Status of automation of Examination division along with approved Examination Manual**

**A. 100% automation of entire division & implementation of Examination Management System (EMS)**

**B. Only student registration, Hall ticket issue & Result Processing**

**C. Only student registration and result processing**

**D. Only result processing**

**Response:** A. 100% automation of entire division & implementation of Examination Management System (EMS)

<b>File Description</b>	<b>Document</b>
Current manual of examination automation system and Annual reports of examination including the present status of automation	<a href="#">View Document</a>
Current Manual of examination automation system	<a href="#">View Document</a>
Annual reports of examination including the present status of automation	<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:**

Course	Course Outcome	Programme outc	
Clothing & Textile	Knowledge of textile fibers and their properties, different weaving techniques with reference to weaves and looms, knitting, tie and dye, block printing, dress designing	Opening boutique small scale industr	
Human Development	Studies various stages, factors effecting human development and principles of mental hygiene guidance and counseling	In ICDS, NIP rehabilitation cent	
Resource Management	Theory of management, housing and decoration, maintenance of household and home appliances, soft furnishing, interior decoration, gardening, environment management, statistics, consumer behavior, hospitality, advisement	Interior decorato agencies, budget making, pot d management, entr	
Food & Nutrition	Basic nutrition, human physiology, normal & therapeutic nutrition, nutritional Bio-chem, Food science, Women health, Bakery, Food preservation	Bakery, hospitals, vegetable preser suppliers of therap	
Chemistry	Physical Chemistry – spectroscopy, thermodynamics, electro chemistry, phase rule, kinetics, ionic, equilibrium, gaseous, solid state.  Organic Chemistry – reaction mechanism, conformation, stereochem, named reaction, bio organic chemistry.  Inorganic Chemistry - acids bases, periodic table, trends in periodic table, coordination compounds, qualitative & quantitative analysis, environment chemistry, chromatography, separation techniques,	Chemical analy petrochemical ind research & develo science, cosmetic control units, food fertilizer industry,	
Biochemistry	Enzymology, intermediary metabolism, biomolecules, biophysical & biochemical techniques, microbial immunology, clinical & nutritional biochemistry.	Pathologist, Bioch	
Clinical Nutrition	Basic nutrition, physiology, normal nutrition, catering management, food microbiology, hygiene & sanitation food organization & management.	Dietitian, hospita management, foo	
Botany	Alge, fungi, bryophyta, pteridophyta, seed plants, gymnosperms, angiosperms structure development & reproduction of flowering plants, plant ecology, biodiversity, phytogeography, plant physiology & metabolism.	Environmentalist, plants, setting up bonsai plantation	
Zoology	Fundamentals of zoology, animal diversity, taxonomy, cell zoology, developmental bio genetics, animal physiology, micro technique & histology, biodiversity public health hygiene, pathology, biotechnology.	Education, resear embryologist, aquarium maint	

Microbiology	Horticulture, molecular biology, genetics, forensic science, chemical & molecular process in microbial cells, role of microbes in environment & ecological system, isolation & identification of microbes, characterization of biomolecules.	Food industry, research development, mushroom cultivation	culture aquaculture
Mathematics	Algebra, Trigonometry, Calculus, Differential equations, Vectors, Geometry, Abstract, Linear algebra, Numerical analysis, Advance Abstract Algebra, Complex analysis, Functional analysis, Linear programming, Mathematical statistics, Applied functional, Integral transforms, Operation research, Spline theory, Programming in C, Advance special function.	Employment in Coaching institute competitive exam	
Biotechnology	Molecular biology, tissue culture, agricultural engineering, fisheries, Genetics, Gene therapy, Drug design, microorganisms, bioinformatics, fermentation technology and medicine.	Industries, genetically modified biochemical, production of products	medicinal products

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 academic growth of students is continuously judged by two continuous comprehensive evaluation tests, viva on project and practical work and the results of practicals and main examination. Thirteen modes are identified for CCE through which the proficiency of students are evaluated such as assignments, group discussions, poster making, class tests, library consultations, preparation of multiple choice questions, biography of scientists, solution of old question papers etc. Complete growth of students is ensured by their participation in sports, cultural, literary, social and academic activities. Participation in various departmental activities like publishing of wall magazine, departmental magazine, managing events, organizing quiz, debate, seminars, through activity clubs in each department is another method of evaluating course outcomes.. The summaries of the results are evaluated by the committees appointed and also by the principal who decides the necessary strategies for upgradation (if any). Attainment of course outcomes is finally evaluated through results of main examination. If the student fails to attain the minimum required marks for passing she is made to appear in ATKT/supplementary examination in the respective subject (theory and practical).

Placement in various sectors public and private, progression to higher education, setting up of self-employment units by students also serves as a means of measuring attainment of POs , PSOs and COs (subject to the condition that information regarding the same is available to the institution.

### 2.6.3 Average pass percentage of Students

<b>Response: 87.42</b>	
2.6.3.1 Total number of final year students who passed the examination conducted by Institution.	
Response: 994	
2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution	
Response: 1137	
<b>File Description</b>	<b>Document</b>
List of programs and number of students passed and appeared in the final year examination	<a href="#">View Document</a>
Link for annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<p><b>2.7.1 Online student satisfaction survey regarding teaching learning process</b></p> <p><b>Response: 3.36</b></p>
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### Criterion 3 - Research, Innovations and Extension

#### 3.1 Promotion of Research and Facilities

**3.1.1 The institution has a well defined policy for promotion of research and the same is uploaded on the institutional website**

**Response:** No

File Description	Document
URL of Policy document on promotion of research uploaded on website	<a href="#">View Document</a>

**3.1.2 The institution provides seed money to its teachers for research (average per year)**

**Response:** 0

3.1.2.1 The amount of seed money provided by institution to its faculty 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 teachers receiving grant and details of grant received	<a href="#">View Document</a>

**3.1.3 Number of teachers awarded international fellowship for advanced studies/ research during the last five years**

**Response:** 0

3.1.3.1 The number of teachers awarded international fellowship for advanced studies / research 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 teachers and their international fellowship details	<a href="#">View Document</a>

### 3.1.4 Institution has the following facilities

1. Central Instrumentation Centre
2. Animal House/Green House / Museum
3. Central Fabrication facility
4. Media laboratory/Business Lab/Studios
5. Research / Statistical Databases

A. Any four facilities exist

B. Three of the facilities exist

C. Two of the facilities exist

D. One of the facilities exist

Response: B. Three of the facilities exist

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

## 3.2 Resource Mobilization for Research

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

Response: 0

3.2.1.1 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	<a href="#">View Document</a>

### 3.2.2 Number of research centres recognised by University and National/ International Bodies

**Response:** 0

#### 3.2.2.1 Number of research centres recognised by University and National/ International Bodies

File Description	Document
Names of research centres	<a href="#">View Document</a>

### 3.2.3 Percentage of teachers recognised as research guides

**Response:** 35.62

#### 3.2.3.1 Number of teachers recognised as research guides

Response: 26

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

Response: 73

File Description	Document
Details of teachers recognized as research guide	<a href="#">View Document</a>

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

**Response:** 1.1

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

Response: 16

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
link to funding agency website	<a href="#">View Document</a>

## 3.3 Innovation Ecosystem

### **3.3.1 Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge**

#### **Response:**

The institution plays an encouraging role in promoting an ecosystem for innovation for creation and transfer of knowledge through the different courses and trainings carried out by the various departments. These activities not only update the students with theoretical knowledge about various innovations relating to their subject but also equip them with their application, which are then transferred to their family members, friends, and the local people.

#### **Some of them are as follows:**

##### **Food & Nutrition**

- Personalized diet for all age groups.
- Sports nutrition.
- Diet during Menopause.
- Variation of diet with the change in weather, mood and environment.
- Food Supplementation
- Food Preservation

##### **Human Development**

- Counseling and guidance regarding behavioral problems of children and adolescence.
- Parent guidance on various issues of child rearing.
- Interpretation of personality traits by use of various standardized tools.

##### **Resource Management**

- Soft furnishing.
- Mural art
- Flag making.
- Candle and flower making.
- Interior decoration.
- Time management
- Budget making

##### **Clothing & Textile**

- Basic stitching.
- Textile designing
- Draping
- Bandhej
- Block printing
- Embroidery

##### **Zoology**



- Aquarium setting and maintenance
- Sericulture
- Insect pests and their remedies
- Fish diseases and remedial measures
- Ornamental fish rearing and feeding
- Culture of fishes
- Vermicomposting
- Green blood
- Mushroom cultivation
- Plants with medicinal values

### Physics

- Maintenance and care of electric appliances
- Assembling and De-assembling of computer
- Troubleshooting, Jumper Setting, PATA SATA cables & Hard Disk
- System Formatting
- Web designing, Fabrication of Power Saving Equipments, Networking
- Solar energy

### Chemistry

- Soap & Detergent making at home
- Pollution control techniques
- Water testing
- Soil testing

### Mathematics

- Programming techniques
- Hardware and Networking
- Tally and Photoshop, Coral Draw, Ms-office, Cloud Computer, Android ,Application of Software for research/MATLAB.

Besides these, the departments have also established network with various institutions where the PG and UG students acquire training through active interaction.

Another important practice of the college is the organizing of a career fete where all the departments of the college hold a stall in which the students of their respective department exhibit and sell their self made products. This is an effective method of exposure to the business world.

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

**Response:** 14

3.3.2.1 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
2	3	4	3	2

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

**3.3.3 Number of awards for innovation won by institution/ teachers/ research scholars/students during the last five years****Response: 0**

## 3.3.3.1 Total number of awards for innovation won by institution/teachers/research scholars/students 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 innovation and award details	<a href="#">View Document</a>
e- copies of award letters	<a href="#">View Document</a>

**3.3.4 Number of start-ups incubated on campus during the last five years****Response: 0**

## 3.3.4.1 Total number of start-ups incubated on campus 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 startups details like name of startup, nature, year of commencement etc	<a href="#">View Document</a>

### 3.4 Research Publications and Awards

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

**Response:** Yes

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

**3.4.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**

**Response:** No

File Description	Document
e- copies of the letters of awards	<a href="#">View Document</a>

**3.4.3 Number of Patents published/awarded during the last five years**

**Response:** 0

3.4.3.1 Total number of Patents published/awarded 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 patents and year it was awarded	<a href="#">View Document</a>

**3.4.4 Number of Ph.D.s awarded per teacher during the last five years**

**Response:** 1.88

3.4.4.1 How many Ph.Ds are awarded within last 5 years

Response: 49

3.4.4.2 Total number of teachers recognised as guides during the last 5 years

Response: 26

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
URL to the research page on HEI web site	<a href="#">View Document</a>

### 3.4.5 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response:** 3.27

3.4.5.1 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
44	80	29	36	12

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

### 3.4.6 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:** 2.52

3.4.6.1 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
35	30	34	29	27

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.7 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

**Response:** 2.96

### 3.4.8 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution

**Response:** 1.5

## 3.5 Consultancy

### 3.5.1 Institution has a policy on consultancy including revenue sharing between the institution and the individual

**Response:** No

File Description	Document
URL of the consultancy policy document	<a href="#">View Document</a>

### 3.5.2 Revenue generated from consultancy during the last five years

**Response:** 0

#### 3.5.2.1 Total amount generated from consultancy 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 consultants and revenue generated by them	<a href="#">View Document</a>

### 3.5.3 Revenue generated from corporate training by the institution during the last five years

**Response:** 0

#### 3.5.3.1 Total amount generated from corporate training by 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 teacher consultants and revenue generated by them	<a href="#">View Document</a>

### 3.6 Extension Activities

#### 3.6.1 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:

The college promotes extension activities in the neighbourhood in which students acquire special training and contribute towards the community development. In this field the college has taken following initiatives:

Undergraduate students of Home Science and PG students of Food & Nutrition and Human Development, along with faculty members visit various institutions for active interaction. Undergraduate and postgraduate students of Food & Nutrition provide knowledge regarding normal and therapeutic nutrition to various sections of society through active interaction. The target groups are :

- Adolescent girls
- Pregnant ladies
- Lactating mothers
- Old age persons
- Diabetic persons
- Mothers of “special children”
- Anganwadi workers

Every year they celebrate:-

- Breast feeding week 1st to 7th August
- Nutrition week 1st to 7th September

During this period, lectures, workshops, interaction sessions, various competitions related to the subject are organized. They also visit following institutions and organize awareness programs by poster presentation, live models and nukkad natak.

- Integrated Child Development Services (ICDS)
- Anganwadi
- Various schools
- NSS camp

Department of Human Development has established network with various institutions. Students visit ICDS centre in slum and interact with children of and teach them various skills like formation of paper bags, greeting cards, carton etc. These activities enhance the eye hand co-ordination in children.

- Old age home visit.
- Save our soul
- Rajkumari Bai Orphanage
- Help age India
- They organize program like 'Parent education for mothers' of 2 ½ to 3 year old children in Montessori school.

Students of all departments - Clothing & Textile, Human Development, Resource Management, Food & Nutrition, Botany, Zoology, Chemistry Physics and Mathematics visit NSS camp which is organized at nearby village annually. Students interact with village children, ladies, old age persons and share their knowledge by 'nukkad natak', poster presentation and one to one interaction.

Awareness programs are carried out on various fields such as: Formation of vermi-compost, preparation of green blood, awareness regarding water borne diseases, water purification and cleanliness, maintenance and care of electric appliances, precautions in using electric appliances, how to save electricity, biodiversity, save water, rain water harvesting, small scale aquaculture, vermi-culture, sericulture, embroidery- different types, housekeeping, basic stitching, food specific nutrient like iron and protein etc., adolescence problems among teenagers, decoration on various occasions etc.

Besides these rallies and posters on voter awareness, Swatchh Bharat Mission, 'Sadak Suraksha Saptah' for traffic awareness, 'Mil Banche Programme' where the professors visited government schools to upgrade them. Rakhies are sent to the soldiers by the students.

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

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

**Response:** 4

3.6.2.1 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
2	0	1	0	1

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.6.3 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:** 31

3.6.3.1 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
5	6	3	7	10

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>

### 3.6.4 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:** 43.33

3.6.4.1 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
926	1442	1707	1397	1427

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

## 3.7 Collaboration



**3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange per year****Response: 0**

3.7.1.1 Total number of Collaborative activities for research, faculty exchange, student exchange 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 Collaborative activities for research, faculty etc

[View Document](#)**3.7.2 Number of linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the last five years****Response: 0**

3.7.2.1 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

**File Description****Document**

Details of linkages with institutions/industries for internship

[View Document](#)**3.7.3 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: 8**

3.7.3.1 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
2	2	2	1	1

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

NAAC

## 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:

The college has 45 classrooms spread over all the three floors. The classrooms are well ventilated, lighted and equipped with basic amenities like black/white boards, adequate furniture and power supply. The entire premises is fitted with close circuit cameras, which enables the principal to monitor teaching learning and other activities of students from her chamber. Public address system is extended to corridors, classrooms, laboratories and library for effective announcement. Smart classrooms, seminar rooms and postgraduate class rooms are fitted with LCD projector and Screen.

Every department has laboratories which are specially designed to fulfill the demand of the course offered. The laboratories are equipped with necessary equipments, chemicals, specimens and other gadgets.

The college has two Computer laboratories under CPE with 42 and 27 P-IV computers with internet facility. All students, faculty and the office staff have access to these. The college does not charge fee for these ICT facilities from its users. The department of Mathematics and Computers has one computer lab with 40 computers and internet facility. The department of Physics has two computer laboratories for Electronics and Computer Maintenance. The language department has one computer lab for FC-V & VI semesters. There is also a computer lab in the hostel for the hostel students..

The college library includes reading room and e-library. Research scholars can use internet for their work. Membership of DELNET, INFLIBNET and N- list has been taken which is renewed every year. Various journals, 28 magazines 13 news papers are available in the reading room. Braille books and books for competitive exams are also available. GK tests are held in the library for the students every year and the winners are given prizes. There are also departmental libraries as well as a library in the hostel.

Facilities in library -

- Open shelf system with 62626 books.
- Large number of books for all subjects both in Hindi & English.
- Library is automated, SOUL software is used
- Students are given library membership card
- Class wise schedule for issue & return of books
- Separate corner and queue for differently-abled students
- Free books for SC/ST students.

Human development is one of the subjects taught at UG and PG level Home Science. To facilitate the students to study the related topics a Montessori school is established in the college premises. A separate hostel for Montessori trainees is also situated in the premises.

The college has one cottage, which is used by Department of Resource Management for carrying out practical based on Family Resource Management.

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:

##### Sports

Sports forms an integral part of the curriculum for the students, thereby the college provides various facilities for indoor and outdoor games. One sports period is allotted to each class. Sports infrastructure facilities comprise of a sports complex for indoor games like badminton, table tennis, chess and carrom. Its dimensions are -L 60 x W 40 x H 21 (scale in feet).

An ideal size court for outdoor games like basket ball and volley ball is available for the students to practice. The dimension of the same is L 95 x W 50 (scale in feet) plus 5-5 feet recovery (free) zone from all sides, with a spectator capacity of 300 approx. There is also an open ground of dimension 75mts. x 35 mts. for bigger activities like kho-kho, kabaddi and annual sports meet with events like athletics, slow and fast cycling and various jumps and throws

. There is also a gymnasium for physical fitness of the students and teachers, which houses various motorized machines like treadmill, cross trainer, cycle, vibrator, twister etc.

##### Yoga

The college also provides adequate facility for yoga and self defense and organises special training by experts, to the students.

##### Cultural

The college holds a big auditorium with top galleries accommodating about 700 students, It is well fitted with audio and visuals. The stage is also well furnished and has got two side wings.

Various events like solo and group dance, drama, skit, mime, solo and group song, literary activities etc. are organized during youth festival. Special trainers for various events are called to train the students, These activities begin from college level, leading to inter collegiate, district, state, and finally national level.

The auditorium is also used for daily prayer, celebration of important dates, as well as conduction of national seminars and conferences. The college auditorium is also hired by private and government institutions for the conduction of their programmes.

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:** 24.49

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

Response: 12

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:** 15.32

##### 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
31	1.94	4.05	66	1.21

File Description	Document
Audited utilization statements	<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 is fully automated designed and developed by Inflibnet Gandhinagar. The entries and issue & return of the books is carried out through the use of SOUL software. Just a single click gives the entire details of the book. The version of the software is 2.0 network version. The automation began in the year 2004. There is also an e-library consisting of 14 computers equipped with e-resources like inflibnet, N-

List, Delnet, NDL, e-pathshala and e-pustakalaya. It has an adjacent reading room many newspapers and magazines. It also consists books for competitive exam and reference books. Old question papers of last three years are also available for the students. The library is well protected with CCTV security system. It observes open access of books for students.

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

#### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment

##### Response:

The library houses a number of books of special categories. It has INFLIBNET, N-List and DELNET in its e-library. The students can also access e-pathshala and e-pustakalaya. There are also a number of braille books and magazines. It holds a good number of rare books and encyclopedias, rule books. and dictionaries of various specialization. It consist of biographies of renowned persons, reputed journals of various subjects and religious books. The library also runs a reading room with number of reference books, books for competitive exams, employment newspapers, newspapers and a number of magazines. It also keeps question papers of previous years.

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

#### 4.2.3 Does the institution have the following

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

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

**Response:** Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<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:** 8.57

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
14.52	12.02	0.07	3.85	12.39

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

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

**Response:** Yes

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

**Response:** 6.41

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

Response: 231

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

### 4.3 IT Infrastructure

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

**Response:**

The college lays stress on the use of IT In every department/ section of the college, i.e. Principal's chamber, office, library, examination cell, laboratories, class rooms, teachings departments etc. The principal's chamber is fitted with a monitor through, which live pictures of classrooms, office, college campus, hostel and the entire premises are monitored. The college has established a structured Local Area Networking which has 132 nodes and 07 manageable and 05 unmanageable switches. All the departments, reading room, library, office,examinations cell , seminar rooms are connected through the main server which provides access to Broadband 10 Mbps and application software.

It has a web enabled application software for the college management with various modules like:

- Admission
- Student
- Attendance
- Academic
- Scholarship
- Hostel
- Examinations
- Faculty

The college also has subject specific computer laboratories in all the departments along with 02 CPE labs where compulsory computer courses (Add On) are carried out . Every department is facilitated with Laptops and Desktops through which the college server is accessed and monthly attendance of the students is uploaded.Ten classrooms are fitted with LCD projectors.

The library and office are fully automated. Computer facilities are provided to the hostelers in the form of a computer laboratory with ten computers. The entire management of the hostel is done through computers. Teaching learning process is carried out through the use of IT. Various software like Molecular modeling, MATHEMATICA. MATLAB, Fashion Studio are available in the college.

- The IT facilities are updated form time to time by the addition of the number of computers, computer labs, CCTV cameras, etc. New software are purchased by the respective departments as per their requirements.
- Existing systems are upgraded by increasing RAM, installing new software etc.
- E-library is also upgraded by the installation of DELNET in the session 2013-14.
- The students are provided INFLIBNET password.
- The college also holds virtual classes with a separate setup, through which the students can attend online lectures being delivered by experts and satisfy their queries by interacting with the speaker.

**4.3.2 Student - Computer ratio**

**Response:** 18.96

**4.3.3 Available bandwidth of internet connection in the Institution (Lease line )**



**?50 MBPS****35 MBPS - 50 MBPS****20 MBPS - 35 MBPS****5 MBPS - 20 MBPS****Response: 5 MBPS - 20 MBPS**

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

**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)****Response: Yes**

<b>File Description</b>	<b>Document</b>
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Link to photographs	<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: 4.11**

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
0.14	14.74	2.21	9.07	13.06

File Description	Document
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:

Different committees are constituted at the beginning of the academic session which takes care of the maintenance of the college, hostel, infrastructure, campus, equipments furniture etc. Being a govt. institution the maintenance of infrastructure in relation to new construction repairs, white wash etc. is carried out in co-ordination with the PWD. Electrical fittings and repairs are done by the electrical wing of the PWD. The committee in-charge looks after the requirements of the same. The college also has a generator for power backup. Other facilities within campus like Canteen, Stationary Shop, Juice Corner, Crèche, Public telephone booth are looked after by the 'Parisar Vikas Samiti'. Sports Complex and Gymnasium are maintained by the sports officer. The entire maintenance of the library rests with the librarian and her staff. SOUL software and library is maintained by its developer INFLIBNET.

- There is a building committee to look after the maintenance, repair and constructional work related to the building. Construction, repair and maintenance of the main building and physical infrastructure like water, power supply and gas is looked after by this committee. All work is done through web tender & E-tender system as per standard norms.
- During all maintenance and upgradation work related to civil and electrical a supervisor is assigned by the college authority to verify the work done by the contractors.
- All minor faults are attended and repaired by hired technicians, carpenters etc.
- The college has a generator system for uninterrupted power supply.
- Maintenance of toilets and service areas are outsourced through various external agencies.
- Each department maintains a stock register regularly to keep an account of the non-functional equipments, and machinery.
- Maintenance and upgradation of computers is looked after by computer maintenance committee from time to time.
- Annual Maintenance Contracts (AMC) for computers used in different departments as well as those used as a central facility like the LAN, Intercom etc. are renewed regularly to ensure their good service.
- Gas connection pipe line is checked regularly for any leakage by able technicians.
- Stock register in laboratory for keeping a list of chemicals, glassware and any other instruments used in the laboratory is maintained.
- Annual Maintenance Contracts (AMC) for different laboratory instruments, machines is done.
- The laboratory equipment is maintained at the departmental level by the staff or through hired technicians annually and/or whenever necessary.
- There is a committee to look after the maintenance and repair work of furniture and fixtures and other physical infrastructure. It brings into the notice of the authority the needs of repair work and

certifies after the work has been completed.

Academic standards are maintained by holding training programmes, workshops and seminars. Syllabi is updated from time to time by the heads and staff of respective subjects through meeting with BOS. The principal constantly monitors the academic standards and take necessary actions when required. The IQAC also shoulders the responsibility of academic reforms. The library and reading room serves as a big source for teaching learning with 62626 book, 28 magazines, 13 newspapers & journals. It has open self system and INFLIBNET, SOUL software for library management. The students are provided with user ID and library cards. The library receives funds from various sources which are distributed among various subjects and demands of books are then called from different departments. Annual verification of books is carried out and dilapidated books are sent for binding.

The college holds sports facilities for indoor as well as outdoor games. There is also a gymnasium. The sports officer of the college maintains its stock as per requirements .

The college has a well established power and water supply. A generator has been installed for the power backup. The Registrar of the college shoulders the responsibility of its maintenance.

The college website is updated at regular intervals. It begins with the uploading of the college time table, results and new committees of staff, followed by the departmental and college activities like club activities, competitions, workshops, youth festival, sports, gathering etc. Achievements of students and teachers, extension activities, program outcomes, future plans, activities conducted by the IQAC like National Seminars/Conferences are also published on the website from time to time.

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:** 38.7

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
1486	1113	1160	1390	1078

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 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:** 0.28

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
12	10	10	7	7

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

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

- 1.Guidance 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

7 or more of the above

Any 6 of the above

Any 5 of the above

Any 4 of the above

**Response:** 7 or more of the above

File Description	Document
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 students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 19.63

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
540	632	599	999	379

File Description	Document
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: 5.15****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
55	225	135	206	189

<b>File Description</b>	<b>Document</b>
Details of of students benefited by Vocational Education and Training (VET)	<a href="#">View Document</a>
Any additional information	<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: 6.62****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
56	144	46	40	19

File Description	Document
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:** 15.49

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 154

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:** 8.33

#### 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
4	1	0	1	2

#### 5.2.3.2 Number of students appearing 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
20	18	15	20	18



File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
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:**

Student representation is an indispensable part of academic and administrative bodies/committees of the institution such as the governing body, IQAC and alumni association of the college.

- Students play a crucial part in the academic activities of every department such as publishing articles in departmental magazines, wall magazines, club activities of each department etc.

- PG students hold seminars and workshops of their respective departments They play an active part in reviewing the progress of the syllabus and teaching learning process and consequently rendering their grievances to the heads of the department.

- If the students are not satisfied with the results, they apply for revaluation/transparency and re-



totalling, thus maintaining the standards of valuation through experts.

- Students also serve as advance learners and teach their subject to the weaker students/ slow learners of their class. Student union elections were held in 2017-18 , through which the class representatives are elected , who in tern voted for the four posts of the union that is President , Vice President, Secretary and Joint Secretary. These office bearers represent the students in terms of up gradation/ grievances / demands. The members of the students union also play an active role in the implementation of schemes for college welfare.

- The NCC students shoulder the responsibility of giving Guard of Honor to eminent guests visiting the college, on special occasions.

- The responsibility of maintaining discipline in the college rests with the members of NCC and NSS. The members of NSS strive to maintain cleanliness in the campus.

- The students of the college work for maintaining the environment of the college through plantation of trees, keeping polythene free campus by exhibiting posters, holding quiz, nukkad natak, slogans etc.

One meritorious student is a member aluminous in the board of studies of every subject.

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

**Response:** 14

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
14	14	14	14	14

File Description	Document
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 registered Alumni Association which came into existence on 26/02/1999

**It provides -**

- Financial assistance to five students of economically weaker section every year .
- Gold medals for outstanding performance in various subjects.
- Alumni holding eminent positions in society preside over as chief guests on various occasions such as human rights day, women's day, and prize distribution day etc.
- As members of Janbhagidari help in implementation of various developmental schemes for the college.

The creche in the college campus is being run by an alumni of the institution which is a big advantage for the staff.

- Guidance for placements and training is also provided by the alumni.

They serve as observers during the examinations, and also as external examiners for practical examinations.

They are invited as subject experts for observation of answer books.

- Represents as Alumnus members in the BOS for all the subjects.
- Alumni placed in higher positions in the society share their experience and discuss strategies for attainment of a successful carrier.
- Alumni members holding eminent positions promote the image of the college.

Other gifts like idol of Goddess Saraswati, puja items, books and other useful articles are also given by them to the institution.

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

**? 15 Lakhs**

**10 Lakhs - 15 Lakhs**

**5 Lakhs - 10 Lakhs**

**2 Lakhs - 5 Lakhs**

**Response:** ? 15 Lakhs

<b>File Description</b>	<b>Document</b>
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

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

Government Home Science College established in 1954 is one of the pioneering institutes for women, which aims to cater to the needs of women students belonging to diverse socio-economic backgrounds and cultivates moral, intellectual, spiritual, social, emotional and all-round development of its students. Over the years it has emerged as a potential educational centre offering Bachelors and Masters Degree in traditional and vocational subjects of Science and Home Science stream.

**Vision** – Government Home Science and Science College will be the college of opportunities for women coming from diverse backgrounds by offering quality education for their overall personal and professional development to meet the challenges of a fast-developing 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 a 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.

The vision and mission statement of the college clearly reflects a multidimensional approach to education, which contributes to national development. It helps in inculcating global competence, value system and quest for excellence. Our mission is realized through the inclusion of topics related to women empowerment in the syllabi. Lectures are arranged on important topics by eminent professors, on thrust issues. Educational tours are organized for students to gain field experience.

Unlimited internet facility is provided free of cost. There are two CPE labs with about 87 computers, providing compulsory add-on courses for all 1st and 2nd year students.

The vision and mission of the institution is in adherence with the objectives of Higher Education. The effective leadership of the Principal ensures the same by good governance of all academic, administrative and extracurricular activities.

The college observes a democratic set-up for planning of academic and administrative activities. Under the autonomous set-up, the college has constituted the following major committees for effective governance.

1. Staff council
2. Standing committee
3. Board of studies
4. Academic council

5. Finance committee
6. Governing body
7. Janbhagidari samiti

Committees 1 to 5 are recommending bodies while the final approval authorities are Governing body and Janbhagidari samiti. Initially, the prospects are discussed at various levels and recommended to Governing body and Janbhagidari for final approval. Fifty four minor committees of faculty members are constituted for the proper execution of all academic, administrative and extra-curricular activities.

#### Goals and objectives are:

- To develop new academic courses and revise current academic programmes to keep pace with the changing scenario.
- To vocationalize courses
- To enhance and promote excellence in teaching and learning
- To enhance the ICT infrastructure according to academic and administrative needs.
- To promote a spirit of community service among students, faculty and staff.
- To support and encourage staff for personal academic growth
- To support and encourage students for co- curricular activities
- To provide a clean and accessible environment, that meets the needs of students, faculty and staff.

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

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

##### Response:

The college practices decentralized and participative management approach in all its activities, initiatives and decision making, involving the Principal, heads of the departments, faculty members and the office staff at all levels. Various committees are constituted for the smooth functioning of academic and administrative activities. These committees review the progress of the assigned work and report regularly to the Principal. Decentralized arrangement results in effective and efficient governance of the college.

##### Case study

The entire staff of the college is involved in the management of student attendance which plays an essential role in the performance of the students.

Each subject teacher duly takes attendance in the class which is calculated at the end of the month and fed in the attendance software. The committee in charge then compiles the attendance of the entire college students and publishes list of those with short attendance. The same process is carried out every month and the students are informed from time to time. They are given chance to bring forward their reasons for short attendance, which when found genuine are made up through tutorials, given by teachers of the respective subject.

Before the commencement of final exams the consolidated attendance is generated and displayed on the notice board. The students with short attendance are informed to contact their subject teachers regarding the attainment of the required attendance. Else they would be taken as private students. All the members are available in the department to resolve the grievance regarding short attendance. Attendance management creates awareness among the students regarding their punctuality in their classes.

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:

Strategy – To implement the policy of the government for **paperless transactions**.

- The institution has adopted the above mentioned policy in all its transactions. Starting with admissions, where the students fill their forms online followed by the online payment of fees. Later the same practice has been implemented for college examination management.
- This has brought awareness among the students regarding paytm and other methods of online banking. The guardians too reap the benefit as it saves their time and money to travel.
- It has also enabled people from rural areas to get firsthand knowledge about this latest technology.
- All the office work is carried out online with the minimum use of paper. Entire purchase and other monetary work like the payment of bills, salary, remunerations etc. are done online.
- The college holds four blocks of hostel accommodating about 700 students. The entire process beginning from the admission, payment of monthly fee, mess charges, payment of salary etc. is carried out online.
- The examination cell also follows the practice of paperless transaction, where in the students are now required to fill the forms of their examinations online. The remuneration for the experts in the board of studies, valuation of research papers, moderators, paper setters and valuers is done online.
- Email Id's for the college magazine as well as research journal are made where in the students and the staff can send their articles /research papers online. This practice of online transaction being transparent serves an added benefit of doing away with the role of mediator or middleman.

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 principal is the Head of the institution and ex-officio chairperson of Academic Council, Finance committee and Governing Body and Secretary of Janbhagidari.

Other committees are constituted for decentralization of all academic and administrative activities. The chairperson ensures timely execution of their assigned work.

As per guidelines of UGC for autonomous colleges, following committees have been constituted.

- **Chairperson of governing body**

	Member	Category	Nature
1.	3 members, one of them to be chairperson	Educationist, Industrialist, Professionals.	Nominated by the state govt.
2.	2 members	Teachers of the college	Nominated by the Principal
3.	1 member	UGC nominee	Nominated by the UGC
4.	1 member	State govt. nominee	Nominated by state govt.
5.	1 member	University nominee	Nominated by the university
6.	1 member	Principal of the college	Ex-officio.

- **Composition of Academic Council**

	Members	Category
1.	The Principal	Chairperson.
2.	All the heads of the departments in the college	Members.
3.	4 teachers of the college	Different categories of teaching staff
4.	4 experts from outside	Representing industry,

	the college	Commerce, Law, Education, Medicine nominated by the University.
5.	3 nominees of the University.	Nominated by the university
6.	1 faculty member (Member secretary)	Nominated by the Principal

- **Composition of Board of Studies**

	<b>Members</b>	<b>Category</b>
1.	Head of the department	Chairperson.
2.	Entire faculty of each specialization	Members.
3.	1 expert in the subject from outside the college	Nominated by the academic council.
4.	1 expert from university	Nominated by the Vice Chancellor
5.	1 representative from industry	Member.
6.	1 PG Meritorious alumnus	Nominated by the Principal
7.	Co-opted member	Nominated by the Principal

-



- **Compositition of Fincance Committee**

	<b>Members</b>	<b>Category</b>
1.	The principal	Chairperson
2.	1 person	Nominated by governing body
3.	1 senior teacher of the college	Nominated by the principal

Board of studies provides suggestions regarding syllabi, teaching, evaluation methods, extension activities, research activities and panel of names of examiners,

- Academic Council scrutinizes and approves proposals of Board of studies with or without modifications.
- Regulations regarding admission, sports, extra-curricular activities and new academic programmes are made by Academic Council. It recommends all proposals, academic or administrative to Governing body.
- Finance committee is an advisory body to Governing body and it deals with budget estimates relating to the grant received from the UGC and Fee.
- The governing body approves proposals recommended by academic council and finance committee and functions for the overall growth of the institution.
- Recommendation of finance committee regarding budget, fee structure and grants received from UGC are forwarded for approval in the Execution Council and Janbhagidari Samiti.

The college has well-established Grievance Redressal Cell, which solves all the problems faced by the students. Any grievance or complaint can be brought to the notice of the Principal by direct contact or by letter, dropped in the complaint box placed in the Principal chamber, are redressed by the committee. The committee works for the redressal of all the complaints brought to the notice of Principal. Under the student guardian scheme, concerned teachers are required to solve the complaints/ grievances of their wards.

### **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

All 5 of the above

Any 4 of the above

Any 3 of the above

Any 2 of the above

**Response:** All 5 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<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:**

The various bodies/cells/committees in the college are constituted according to the needs, to ensure proper functioning of the institution. All the committees hold regular meetings to discuss strategies and put forward proposals for the welfare of the college. Every committee has a convener who keeps record of all the discussions, plans of action, and their implementation and outcomes. One activity based on meeting of staff council successfully implemented is as follows.

In the meeting of staff council held in the college the need for awareness of environmental conservation decided that the departments of Botany, Zoology, Micro Biology and Bio Technology would organize a nation seminar for such causes to reach out to the masses and to make the seminar a big success the college collaborated with Mahakaushal Vigyan Parishad which aims at spreading the principle role of swadeshi vigyan as well as Popularizing science at grass root and research levels.

The seminar aimed at generating awareness about:

- Use of Clean and Green energy.
- Use of better appliances, consuming less energy.
- Innovation of Bio Fuel.

- Mass Plantation.
- Use of water treatment plants for disposal of waste water.
- Recharging of ground water.
- Utilization of waste lands, etc.
- To come out with some innovative economical methods and technologies and look at viability and ease of use of our existing methods.
- Increase research to resolve ever increasing challenge and threat to our environment.
- To make the common man aware of population growth, Industrialization and continual ever increasing use of Air, Water and Land to fulfill our never ending demands. That this ecosystem is getting stretched beyond it's capacity. Thus it's rate of environmental restoration is far behind rate of nature's exploitation by human beings.

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

The average teaching load of teachers is four periods per day so that the faculty members get sufficient time for other activities like: Monitoring committee activities, checking of assessments, mentoring the students under their guidance, preparing aids for lectures using ICT, investing time in their own research activities and higher studies.

- The faculty is free to use the ICT infrastructure.
- For the faculty members pursuing higher education, library facility, computers, printers and stationary are made available.
- Seminars and workshops are conducted which provide updation and exposure.
- Healthy and hygienic work environment.
- Well maintained departments with necessary equipments.
- Annual increments and three additional increments to those who get Ph.D. awarded.
- Casual leaves and medical leaves are given as per policy.
- Necessary alternate arrangements made in case of a long leave by a staff member.
- Residential quarters for the Principal, Wardens and Class IV employees.
- Other facilities like ramps, lift, intercoms, canteen, juice corner, telephone booth, crèche, yoga programmes etc are made available
- Training programmes are conducted at regular intervals.
- Separate parking for two as well as four wheelers.
- Green and clean, pollution free environment.

- Security inside the campus round the clock.
- Availability of pure drinking water.
- Clean and adequate toilets with regular cleaning through out the day.
- Presence of a lady doctor in the campus.
- Gandhi Kutia for sarvadharm sabha.
- A temple inside the campus.
- A gymnasium and yoga facility.
- 
- 

File Description	Document
Any additional information	<a href="#">View Document</a>
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	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>

### 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:** 1.2

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	1	1	3	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

### 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:** 48.52

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
26	33	30	2	49

File Description	Document
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:**

The appraisal for teaching and non- teaching staff is done by own self in a prescribed format provided by the state government. In the previous years it was filled Offline in a prescribed proforma , which from the present session is to be done Online. In the proforma provided on the state government website for the teaching staff. Non teaching staff has to do the same Offline.

These proforma have got different sections displaying various activities and their relevant marks. It when filled generates the API score of the individual. Hard copies of the same with supporting documents are submitted to the IQAC. The members of the IQAC then verify these documents. The forms of class III and IV employees are filled by the heads of the relevant departments. These forms are then signed by the Principal along with the report and then sent to the Higher Education Department.

The faculty after teaching in the class room get their self appraisal by the response of the students. The feed back given by the students also serves as a means for appraising the performance of the staff. Daily dairy filled by the teachers ,signed by the head of department and subsequently by Principal, Impact factor and citation index of research publications, books and chapters published, Ph.D. thesis evaluated, setting of

question papers for various colleges also serve as means of performance appraisal. Some other sources of performance appraisal are invitation as external examiners, and resource persons by different colleges, master trainers for election training, observers for various professional examination etc.

## 6.4 Financial Management and Resource Mobilization

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

#### Response:

All the financial transactions carried out by various departments of the college are done through a specified procedure. The bills for the same are then given to the accounts section of the college, where all the entries are maintained in the cashbook. These cashbooks are checked by the accounts checking committee of the college. If there is any discrepancy, it is brought to the notice of the concerned staff and then it is rectified. Thus the internal audit is carried out annually.

In the previous years, the external audit was carried out by a team of auditors from AGMP, Gwalior. These auditors conducted a test audit off a specified period where the entire financial transactions of that period were checked. If there was any objection it was called for an immediate rectification. In case of any such problem which could not be rectified soon, it was done later and the report was sent. The final audit report was submitted by the Principal to the additional director and then further to the department of H.E., Bhopal and subsequently to AGMP, Gwalior. At present the external audit is done by a Chartered Accountant hired by the college. He carries out audit annually and the report is sent to the H.E. and to AGMP, Gwalior.

File Description	Document
Any 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: 0

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
0	0	0	0	0

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

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

#### Response:

Being a government college the salary and office expenditure is provided by the state government. It also provides budget for infrastructure maintenance which is directly transferred to the State Public Works department. The deficiency of budget is managed from non-government fund and UGC autonomous grant. The college submits proposals for grant under various schemes of UGC. These grants are utilized as per the norms of the scheme, in the stipulated period and the audited expenditure report is submitted to the UGC office for necessary action.

Department wise annual budget is discussed and finalized in the meeting of Finance Committee. Likewise, budget for sports, Youth festival and Social gathering, remuneration for exams, approval of fees, budget allotment for various UGC schemes etc. is also decided in the meetings with members of different committees. Regulations regarding admission, sports, extracurricular activities and new academic programs are made by Academic Council. It recommends all proposals, academic or administrative to Governing Body. Finance Committee is an advisory body to the Governing Body and it deals with the budget estimation related to the grant received from the UGC and fees. The Governing Body approves proposals recommended by the Academic Council and Finance Committee and functions for the overall growth of the institution.

The budget is optimally utilized by proper planning and strictly observing 'Purchase Rules of Store' specified by the state government. A purchase committee is constituted to ensure optimal utilization of budget.

The college has a mechanism for internal and external audit. External audit is done annually by a Chartered Accountant appointed by the college.

## 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:

#### Practice I

1. **Title** – Feedback is a tool for continuous learning .



## 2. The Practice

Effective feedback both positive and negative is very helpful. Feedback is valuable tool to be used to make important decisions. Continued feedback is important across the entire organization in order to remain aligned to goals, create strategies , development of students, improve relationships and much more.

Every year around the month of October/November, a time table is prepared for taking feedback about the teachers and other facilities provides by the teaching/ learning college to the students. The IQAC provides the proforma for feedback in required numbers, according to the student strength. The students are given sufficient time to fill up the proforma without revealing their identity.

As per the feedback of the students marks are allotted to each teacher, then percentage is calculated on basis of number of feedbacks. The chairperson of IQAC then briefs the staff individually appreciating or motivating the teachers for improved performance.

### Practice II

Another initiative of the IQAC to enhance quality in the students has been the formation of a Personality Development Cell in the session 2014-15. This cell organizes motivational lectures by experts in various fields such as Indian Culture , ethics , guidance for personality development , to face competitive exams and interviews, awareness on various issues like environment , cleanliness , health and hygiene , self presentation on different occasions , life of outstanding personalities , language and communication skills. It also takes feedback from students in form of group discussions and interactive session. To give exposure to the students several competition are organized from time to time. Their involvement is also ensured through workshops on topics relating to personality development.

This cell makes efforts for the overall personality grooming of the students , thereby enabling them to face the challenges of life.

File Description	Document
Any 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:

The institution holds meetings of the teaching staff, heads of departments, academic counsel, members of IQAC from time to time wherein the teaching learning proesses are evaluated. The results of various exams are analyzed and the subjects in which the students are lagging behind are identified and strategies to improve them them are formed.

All the departments are updated with the latest equipments,instruments and computers with advanced software. Increased number of closed circuit cameras enabling the Principal to closely monitor teaching ,examination and other activities going on in the class rooms,laboratories,sports complex,auditorium etc.



Other reforms facilitated by the IQAC are increased use of e-library with DELNET software, remedial coaching for slow learners, scholarships etc

It coordinates experts, students and companies for various activities. Conduction of more seminars, conferences and workshops on regular basis. Introduction of new courses, use of power point presentation and other ICT tools for effective teaching. Internships carried out by U.G. VI sem. and P.G. IV sem. to be made more career oriented. Regular updation of curriculum, ICT infrastructure, promotion of research and subject related extension activities are carried out. Special emphasis is laid on faculty and staff upgradation through training programmes.

Two examples of institutional reviews with their implementation are as follows;

- Taking into account the increased number of admissions in the college, a proposal for increasing the number of classrooms was made. Adequate steps were taken for the realization of this objective. Thus new classrooms with adjoining washrooms were constructed on all three floors. These were then fully furnished with furniture, black board, electric fittings etc. These rooms were then utilized by the time table committee for allotment of classes.
- As per the need of the time, proposal for starting new career oriented courses was made in the meeting of staff council. It was decided that the course planned be eligible for students of all streams. Thus it was unanimously decided that a course for 'Tours, Travel and Catering' to be started. Subsequently it was passed by the Janbhagidari committee and further approved by the department of H.E. A separate block for running the same has been constructed and inaugurated by the Honorable Minister and the Mayor of the town.

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response: 5**

#### 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
2	4	7	7	5

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

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

**Response:** Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<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 college always strives to maintain the quality in the academic and administrative domain. Thus it has taken several initiatives for quality enhancement. It has provided Wi-Fi campus to the students and teachers, thereby enabling them to search the required data online. Besides this computer labs with unlimited internet facility have been provided through which the students can collect matter for their projects. The e-library in the college comprises of INFLIBNET and DELNET. The students are provided

with password for the same. The institution maintains linkages with other agencies for teaching. Guest lectures are conducted by subject experts from time to time. Various training programs and seminars are held for enhancing the knowledge of students. Smart classes are provided for conducting special lectures. There is a Vivekananda Career Guidance Cell which works for the placement of students in different MNC's and other sectors. Several training classes for preparation for campus selection are carried out. Departmental clubs are formed by each department which carry out literary activities throughout the year. Wall magazines are also maintained by the departments which bring awareness regarding the latest issues.

The college has installed biometric machines for maintaining the punctuality of the staff. CCTV cameras are fitted in every nook and corner of the premises which are monitored by the Principal from the chamber. There is also a public address system through which any announcement can be conveyed to the students. Use of intercom facilitates to contact every department without wasting time and energy. All the financial transactions are being carried out online. The office work is also automated.

A number of new class rooms have been constructed and are included in the college time table for conduction of regular classes. Old labs have been renovated and a new computer lab has been set up in the department of mathematics for the Computer Application and Computer Science classes, instead of the old one. A room in the college has been equipped with all the facilities for capturing lectures and serves as the class room for virtual classes, through which the students are benefited by lectures delivered by subject experts from out side the city. Remedial classes for academically weak students of B.Sc. Ist year, in all subjects are being conducted and their feed back is taken. The lectures are also recorded. National seminars and conferences are organized by the different departments of the college every year. Emphasis is laid on research work which has resulted in increased research publications in the last few years. The enhanced training activities of the career guidance cell has also resulted in an increase in the number of campus placements. The personality development cell constituted in the college organizes lectures, workshops and other activities regularly which help students achieve higher.

A separate block for starting the new course of 'Tours, Travel and Catering' has been constructed and inaugurated. Two lifts for the convenience of physically weak students and staff have been installed.

All financial transactions are carried out online resulting in instant money transfer and no wastage of time of the stake holders. The ifmis software is also a step in the direction of easy treasury payment.

## 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: 5**

##### 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
0	0	0	3	2

#### File Description

#### Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2 Institution shows gender sensitivity in providing facilities such as

a) Safety and Security

b) Counselling

c) Common Room

**Response:**

Being a women's college gender equality among the students is all round.. The institution takes several measures for the safety and security of the students. There are security guards on both the gates of the college, round the clock. Thus, the day scholars as well as the hostelers are safe in the campus. The entire campus is under continuous surveillance of CCTV cameras. The hostel has separate security guards for the hostel to keep a watchful eye on the safety of the girls in the college hostel. Details of the outsiders are maintained by the security guards at the entrance at all hours. The students are allowed to enter only after showing their Identity cards issued by the institution. No outsider is permitted in the campus after 7 P.M in the evening.

Right from the beginning of the session the students are given counseling by the staff members of different committees, regarding the welfare schemes for the students. The college runs a teachers guardian scheme in which every staff member is allotted about 60 student .The teacher guardian maintains an overall record of these students and works for their progress . Biannual meetings with the parents of these students are held in which the problems faced by the students are discussed . The personality development cell in the college holds regular interactive sessions with the students. The Vivekananda Career Guidance Cell of the institution also provides counseling to the students regarding their placement .A Lady doctor is appointed by the college for providing counseling regarding health issues to the students. The Police

department also gives a briefing session to the student from time to time, making them aware of their safety schemes initiated by government e.g. giving the important telephone numbers on which they can call in times of danger . There is also a harassment cell in the college where the girls can register their complaints, which are then redressed. A seminar on digital banking was conducted for student counseling regarding sharing of passwords and other safety measures in online transactions..

There is also a common room for the students with table and chairs, fans, and water cooler on each floor. There are also separate toilets for the students Two sanitary napkin vending machines with dispensers have been fitted - one in the hostel and another in the college.

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

### 7.1.3 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 renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 455460

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

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

**Response: 10**

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

Response: 45546

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 455460

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:

A vermiculture pit has been dug in the hostel campus. Kitchen waste from the hostel is dumped into the pit and vermicompost is produced. This is utilized in college gardens as a natural/organic fertilizer. Students are benefited with live demonstration of the production of vermicompost.

As far as the e-waste is concerned, every department prepares a list of the equipments out of use, with their cost. The entries of these items is selected from the stock register and written off first by the department, and then verified by the write off committee. These items are then kept aside as dead stock. Being a government college the institution follows the procedure as per the government rules.

The solid waste including news papers, examination copies and other unuseful articles from the departments are sold after calling an open tender prepared by the defined committee of the college, based on the quotations received. The vendor quoting the maximum is then called and the articles are sold.

Regarding liquid waste from the departments a processed management is still under consideration. The rain water from all over the college is collected in the rain water harvesting pits made in the premises.

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

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

#### Response:

The college has taken measures to conserve rain water. Thus rain water harvesting system has been designed which collects rain water from every corner of the college. The water harvesting system was laid by Public Works Department M P with 50% financial support from Janbhagidari Samiti. A structural network of pipes has been laid through which the rain water collects into pits. The rain water from the terrace also collects into the pits. There are separate pits for collecting roof as well as ground water. About 15 such pits are constructed which holds water coming from all over the campus. Thus a large quantity of rain water is preserved from running into waste. This practice enables the ground water level to be

maintained throughout the year. The well and boring taps within the campus do not become water deficient even in summers. This water is used for gardening, hostel purpose, cleaning etc. The map with structural details are uploaded on the website of the college.

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:

The college is well renowned all over the state, therefore students wish to get admission in this institution also the college is in the Centre of the town It holds students from the town and far of places.. Number of students and employees as their means of conveyance for coming to the college. A corner for 'Hexi' cycle sharing is also on the college gate thereby promoting a practice of using cycle for transport There are students also coming from the rural out skirts f the town. They come to college by metro buses or trains. Other employees of the college also use these means of transports.

Special efforts are made for eco-friendly environment in the college. Use of polythene is completely prohibited. All the official transactions are online. Research papers, articles are called online. Payment of salary, bills, remuneration are done paperless. Admission are done online, right from the start forms are filled online, the list of candidates are generated and after the admission fee payment is made online.

The college has a beautifully developed green premises. The garden has a variety of old trees and seasonal flowering and non-flowering plants. Very old and huge Ashoka trees along the boundary wall give a magnificent look to the institution. Several Mango, amla and palm trees are spread all over the premises. A botanical garden with plants of medicinal values has been maintained by the department of Botany. Every year under 'Vidyavan Yojana' plantation is carried out in the campus. A fish rearing tank with lotus plant has been developed by the department of Zoology.

To impart awareness regarding Ecology and Environment, one full paper on 'Environmental Studies' is included in the Foundation Course of undergraduate III rd and IV th semesters. Topics related to ecology and environments are included in Botany, Zoology and Chemistry at UG and PG level. The college organizes seminars, essay competitions and slogan writing competitions on ecology and environment to educate students. 'Environment Week' is celebrated to create awareness towards environment protection. Use of polythene bags within the campus is prohibited. The college has created vast infrastructure for Rain Water Harvesting. Maximum number of students uses public transport for coming to the college. Pavers and concrete road is made for pedestrians. Most of the office work is carried



out online therefore the use of paper is very less.

At post graduate level, the department of Zoology has taken up Ichthyology (Fisheries) as a subject specialization. To give the students an opportunity of gaining experience on 'Live Fish Culture Technique', a circular 'Fish Rearing Tank' with all basic requirements has been constructed in the campus. Students get working knowledge on updated fish culture practice. Live demonstrations on 'Fish Breeding' are given by an indoor Hatchery.

File Description	Document
Any additional information	<a href="#">View Document</a>
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:** 0.81

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
1.9	2.3	0.15	1.6	1.2

File Description	Document
Green audit report	<a href="#">View Document</a>
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:** B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<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:** 34

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
7	7	7	7	6

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:** 10

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
2	2	2	2	2

File Description	Document
Report of the event	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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:** Yes

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

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

**Response:** Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

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

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**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:** 1

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
1	0	0	0	0

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:**

The institution organizes programmes on National festivals i.e. the Republic day and the Independence day. Flag hoisting is done by the Principal of the college followed by National Anthem, patriotic songs, poems and prize distribution to the winners in various competitions held on national awareness, one week before. The NCC cadets also salute the national flag followed by the parade. The function closes by the patriotic speech given by the principal. Sweets are then distributed to the students and the entire staff of the college.

There is a 'Gandhi Kuti' in the college where 'Sarv Dharm Sabha' is organized on the 30th of January. 'Swachhta Abhiyan' is carried out on the 2nd of October. 5th of September i.e. the birth of Dr. S. Radhakrishnan is celebrated by the students by honoring their teachers. 12th of January i.e. the birth of

Swami Vivekanand is celebrated as 'Surya Namaskar Day' in which Yoga is done by the staff and students. 8th of March i.e. 'Women's day' is celebrated in the college where renowned women of the town are invited to preside over as the chief guest of the function. The girls are made aware of their rights and various laws made by the government for the protection of girls. 10th of December is celebrated as 'Human Rights Day' on which celebrities of the town are invited and the students are addressed regarding human rights. 22nd December is celebrated as Mathematics day to commemorate the birth anniversary of Ramanujan.

26th July is observed as Kargil Divas when certain competitions on patriotic songs, poems, speech etc. are conducted. 2017 was observed as birth centenary year of Pt. Deendayal Upadhyay in which competitions based on his theory of 'Ekatmavad' were conducted.

Besides these specific dates are celebrated at departmental level e.g. Nirala Jayanti, Subhas Chandra Bose Jayanti, Hindi Diwas by the Hindi department.

Various important dates are mentioned and discussed in the morning prayer of the college.

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

##### **Response:**

Being a government college, Higher Education department, M.P. keeps a hold on the entire activities of the college. The Principal is the head of the management in the institute. The Principal Secretary, Commissioner, Additional Director, Janbhagidari Samiti and different Statutory bodies under autonomy are the management authorities. The college has constituted various non-statutory committees for the smooth functioning of all academic and administrative activities. The convenors of all the committees work in co-ordination with their committee members and regularly report the progress of the assigned work to the Principal. Decentralization of organizational arrangements result in effective and efficient governance of the college. All academic and administrative activities of the department are monitored by the respective heads of the departments.

As the head of the institute the Principal is empowered for all administrative, academic and financial matters. Decentralization of administrative powers is achieved through a judicious and rational assignment of duties to various committees. The Principal monitors all day to day activities of the college with the help of the heads of the departments, controller of examination and convenors of committees. The office work is also decentralized by creating different sections based on the nature of work e.g. gazetted, non-gazetted, accounts, students' section, store, scholarships, dispatch etc. The Principal monitors all office activities with the help of the Registrar and Head Clerk. The finance committee is an advisory committee which deals with the budget estimates relating to grant received from UGC and fees structure. The recommendations of this committee are forwarded for approval in the Executive Council and Janbhagidari Samiti. Thus the institution maintains complete transparency in its overall functions.

## **7.2 Best Practices**

**7.2.1 Describe at least two institutional best practices (as per NAAC Format)****Response:**

The college aims at grooming multidimensional personality of the students. In this regard, the health issues of the students are also to be kept in mind. Therefore the college appoints a lady doctor every year to look after problems relating to health of the students in the college.

**Practice I****1. Title –Healthy Mind Resides in a Healthy Body****2. Objectives**

The objective is to create awareness in the students regarding their health and hygiene. Thus, they are given proper counseling as well as guidance for their health problems and consequently treatment, if required. If the students are healthy they will be able to cope up better with their studies. Secondly, they are reluctant to visit the doctor at home due to financial crises. They carry on with their physical ailment without ever consulting a physician.

**3. The context**

The college holds a large number of students coming from rural areas. Most of them are not aware of the health problems being faced by them. They are weak and anemic as they come from low income group families. They are also not aware of the problems during menstrual cycle. Thus they are encouraged to visit the doctor who is easily available during the college hours.

**4. The Practice**

Under this practice a lady doctor who is appointed by the institution remains in the college campus for three hours, and also visits the college hostel a per schedule. In case of any emergency she is also available on call. The students are advised and encouraged to visit the doctor along with their identity cards whenever they face any physical ailment. It was found to be very useful and convenient because she is easily approachable and the treatment and consultation is free of cost. The students visits her during their free periods and feel relieved o their physical distress. Girls staying in hostels outside the campus are also benefited as they are new to the town and surroundings have not to search for a doctor elsewhere. Being a girls' college this practice is highly appreciated by the stakeholders. Even the staff members also get rid of their health related queries and are benefited by this.

**5. Evidence of success**

- The large number of students approaching the doctor with their problems.
- The presence of a doctor during the examination proves to be a big boon for the students. At such a time they are in stress and often face problems like nausea, vomiting etc. They receive the required treatment in time and are able to write their exam properly.

**6. Problems Encountered and Resource Required**

- **Problems Encountered**

1. Major problem was to convince the members of Janbhagidari committee to appoint a doctor in the college for issues like payment and other resources.
2. The second problem was to get a good doctor for such a meager amount.
3. The girls are shy and hesitate to express the actual problem being faced by them.

- **Resource Required**

A Room for consultation along with a first aid kit, some medicines, like anti-allergic, mild pain killers, glucose and primary medical facilities were required in the beginning.

## Practice II

1. **Title** – Teacher Guardian Scheme

2. **Objectives**

- To strengthen the relationship between teaching staff and students.
- To provide guidance to students in the areas of study habit and help them to be more focused by assisting them to set academic targets for the current year.
- To provide the necessary platform for students to redress grievances.

3. **The context**

- Students, especially those who were either coming into the city from rural background and low income groups had problems of adjustment into their new environment.
- Students were shy and hesitated to share the problems encountered by them in the campus.
- Students were under pressure to attend various coaching classes along with the undergraduate course they had enrolled for in the college.
- The practice yielded almost immediate results. The same group of students, just by having the opportunity to talk with concerned adults about their lives helped them feel less stressed.

4. **The Practice**

Under this practice the entire staff of the college is allotted about 70 students under their guardianship. A register is maintained wherein the entire details of the students along with a recent photograph is taken down. The columns in this register comprise family details, personal details, academic details, problems faced, examination result etc. Meetings with the parents of these students are held twice a year where, any problems encountered by the students are discussed and noted down in the register. Thereafter these problems are discussed with the related person/section of the college and a solution is found out.

5. **Evidence of success**

Reports from various departments have suggested significantly positive feedback on the interactive sessions. More than 70% of those who have been involved have displayed a remarkable change in their attitude to academic pursuit and appreciate the closeness they now enjoy with their teachers.

The system of mentoring is found to be successful for monitoring all round development of a particular student. It has tremendously helped in the improvement of the students performance. It has improved the one- to-one interaction between the students and the teachers, which has helped to solve many of their academic and other problems. The net result of this exercise is the overall improvement not only of the students, the solving of their problems, but it also makes teaching more effective, after receiving student feedback.

The personal interaction of the guardian-teacher with the students allotted, develop a healthy rapport with them. They are encouraged for their progress. The students do not hesitate in sharing their personal as well as academic problems faced in the college.

## **6. Problems Encountered and Resources Required**

### **• Problems Encountered:**

- 1.The parents of hostelers are often not able to attend the Teacher-Guardian meet on the specified date and time.
- 2.To make the students feel at home and discuss their problem frankly.

### **• Resources Required**

- 1.Registers in particular format
- 2.Teachers have to devote time to discuss the problems of the students assigned to them and find solutions.

## **Practice III**

### **1. Title – Attendance Management**

### **2. Objectives**

Regular attendance of the student results in better understanding of the subject as it is presented through different methods and the concepts are made clear through discussions. Besides this the teacher also satisfies the queries of the students relating to the students, thus presenting broader prospective of the topic other than the textbook. Attending class also provides an opportunity to enhance ethical thinking, group discussions, extempore, talks etc.

### **3. The context**

Right from the beginning of the session, the students are advised to attend classes regularly and attain at least 75% attendance. If the attendance is below this, they shall not be permitted to appear in their exams. This practice spreads an awareness among the students and they try their best not to miss classes.

### **4. The Practice**

Attendance registers are maintained by every teacher of the college. Regular attendance in every class is entered in these registers. At the end of the month, the attendance of every student is evaluated and entered in the student module, which is visible to the students and their guardians. Students with short attendance are thereby notified to make up for the same. Before the exams, final attendance lists are generated and displayed wherein the students with short attendance are informed to cover up their attendance with written tutorials in their respective departments. In this respect, medical certificates are also taken into consideration if the student is absent due to some ailment.

### 5. Evidence of success

This practice brings about the consciousness among the students regarding their attendance. They become alert and view their attendance on the college website. There are a large number of students in every class and practical laboratories. The participation of students in regular activities of the college is appreciable. The performance of the standards in the exams is also found to be good as compared to those students whose attendance is short.

### 6. Problems Encountered and Resource Required

#### • Problems Encountered –

1. It has been found that the students in the U.G. and P.G. final years do not attend their classes regularly as they are engaged in coaching for competitive exams outside the college.
2. Entering attendance in the system every month proves to be time consuming for regular staff along with their regular classes. Besides this, at times the network poses a problem.

**Note:-** As an incentive for good attendance in the 1st year in the college the students are awarded smart phones by the govt. of M.P.

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

The vision of the college states 'To impart quality education for the overall development of girls and transform them into responsible citizens of the country'. This vision is realized through the curricular, co-curricular and extra-curricular activities of the college. Experienced teaching faculty, conducive environment of the institution and strong physical and academic infrastructure ensures holistic development of girls. Various subject options at UG and PG level along with the knowledge of computers



and other skills is imparted by the institution. They are exposed to ICT from the beginning of their studies. They are encouraged to use internet for updating their knowledge. Value education is an integral part of curriculum. Detailed studies on women issues are incorporated in the curriculum. Equal importance is given to extension activities. The NCC and NSS units carry out several community projects. Subject specific extension activities are carried by all the department. Regular curriculum updates, quality checks, emphasis on practical work, guidance by eminent professors help students to improve and become equivalent to their global peers.

The IQAC of the college take several initiatives to promote best practices among students. Short terms skill oriented workshops are arranged by every department. These skills can be utilized by the students for self employment. Vivekanand Career Counseling and placement cell provides information regarding placement opportunities. The cell arranges campus interviews and organizes additional coaching classes on spoken English, personality development and group discussion for grooming the students to face interviews. . Personal counseling is done by parent teacher guardian. Students are encouraged to be interactive in the class. They are praised publicly for their positive efforts.

One thrust area towards which the institution gives priority is to make the girls economically independent. To realize this objective various career oriented training programmes and courses are included in the curriculum. Science students are taken out for industrial visits to get first hand knowledge of the subject. Whereas Home Science students are taken to garment industries, bakeries, hospitals, hotels, rehabilitation centers etc.

Besides this all the students of VI sem. U.G. and IV sem. P.G. are given internship through which they are trained for employability related courses, such as

- ,Preparation of Herbal Beauty products.
- Ethnobotanical and Medicinal Plants.
- Teaching.
- Web Designing.
- Laboratory Management.
- Basic Physiotherapy.
- Nutritional Aspects of Food Samples.
- Mushroom Cultivation.
- Vermicomposting.
- Isolation and Characterization of Microbes.
- Bio Remedation of Water Pollution.
- Social Media.
- Cloud Computing.
- Android Systems.
- MS Office.
- Photoshop and Coral Draw.
- Latex Typing.
- Pre School Education.
- Day Care.
- Weaving Process.
- Traditional and Decorative Embroidery.
- Candle Making.
- Soft Furnishing.

- Fish Culture.
- Sericulture.
- Pathology.
- Basic Circuit Design and Fabrication.
- Networking.
- Soil Testing.
- Soap and Detergent Making.
- Library Keeping.
- Clinical Bio Chemistry.
- Basic Physiotherapy and Dressing.
- Water Analysis.
- Separation Techniques.
- Small Scale House Hold Products.
- Preparation of Beauty Products.
- Assembling and Disassembling Computers.
- Food Preservation.
- Fancy Cooking.
- Mock Tails.
- Intercontinental Dishes.
- Bakery.
- Dietitian.
- Interior Decoration.

After completion of their degree the students have the students are eligible for getting employment/self employment. The increased number of placements/self employment is an indication of the success of this curriculum. Thus all these efforts by the institution prepare girls to face the responsibilities and challenges of life successfully.

## 5. CONCLUSION

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### **Additional Information :**

The college runs four courses from IGNOU, which are CFN-Certificate of Food and Nutrition, CNCC-Certificate of Nutrition and Child care, DNHE-Diploma in Health Education, MSc DFSM-Master of science in Food and Nutrition.

A new course for tour and travel and catering has been proposed and approved by Higher Education M.P. A new block has been constructed for running the same.

A number of students have special achievements in NCC, NSS and Sports. A good number of students are selected for placement every year in respective companies.

### **Concluding Remarks :**

Since its foundation in the year 1954, the college has been flourishing in leaps and bounds. It began with only the Home Science course, but looking at the demand of the time, the science faculty was also added to its curriculum. A number of new courses such as Computer Science, Computer Application, Biotechnology, Microbiology, Electronics, Clinical Nutrition and Computer Maintenance which bear emphasis on employability have been started over the years. A few diploma courses, certificate and add on courses are also run by the institution. For the promotion of co curriculum activities a number of cells are functioning like-Vivekanand Career Guidance cell, Placement Cell, Personality Development etc. It has two units of NCC and NSS, indoor and outdoor sports facilities and gymnasium.

A spacious auditorium accommodating about 600 people forms a part of the infrastructure. It has a stage with audio visual facilities and side wings. All financial transactions academic and administrative are carried out online. Library, office and college hostel is fully automated.

About 95 % of the teachers are PhD and actively involved in research activities like guidance, publication, project etc. National Seminars and other teaching programme are conducted throughout the year. Eco-friendly practices such as plantation rain water harvesting, polythene free zone are followed. Inculcation of moral values is also a part of the curriculum.

The college caters to the educational needs of young women coming from diverse strata of society by providing equal opportunities in conventional & various vocational courses in Science & Home Science faculty. Over the years the college has maintained its standard by optimum utilization of facilities, promoting innovations and changes, linking education to emerging career patterns, viability and equalization of educational opportunities to weaker sections of society, particularly the SC, ST, OBC and those belonging to nearby tribal areas. Activities like NCC, NSS, Sports and various other Cultural programs are part of curriculum.