



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	GYANCHANDRA SRIVASTAVA GOVERNMENT POSTGRADUATE COLLEGE DAMOH
Name of the head of the Institution	DR. KOMAL PRASAD AHIRWAL
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07812222461
Mobile no.	9425095526
Registered Email	pg_collegedamoh@yahoo.co.in
Alternate Email	jetar@rediffmail.com
Address	TEEN GULLI INFRONT OF SINDHI CAMP DAMOH
City/Town	DAMOH
State/UT	Madhya Pradesh
Pincode	470661

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Urban																
Financial Status			state																
Name of the IQAC co-ordinator/Director			DR.RASHMI JETA																
Phone no/Alternate Phone no.			07812222461																
Mobile no.			9425095526																
Registered Email			iqacdamohpg@gmail.com																
Alternate Email			pg_collegedamoh@yahoo.in																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			https://drive.google.com/file/d/1Yssh64RYccArG8vcQZmvgSJ-U438sdD/view?usp=sharing																
4. Whether Academic Calendar prepared during the year			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			https://drive.google.com/file/d/1msY0lHYfgMKyv1mqnRg-SiseQJAYbEh0/view?usp=sharing																
5. Accreditation Details																			
<table border="1"> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> <tr> <td>1</td> <td>B</td> <td>7.44</td> <td>2016</td> <td>02-Apr-2016</td> <td>31-Mar-2021</td> </tr> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	B	7.44	2016	02-Apr-2016	31-Mar-2021
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
1	B	7.44	2016	02-Apr-2016	31-Mar-2021														
6. Date of Establishment of IQAC			30-Sep-2011																
7. Internal Quality Assurance System																			
<table border="1"> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries								
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Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries																	

IQAC		
COVID AWARENESS DRIVE	10-Feb-2020 7	100
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1. Worked for GREEN CAMPUS 2, MADE INTERNATIONAL AWARD WINNING EDUCATIONAL FILMS. 3.SPREAD AWARENESS TOWARDS COVID 19 DOS AND DONTs. 4. ENCOURAGED ONLINE TEACHING

[View File](#)

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

Plan of Action	Achievements/Outcomes
No Data Entered/Not Applicable!!!	
View File	

14. Whether AQAR was placed before statutory

Yes

body ?					
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>ACADEMIC COUNCIL</td> <td>07-Jul-2020</td> </tr> </table>		Name of Statutory Body	Meeting Date	ACADEMIC COUNCIL	07-Jul-2020
Name of Statutory Body	Meeting Date				
ACADEMIC COUNCIL	07-Jul-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2021				
Date of Submission	20-Nov-2021				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The objective of the Institute Student Management System (ISMS) Digital Empowerment to the Students in keeping view of Digital India. ISMS provides all services of the Institutions Online to the Students. Advantage of ISMS to easily track records like Students Database Management, Scholar Register Management, Enrollment and Examination Process System, Account Management, Fee Collection Management on any time from anywhere. This institute has follow Management Information system (MIS) by the portal link http://www.mphighereducation.nic.in/1101 (http://www.mphighereducation.nic.in/InstitutePortal/Default.aspx?InstIdNTax#) via this link students and teacher follow and search the college related any query or information under the Contents of Staff, Courses, Seats, Course Wise Students List, Category Wise Student List, Departments, Academic Sections/Non Academic, Students, Enrollment Register, Management Councils, Janbhagidari Samiti Academic Council, Executive Council, Anti Ragging Committee, Activities, NSS, NCC. This institute portal also update the information time to time related to About Us, Objectives, Mission, Vision, Janbhagidari Samiti, Academic Council, Executive Council, Library, Events Functions, Syllabus, Infrastructure,				

Assets, Achievements, Placements, Research, Rules, Vacancies, Important Documents, Workshop Seminars, Hostels, Download Softwares, Tenders, Forms, Press Release, News, Society, Alerts from Institute, NAAC SSR Reports, Annual Reports, Results, Results, AQAR Reports, IQAC Reports, RTI NEW, Institute Demand Ratio NEW, Open Exam Paper NEW. MP Higher Education is the official integrated eGovernance platform and online Portal of Department of Higher Education ,Madhya Pradesh. MP Higher Education has every College Profile Management and Online Admission Portal. This institute runs under MP Higher Education, therefore all academicians as well as students can browse the information via website <http://highereducation.mp.gov.in>. Here, Annual System Sullabus, guest faculty, e Service book, Education Policy, Different Circular etc are available and easy to user access . This Institute affiliated under Maharaja Chhatrasal Bundelkhand University, Chhatarpur, MP. This University have e friendly website <https://www.mchhatrasaluniversity.com>. This website offer to search in different login area as student login, College login, Webmail, several notice for College students. MPOnline's objective to provide real time ONLINE SYSTEM to the institutions. Therefore, on ONE CLICK all the status of the Students and various types reports will be available as required. On other hand students of the institutes can submit / pay their dues from any where and save most of their time and money to stand in queue on counter windows and from large distance travelling via link <https://isms.mponline.gov.in/portal>. Student can search and apply different Scholarship via portal <https://eschopalship.mponline.gov.in/portal/index.aspx> and sanction via responsible authority. This Portal Connect to student to directly and manage in correctly manner. Student can Explore many scholarship viz., Gao Ki Beti, Pratibha Kiran, Vikramaditya scheme, Integrated Scholarship schemes, Living and transportation allowance for disabled ST, Scholarship scheme, Distribution of free books / stationery to SC / ST, Post matric scholarship, Housing

allowance assistance scheme, Coaching scheme from reputed coaching institute for Civil service incentive scheme, College hostel, post matric scholarship, Housing assistance scheme, Backward Class Boys Girls Hostel etc. Here, various Scholarship Committee formed by Principal under the suggestion and guideline of college administration.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution is a constituent college of Maharaja Chhatrasal Bundelkhand University, Chhatarpur, M.P. Curriculum is framed by the Board of Studies of the affiliating University, and approved by the Department of Higher Education, Madhya Pradesh. Based on that Curriculum master time table is prepared by the college for Under Graduate classes and Departmental time table for Post Graduate classes. Number of classes per week are set so as to cover the syllabus in time before the commencement of semester and annual exams. In addition to these extra classes are held for weak students. Also virtual classes are taken for certain topics by the expert faculties of the Department of Higher Education, Madhya Pradesh. Internal evaluation is made through CCE (Continuous Comprehensive Evaluation) examinations held in the middle of the session. It helps to evaluate the learning outcomes of students and do necessary mid way course correction. It also helps identify weaker students for whom extra efforts need to be made. Annual system is followed for Under Graduate programs and semester system for Post Graduate programs. To assist the students in their studies books are published by Madhya Pradesh Hindi Granth Academy as per the syllabus in hindi medium to cater to the needs of students. It also helps the popularisation of the hindi language in higher education.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
00	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCA	BCA VI th sem	1
MSc	IV th semester project/ internship	106
MA	IV th semester project/ internship	260
MCom	IV th semester project/ internship	120
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

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

Feedback Obtained
The institution has a well laid out process of getting regular feedback from the students. Feedbacks are obtained by various departments of the college from different stakeholders. The questionnaire is prepared by the concerned departments related to the knowledge, teaching abilities, communication skill, and dedication of teachers. It also covers questions like classroom and laboratory infrastructures, basic amenities like drinking water, employability of the skills being imparted and library facility etc. The feedback obtained is thoroughly analysed by the departments and then put before IQAC of the college. Decisions are taken to implement feasible suggestions and make necessary corrections to alleviate any shortcomings and grievances of the students and other stakeholders. Feedbacks are also sought from alumni, teachers and parents and their suggestions are also taken into consideration.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Commerce	200	137	137
MSc	Science	280	174	174
MA	Arts	570	389	389
BCA	BCA	20	8	8
BSc	Science	600	426	426
BCom	Commerce	230	176	176
BA	Arts	1570	1031	1031
View File				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3530	1186	Nil	Nil	49

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
49	49	20	8	3	49
No file uploaded.					
No file uploaded.					

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

Institute has Students mentoring system. 1. Teaching learning process adopted with more than one methodology is use in classroom for slow learners. 2. The identified slow learners will be under the care of the subject handling faculty. They interact with the concerned students and with their parents to know about the difficulties that are being faced by the students. Based on the output and information the teacher will chart out further plan of action. 3. Apart from the regular classroom teaching, periodic remedial classes and special classes are conducted for their improvement. This method of teaching helps the students to come out from their deficiencies. 4. Periodic counselling is performed to remove the fear of appearing the end semester examination. 5. Regular Parents – teachers meeting is organized to inform the parents about the status of the students which helps to monitor the progress of the students both by the teacher and parents. 6. The students are motivated to participated in Extra Curricular Activities as per their area of interest. IQAC of the college lays special emphasis on effective mentoring system in the college keeping in mind the diversity of the learners coming from different social economic and educational background. The faculty of the college has been made to use interactive method of teaching by using PPTs, ICT, E-Resources, organising field tours and by giving field projects to the students. Faculty of the college encourages participative learning by organising group discussion, seminars, workshops, open discussions and by giving assignments to them. Doubt clearing classes both for the weak and the advanced students are arranged so that neither of them suffer and may get maximum benefit from the teacher. Tutorial groups, mentor – mentee classes are an important feature of the mentoring system of the college. These have been formed to overcome learning barriers of the students and to establish personal contacts between the teacher and the taught, so necessary for imparting quality education and to create a sense

of belongingness in the college. Mentoring system adopted in the college emphasises not only on imparting subject skills, but also on other life skills and making them responsible citizens realizing their social, institutional and national responsibilities. All the departments and various cells organised certain activities to groom their personality and to prepare them to face any challenges in life. IQAC of the college feels that the mentoring system will be more effective, and the faculty will be able to impart its best only when it is updated in its knowledge. That is why, it makes sure that the faculty attends more and more seminars, workshops, in service training, use ICT and E-Resources and undertake research work.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4716	49	1:96

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
49	49	Nil	17	34

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	RASHMI JETA	Associate Professor	SASFF20/JIFF20
View File			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Our College has a robust mechanism to ensure that the process of continuous assessment is transparent, efficient and in the best interest of students. 1. The college has a central Internal Assessment Committee, which undertakes necessary measures to ensure objectivity and transparency in the process. Notifications are displayed prominently on the college website and on college notice boards to communicate information related to internal assessment to students. 2. The attendance sheet, which is a part of Internal Assessment, is provided to all the teachers to award marks to the students 3. The departments are given freedom to conduct the test as per their wish which means either objective or subjective or oral tests 4. Answer scripts of internal class tests, assignments and project reports are discussed with students after evaluation. In rare cases if students' grievances are not addressed satisfactorily, students are free to approach their mentor, or the teacher-in-charge for redressal. Intervention by the Head of Institution can be sought in extraordinary cases. 5. Students are given enough time to claim concessions in

attendance on medical grounds and for participation in extracurricular activities. 6. Marks awarded by individual teachers are moderated by departmental moderation committees to ensure parity in marks awarded to students among different subjects. After such rigorous scrutiny, the records of the final internal assessment (IA) are sent to the university only after each student signs the record. In certain cases, if discrepancies are noticed between marks awarded to students by teachers and those entered in the mark sheets prepared by the University, the college assists the students in getting such errors rectified. 7. If some students fail to appear in such CCE a number of multiple chances are offered to them to appear.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Our institution is an affiliated college under Maharaja Chhatrasal Bundelkhand University, Chhatarpur, M.P. The preparation of the broad framework of academic calendar for the colleges is done by the Department of Higher Education, Madhya Pradesh. Following its guidelines Academic Calendar and examination schedules are announced by the affiliating university. Examinations are conducted by the college as per the schedule and guidelines issued by the university. All examinations are held in time at the end of the session.

2.6 – Student Performance and Learning Outcomes

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

<https://drive.google.com/drive/folders/1rP6VdkwpBT-e6IFL059JeGds4DUiiqIf?usp=sharing>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

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

<https://drive.google.com/drive/folders/1CMTwfziC1JX0K3I-Ry0sMRfTdxsvdfNP?usp=sharing>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	0	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NO	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	FILE APPENDED	Nil	Nil
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
FILE APPENDED	Nil
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication

NIL	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Resource persons	1	3	2	Nil
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
SHORT FILMS	Nil	Nil	Nil
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/ collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	Nil	Nil	Nil
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
nil	Nil	Nil	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Nil	3782579

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Nil
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nil	Null	Null	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	55000	Nill	Nill	1297516	55000	1297516
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

[illegible]

Total	70	1	0	1	1	5	15	50	0
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Nil	6243968	Nil	3782579

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

The college has well-furnished class rooms, ICT enabled classrooms, well quipped laboratories, computer labs, Central departmental Library, seminar hall / auditorium, Conference room, indoor games facilities, Playground, canteen for boys and girls, Botanical Garden, Girls Hostels, Virtual Classroom, RO purified water, water coolers to provide cold water during summer seasons, common room for girls, Separate Toilets for Girls and Boys. IQAC of the college tries its best to provide all kinds of physical, academic and support services to the students and the faculty to ensure imparting of quality education. Internet facility has been provided in all the departments and e-library centre has been setup in the college for free internet use to the students and the faculty. IQAC of the college sees that all the physical, academic and support facilities are properly utilized for the benefit of the students. To ensure imparting of quality education and grooming the personality of the students, all the departments, Cells, clubs, units etc. have been instructed to prepare their academic calendars. Faculty is encouraged to use ICT in teaching and learning and to enrich to curriculum by arranging field tours, industrial visits, workshops, group discussion, quizzes, seminars, PPT presentations etc. Students from all the faculties are enrolled for language lab to improve their communication skills. Computer Labs and other labs are utilized for providing practical knowledge of their subjects and to enhance their digital and analytical skills. A proper program has been formulated for issuing books and magazines to the students for short duration as well as for long duration. A library committee has been constituted to look after the affairs and purchase of new books. The college has good sports facilities and gives every chance to the students to excel in to sports and games. Faculty of the Department of Physical Education selects the team from the students, provide them free sports goods and kits for practice and make them practice under their coaching and to ensure their participation in University and Inter University games. In addition to this various committees have been formed for the maintenance of the physical infrastructure available in the college. Grievances Redressal Cell has been constituted to take feed back from various stake holders and to conduct student satisfaction surveys and to redress the grievances of the students. Women Cell, Prevention of Sexual Harassment Cell, Anti Ragging Cell are committed to provide safe, secure, healthy and gender sensitizing environment in the college. Cultural Cell, NSS ,NCC, YRC , Legal Literacy Cell, Scientific

Temperament Development Cell, Road Safety Club, RTI Cell, Consumer Awareness Cell etc. are there for ensuring the overall growth by undertaking a large no. of extension activities.

<http://www.mphighereducation.nic.in/InstitutePortal/Default.aspx?InstId=NTAx>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b) International	Nill	Nill	Nill
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
21 Days Yoga training program	12/02/2020	150	National Service Scheme (NSS) Govt P. G. College , Damoh
Swami Vivekanand Career guidance Scheme	08/01/2020	84	Department of Higher Education , M.P
Remedial coaching	14/10/2019	178	Department of Higher Education , M.P
Swachh Bharat Summer Internship program	10/07/2019	10	National Service Scheme (NSS) and NCCGovt P. G. College , Damoh
College, district and university level debate, essay and painting competition	20/08/2019	100	National Service Scheme (NSS) Govt P. G. College , Damoh
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Swami	400	2000	Nill	101

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

Institution facilitates students' representation via NSS and NCC. NSS students represents in all the social activities being organized by the college throughout the year. All Students and teachers both were facilitated and connected via different intuitional committee such as NAAC IQAC Committee, Admission Help Desk, Semester Cell (CCE, Prctical Project), Time Table Committee, Sports Committee, Social Gathering Committee, Students Welfare Fund, several Scholarship Committee, Gaon Ki Beti Poverty Scholarship Committee, Hostel Committee, Anti-Ragging Discipline Committee, Housing Scheme, Library Advisory Committee, NSS/Plantation/Environment Committee, Legal Constitution Committee, Sports Committee, Grievances Redressal Cell, Youth Festival Committee, Career Counselling Cell, Cultural Committee, Literary Committee, Women Development Cell, Departmental Exam Result Analysis Committee, Campus Cleanliness, Red Ribbon Club, Voter Awareness Committee (Systematic Voters Education and Electoral Participation program), CM Help Line Committee etc. Student Union Election also conduct into college for Association of Students of several stream and gave a building where students go to meet socially. The main objective of a student union is to solve students problems that can either be related to academic life or have a general political and social nature. The steps set up for own student society via contacting, gauge student demand, build Students committee, submit their society application and begin building their societys calendar. In higher education, the students union is often accorded its own building on the campus, dedicated to social, organizational activities, representation, and academic support of the membership. A student union more often refers to a representative body. Student Council is an organization conducted by students and supervised by Teachers. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out College activities and service projects. Student council looks good in our college application. However, joining student council goes beyond just leadership and teamwork skills, student council can help you build memories, relationships and even learn about your personal goals.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Our vision is to achieve excellence in our academic programs and inculcate in

students, skills values, which enable them to succeed professionally and personally. The prime objectives embedded in the founding of this institution were national integration, social justice, the democratic way of life, moral education and scientific approach to the problems of society. All these had built into it constant and energetic endeavor to renew knowledge through self questioning. We are trying to take higher education to the underprivileged, disadvantaged and economically weaker sections of society and to bring them in the mainstream of social life. We are moving in such a direction that education by linking it with the areas of job aspirations and to provide employability oriented teaching. Our mission is to prepare Confident, competent, reflective, visionary individuals and responsible citizens. We uphold our tradition of academic excellence. The college campus is a microcosm of the Indian nation, drawing students from every nook and corner of the state and from every group and stratum of society. Special care is taken to draw students from the underprivileged castes and ethnic groups by reserving seats for them... Since rural areas surround Damoh we have a mission to take the higher education to the doorsteps of underprivileged section living in the remote areas. We have objectives To take higher education to the underprivileged, disadvantaged and economically weaker sections of society and to bring them in the mainstream of social life To use education as a cementing bond of nationalism on the platform of multilingual, multiethnic, multi religious and multicultural diversities. To redefine the meaning of education within the paradigm of moral values and develop selfconfidence and rational thinking among students. To expostulate the role of education by linking it with the areas of job aspirations. We believe in holistic education that goes beyond achieving academic excellence. Our philosophy is to realize the overall intellectual, creative, cultural and socio-political growth and development of both the students and the college community in its entirety. The College invites all students irrespective of gender, caste, religion and physical challenges to make us a rich and varied community. Our College applies strict performance norms through intra-departmental initiatives and interaction. The faculty members and the Principal closely follow the continuous development and performance of each student in class, tutorials and group discussions. Each student is encouraged to participate in the active corporate life of college, as it now accounts for overall evaluation as per new university regulations. The College facilitates this process by assigning to each student a tutor/faculty advisor who will be a philosopher, friend and guide. (ii) Brief introduction of the college (including the status (Govt. / Lead/ Constituent/ Affiliated/ Private), Parent University, UGC recognition, CPE status, etc), location campus area (iii) History of the college with significant milestones The college is duly recognized under sections 2(f) and 12 (B) of the UGC Act 1956. The college has affiliation from Maharaja Chatrasal Bundelkhand University, Chhatarpur The college at present runs four Undergraduate programmes

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The college at present runs four Undergraduate programmes viz., Bachelor of Arts (BA), Bachelor of Commerce (B.Com.), Bachelor of Science (B.Sc.) and Bachelor of Computer Science (BCA) and fourteen Postgraduate courses under Commerce, Science and Arts stream. Here

also mention top five programmes opted by the students as MA(Eng), M.Sc (Chemistry), MA(Hist), M.Sc(Zool), M.Com. The curriculum was frequently updated by affiliated university and Madhya Pradesh Higher Education. The Curriculum or syllabus available in Institutional websites (easy to access), university and Higher Education websites.

Teaching and Learning

The teaching-learning systems are Primarily Traditional method (Chalk Duster) along with Overhead Projectors with Audio-Vedio system. Some departments use Smart Boards also. The intellectual capital (Knowledge bank) of the teachers is used to train the students for the competitive examinations. The students also take advantage and benefitted via departmental activity on important day celebration via speech (students and teachers both), poster making completion etc. NSS, Swami Vivekanand Carrer Guidance Cell, Red Ribbon Club etc. also encourage to students' overall development.

Examination and Evaluation

The internal evaluation was taken by CCE (Semester Pattern) and Half Yealy Exams (Yearly Pattern) with full transparency method. The Practical and Project were evaluated by internals and externals via Exams. The External evaluations were done by University followed by Annual and Semester Examinations. The question patterns in examinations were subjective and objective. Practical orientation in relation to teaching- learning system is given to students via career Counselling placement Cell, educational seminar, workshop, Industrial Visit (Cement Industry), Field trips, educational excursion, ppt preparation after UG PG project work, presentation by students on interesting topics, Group Dissscussion, Personality Development classes, Debates, soft skill improvement, CCE or internal evaluationetc. The teaching-learning systems are also regularly updated via Self Appraisal and student centric because the institute collect annual student feedback on various issues or points. The institute has academic calendar and follow/work strictly accordingly to higher education. The

Institute has Mentoring, Counselling and Tutorial system. All departments follow detailed lesson plan with teaching Planner strictly and this was monitored by respective institutional Time-Table committee. The mode of exams was Hindi and English language. The regular students were benefitted by theory, practical, diagnostic, remedial and Virtual classes in Online and Offline Mode.

Research and Development

The institute encourage to research as Hindi Sodh Kendra affiliated under Dr. Hari Singh Gour Central University, Sagar. The institute also has Quarterly published research journal ISSN-2395-356X. Various research initiatives are taken by the institute ,the institute encourages teachers to undertake the original research. The thrust area is Bundelkhand. The institute facilitate the project funding, from sources like: (UGC/AICTE/ICSSR/CSIR/DBT/DST etc.). The institute forwards such cases of the staff to the concerned agency. Type of facilities and incentives are provided to faculty members needed to manage the research work after getting the funding, they are provided leave to consult enriched libraries. The institute measured the growth in research and development through participation and contributions in International/ National Conferences, Seminars, Symposiums, Workshops, and initiation of academic exchange programs.

Library, ICT and Physical Infrastructure / Instrumentation

Library, ICT and Physical Infrastructure / Instrumentation The Science laboratories were well equipped and fascillited with furniture, Chemicals, modern Instruments or Consumable and non-consumable items. College has student centric Central Library, e-Library with departmental libraries. Our college has a library consist of various books of UG, PG and other important collection of books of various fields. Other than this library all departments have their own library having collection of very high quality books useful for UG and PG students. No. Of books in our library are 87086. We have an e-library having no. Of computers twelve (12) at present with all facilities. College provides wi-fi

	facility for all the students for the access of various educational materials. Our college consists of 20 class rooms, 6 laboratories, 1 auditorium, 1 girls hostel and facility for all sports are available for the students. We have an extension plan as following: 1. Extension and modernization of Classrooms with Furniture, Audio-Video System, and SmartClass. 2. Extension science Laboratories to be equipped with modern apparatus/facility. 3. Extension of Washroom for Girls/Canteen. 4. Extension of Library for upgradation and for E-Library
Human Resource Management	As requirement and running in proper Channel. The GPC has been providing quality human resources. as per guidelines of UGC norms, MPHEd, JanBhagidari Samiti, Collectorate guidelines.
Industry Interaction / Collaboration	Practical orientation in relation to teaching- learning system is given to students via Industrial Visit (Cement Industry), Field trips, educational excursion.
Admission of Students	Online via https://epravesh.mponline.gov.in/portal/index.aspx. Since last five years we are following the central process for admission which is online and governed by M. P. Higher education followed by all govt. and private colleges. But private minority colleges are exempted from online process with certain terms and conditions which are decided by M. P. HIGHER EDUCATION time to time. Online process is completed in three steps 1,2 and 3 round and in the last there is a round of CLC i.e. college level counseling. The purpose of all these processes is to enhance GER i. e. gross enrollment ratio. Process is same for UG and PG.

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

E-governance area	Details
Finance and Accounts	Institution conducts internal and external financial audits regularly (with in 100 words each) Internal Audit Committee of the institute follow up the procedure of internal and external financial audits regularly. The present system of institute has clarity of control mechanism. The present administration, academic and financial

system was monitored and appreciable. The Institution conducts internal and external financial audits regularly. Academic Audit, Green Audit, Financial Audit, Administrative Audit. The audit was done at every July. Name of the non government funding agencies/ individuals RUSA, World Bank

Planning and Development

The Administrative and academic duties are controlled by the Principal/IQAC/NAAC of the Institution. The development and implementation of policies, programs, and initiative that are associated with the vision and mission of the college. The faculty and Head of the Department are performing their role and responsibilities initiated with the vision and mission of the college. The Faculty Members maintain the healthy relationship among students, administration and other associated departments. They keep Students related all record such as attendance record, providing important notes, departmental book issuing record, internal assessment records, practical performance, Project work, final exam results, feedback etc. Non teaching staff plays crucial role in managing the day-to-day work related to maintaining pleasant environment for study, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance. The College management conducts the regular meets and discuss the issue and challenge for overall developmental of the institute. Thus, Management of the Institution encourages co-ordinators and members of various committee to share their ideas, opinions and suggestions through the proper channel. The input received from various committees and feedback received from all stackholder such as parents, students, teacher, Alumni and considered for the future decision making.

Administration

Institution facilitates students' representation via NSS and NCC. NSS students represents in all the social activities being organized by the college throughout the year. All Students and teachers both were facilitated and connected via different intuitional committee such as NAAC IQAC Committee, Admission Help Desk, Semester Cell (CCE, Prctical Project),

Time Table Committee, Sports Committee, Social Gathering Committee, Students Welfare Fund, several Scholarship Committee, Gaon Ki Beti Poverty Scholarship Committee, Hostel Committee, Anti-Ragging Discipline Committee, Housing Scheme, Library Advisory Committee, NSS/Plantation/Environment Committee, Legal Constitution Committee, Sports Committee, Grievances Redressal Cell, Youth Festival Committee, Career Counselling Cell, Cultural Committee, Literary Committee, Women Development Cell, Departmental Exam Result Analysis Committee, Campus Cleanliness, Red Ribbon Club, Voter Awareness Committee (Systematic Voters Education and Electoral Participation program), CM Help Line Committee etc. Student Union Election also conduct into college for Association of Students of several stream and gave a building where students go to meet socially. The main objective of a student union is to solve students problems that can either be related to academic life or have a general political and social nature.

The steps set up for own student society via contacting, gauge student demand, build Students committee, submit their society application and begin building their societys calendar. In higher education, the students union is often accorded its own building on the campus, dedicated to social, organizational activities, representation, and academic support of the membership. A student union more often refers to a representative body.

Student Council is an organization conducted by students and supervised by Teachers. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out College activities and service projects.

Student council looks good in our college application. However, joining student council goes beyond just leadership and teamwork skills, student council can help you build memories, relationships and even learn about your personal goals. IQAC promotes participative practices and ensures the involvement of the students and other stakeholders in various academic and administrative committees to keep up

the motto of providing quality education to the satisfaction of all the stake holders. This year indirect elections to the student's council were held and students elected their own representatives for better coordination with the administration. The opinion of the student's council members was taken on all the important decisions regarding students and proper place was given to it in decisions taken. They had been made members of various committees constituted for the welfare of the students.

Student Admission and Support

Student Admission and Support A student information system (SIS), student management system, school administration software or student administration system is a management information system for education sector establishments used to manage student data. It integrates students, parents, teachers and the administration. Student information systems provide capabilities for registering students in courses documenting grading, transcripts of academic achievement and co-curricular activities, and the results of student assessment scores forming student schedules tracking student attendance generating reports and managing other student-related data needs in an educational institution. The SIS information of our institute found on <https://mcba.mponline.gov.in>. It Comprises Student Registration- SIS (Only For Final Year UG and Final Semester PG Enrolled Students), User Manual for Student Information System (Only For Final Year UG and Final Semester PG Enrolled Students, Student Information Correction, Enrollment Form, Examination Application, Examination Form, View Receipt Exam Form, Download Admit Card, Counter Based Applications, Apply for Counter based Application, Pay-Unpaid Application/View Receipt/Check Status, Retotal/View Answer Book, Apply for Retotaling/View Answer Book, Complaint Management System. Student Management System (SMS) is a module designed to track, store and manage students data, like grades, attendance, interpersonal activities records, and all kind of information generated by a College. The comprehensive data that includes - student's registration information,

admission detail, fees payment status, hostel billing, scholarships or any other financial aid provision, etc can be shared with faculty, students and parents to make the entire process of students' enrollment quick, systematic error-free. Furthermore, the entire students' information can be saved at a centralized location role-based login access can be given to all the stakeholders for ensuring 100 student data security.

Examination

Examination The internal evaluation was taken by CCE (Semester Pattern) and Half Yealy Exams (Yearly Pattern) with full transparency method. The Practical and Project were evaluated by internals and externals via Exams. The External evaluations were done by University followed by Annual and Semester Examinations. The question patterns in examinations were subjective and objective. Practical orientation in relation to teaching- learning system is given to students via career Counselling placement Cell, educational seminar, workshop, Industrial Visit (Cement Industry), Field trips, educational excursion, ppt preparation after UG PG project work, presentation by students on interesting topics, Group Dissscussion, Personality Development classes, Debates, soft skill improvement, CCE or internal evaluationetc. The teaching-learning systems are also regularly updated via Self Appraisal and student centric because the institute collect annual student feedback on various issues or points. The institute has academic calendar and follow/work strictly accordingly to higher education. The Institute has Mentoring, Counselling and Tutorial system. All departments follow detailed lesion plan with teaching Planner strictly and this was monitored by respective institutional Time-Table committee. The mode of exams was Hindi and English language. The regular students were benefitted by theory, practical, diagnostic, remedial and Virtual classes in Online and Offline Mode.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
17	24	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GENERAL INSURANCE GIS	GENERAL INSURANCE GIS	POOR BOYS FUND/ FEE REDUCTION

6.4 – Financial Management and Resource Mobilization

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

Internal Audit Committee of the institute follow up the procedure of internal and external financial audits regularly. The present system of institute has clarity of control mechanism. The present administration, academic and financial system was monitored and appreciable. The Institution conducts internal and external financial audits regularly. Academic Audit, Green Audit, Financial Audit, Administrative Audit. The audit was done at every July.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil

No file uploaded.

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Principal
Administrative	No	Nil	Yes	Principal

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

NA

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

The College sees to it that its support staff, who form an integral part of the college family are well catered to. 1. The College authority together with its faculty members ensure that their expenses during medical Emergencies are taken care of. And given physical, mental and social support. 2. A part of their childrens' educational costs and at times their marriages too are shared by the Teachers' Council of the College. 3. E-Pension for them has already been regularized.

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

1. Greenery/ eco-friendly environment/ more plantations. 2. Polythene free campus. 3. Enhancement in Teaching Learning Management.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Extensive plantation drive was undertaken under the Hariyali Mahotsav	22/07/2019	15/08/2019	15/09/2019	150
2019	Sports facilities and playground made available to young students of	22/07/2019	23/07/2019	21/03/2020	70

	the city				
2019	Student tracking of final year pass out students	25/11/2019	22/02/2020	21/03/2020	717
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	Nil	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
Extensive plantation drive was conducted by the college under Hariyali Mahotsav. Water harvesting systems are functional in the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	45
Rest Rooms	Yes	20
Scribes for examination	Yes	20

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NOT PUBLISHED	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
COVID 19 AWARENESS	27/02/2020	04/03/2020	8
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Converting the Campus into Green Belt by growing tree in its 10 of land area. GPC always promote to save papers by using online systems for daily work. Promote e-work via e-Office, online admission Campus has the excellent ecofriendly environment and very well connected with walkways. Automobile driving in campus were not permitted. Students are encouraged to walk or use bicycles. To save nonrenewal source petrol, make pollution free environment. Reduction of Electricity bill by the help of proper glass window rooms with proper natural air and sunlight. Plantation of Trees to convert into Green Campus. Plantation program Vraksha Mitra. GPC follows the University guidelines for proper dispose off methos in Laboratory wastage and leverage on common services for waste management/e-waste Up gradation of infrastructure in Campus should be clean and waste free. For ensure this camera were installed in whole campus. The dream that the college wove a few years ago of converting the area into GreenZone and an environment friendly place has been realized to some extent so far. A number of trees spread all over the campus gives respite to the students inscorching sun of summer. The lush green four hundred meter track boasts of being the only available track in the town. Canned bottles are prohibited in the campus. An important social impact is the environmental awareness among the citizens. The college administration is drafting a plan to go further in this direction. Institutional distinctiveness At this backdrop, a stringent law has been executed to force students to abide by the laws. A complete awareness drive convinces them of the consequences. A strict vigil is to be kept on the students and punishment is awarded to habitual defiers. A complete ban on chewing tobacco and smoking has strictly been enforced.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices CLEAN CAMPUS GREEN CAMPUS AND TOBACCO FREE CAMPUS The Green campus drive has been taken up with utmost sincerity. It merits mentioning here that the college campus is totally tobacco free. We promote these two activities with regular awareness drive. A professor of this college has won national award by Government of India for his three minute short film on Swachh Bharat. Plantation drive is mandatory part of this activity. Damoh is a city that runs short of water during summer season but the college campus located in the heart of it offers a soothing lush green look . Tobacco is strictly banned within the campus premises. The disciplinary committee monitors and act instantly if students defy. As you sow, so shall you reap, an old adage yet stood by the onslaught of time and today proves to be one of the most pertinent sayings which man has experienced with the inception of human civilization. The very talk of environmental issues and their constant threat to the mankind lies no where but in our own follies of the past. As civilization progressed there was a rapid growth in the material culture of people. The world registered an un imaginative growth in science and technology which unleashed a dawn of scientific revolution but at the same time man witnessed the most disastrous catastrophe the hazardous havoc played through the global climatic changes. It is time to rethink of the havoc confronted by us and then to revisit the beautiful earth as it belongs not merely to us but also to those who are yet to visit here. It is high time we spread awareness around us so that the generation of today may produce the generation of tomorrow better and worth living earth. Values projected thus the Best Practices sss To achieve this goal the college had begun a drive towards redefining the environmental issues. Our college stands in the centre of the city which over the years has witnessed a rapid growth of concrete structures. The unending encroachment drive, the concretized sprawling structures, the throw away culture of the neo capitalism and the ignorance of people towards green and clean have reduced the city to a dump of filth and garage. The staff

of this college along with the students have succeeded to a large extent in spreading positive awareness among the community. Social Impact The dream that the college wove a few years ago of converting the area into Green Zone and an environment friendly place has been realized to some extent so far. A number of trees spread all over the campus gives respite to the students in scorching sun of summer. The lush green four hundred meter track boasts of being the only available track in the town. Canned bottles are prohibited in the campus. An important social impact is the environmental awareness among the citizens. The college administration is drafting a plan to go further in this direction.

Institutional distinctiveness At this backdrop, a stringent law has been executed to force students to abide by the laws. A complete awareness drive convinces them of the consequences. A strict vigil is to be kept on the students and punishment is awarded to habitual defiers. A complete ban on chewing tobacco and smoking has strictly been enforced.

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

<http://www.mphighereducation.nic.in/InstitutePortal/Default.aspx?InstId=NTAx>

7.3 – Institutional Distinctiveness

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

The Institute follows various ways for effective governance for decentralization and participative management under the supervision of Higher Education and University rules and regulations. The Institutions always believe in the practices of decentralisation and participative management. It reflects the policy decision making, planning, administration and office management. The Administrative and academic duties are controlled by the Principal/IQAC/NAAC of the Institution. The development and implementation of policies, programs, and initiative that are associated with the vision and mission of the college. The faculty and Head of the Department are performing their role and responsibilities initiated with the vision and mission of the college. The Faculty Members maintain the healthy relationship among students, administration and other associated departments. They keep Students related all record such as attendance record, providing important notes, departmental book issuing record, internal assessment records, practical performance, Project work, final exam results, feedback etc. Non teaching staff plays crucial role in managing the day-to-day work related to maintaining pleasant environment for study, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance. The College management conducts the regular meets and discuss the issue and challenge for overall developmental of the institute. Thus , Management of the Institution encourages co-ordinators and members of various committee to share their ideas, opinions and suggestions through the proper channel. The input received from various committees and feedback received from all stackholder such as parents, students, teacher, Alumni and considered for the future decision making.

Provide the weblink of the institution

<http://www.mphighereducation.nic.in/InstitutePortal/Default.aspx?InstId=NTAx>

8.Future Plans of Actions for Next Academic Year

Facilitate career development in numerous areas of fundamental science and technology. # Develop campus-based learning through high-quality interactive teaching resources. # Increase the success ratio of degree holders thereby minimizing the percentage of dropouts. # Emerge as knowledge hub at national level by offering learning resources and programmes. #Ensure the participation of students, teachers and young scientists and non-teaching staff in sharing the

task of social responsibility. # To reduce the percentage of the Dropouts, possibly to zero percentage by offering suitable placement services. # On- Campus placement services for students by tying up with the corporates. # Nurturing students to take up the role of academic peers. # Mandatory student's participation in National seminars and workshops. # Setting up of On- Campus Health Centers or Referral Rooms. # Promoting inter-disciplinary/multi-disciplinary research as well as industry oriented research by developing research skills among students and faculty on a broad spectrum upcoming area. # Promoting applied research strongly linked to practical use for addressing the societal needs. # Setting up nationally and internationally acclaimed research centers. # Increasing participation of undergraduates and postgraduates in research. # Encouraging the research students through in-house mentorship programs. # Sharing of information and knowledge of researchers from national research laboratories, industries and corporate sector. # Improving access through mobile and wireless technologies, for interacting, communicating and disseminating the information to the stakeholders. # Utilizing the GPS and two dimensional barcode (QR) technology to help the stakeholders locate the resources of their interest in the physical space and also to join their colleagues in group mentoring sessions with the staff members. # Information: Information and communication technology (ICT) based e-governance structure will be brought in and the administrators will be oriented and trained to use the ICT effectively. # Accountable: Effective measures such as file movement system will be in place to reduce the delay in decision making. Accountability will be fixed on the file handling authority.