



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	GOVT. MANKUNWAR BAI ARTS AND COMMERCE AUTONOMOUS COLLEGE FOR WOMEN
Name of the head of the Institution	Dr. Leela Bhalavi
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07612401300
Mobile no.	9926334177
Registered Email	hegmkbaaccjab@mp.gov.in
Alternate Email	mkbiqacjbp@gmail.com
Address	Napier Town Near Shastri Bridge
City/Town	Jabalpur
State/UT	Madhya Pradesh
Pincode	482002

2. Institutional Status					
Autonomous Status (Provide date of Conformant of Autonomous Status)			27-Dec-1990		
Type of Institution			Women		
Location			Urban		
Financial Status			state		
Name of the IQAC co-ordinator/Director			Dr. Sudha Mehta		
Phone no/Alternate Phone no.			07612101300		
Mobile no.			9302129440		
Registered Email			hegmkbaaccjab@mp.gov.in		
Alternate Email			mkbiqacjbp@gmail.com		
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)			http://www.mphighereducation.nic.in/InstitutePortal/Public/AQARReports.aspx?DT=MQ==&InstId=NDIy		
4. Whether Academic Calendar prepared during the year			Yes		
if yes,whether it is uploaded in the institutional website: Weblink :			http://www.mphighereducation.nic.in/InstitutePortal/Public/Notice_Details.aspx?id=NDYxNQ==&InstId=NDIy		
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A+	93	2004	16-Feb-2004	15-Feb-2011
2	A	3.10	2014	10-Dec-2014	09-Dec-2019
6. Date of Establishment of IQAC			25-Mar-2004		
7. Internal Quality Assurance System					

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation Program for New Admission	26-Aug-2019 1	230
Satya Ke Proyog (Book Reading Session)	02-Oct-2019 1	273
Charkha Club (Lecture on Mahatama Gandhi)	04-Oct-2019 1	46
Rajbhasha Hindi Diwas	14-Sep-2019 1	172
Workshop on Autism	15-Feb-2020 1	120
Cleanliness Drive	13-Jul-2019 10	120
Drawing Competition	30-Aug-2019 1	44
one fiftieth anniversary programme of Gandhiji	02-Oct-2019 1	44
Celebration of Rakhsha Bandhan at Central Jail	10-Aug-2019 1	35
Formation of What's App Group (E-Club)	01-Apr-2020 90	850
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8. Provide the list of Special Status conferred 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
Higher Education	MPHEQIP	World Bank	2020 365	330000
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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 :

4

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. To celebrate 150th Birth Anniversary of Father of the Nation 2. Orientation Programme 3. Cleanliness Drive (10 days at Bhatoli Gram) 4. Activities of Clubs 5. Workshop on Autism

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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
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Plan of Action	Achivements/Outcomes
Health and Well Being	Medical Camps, First Aid for Heart Attack, Monitoring Blood Pressure, Donation of Blood and Organ (Awareness). Lectures were held on topics like Occupational Therapy, Autism etc. and occupational therapy, corona awareness.
Development of Moral Values among young women through Gandhian Philosophy	Visit to Gandhi Library. Book Reading session of Satya ke Proyog. Poster, Slogan and Drawing Competition. Lectures
Organising Career Oriented Programmes and Training	Placement Agencies were invited to The institution for the benefit of the Students. Lectures were delivered to inform students about employment avenues, skill development, programmes and career prospects in government Sector. Workshop on skill and personality development were also organized.
Self Defence Training	Two Month Martial Art Training by Trainer Shri Ramkumar Yadav. One day workshop on Women Empowerment and Self Defence organised by WDC in collaboration with department of Police, in this workshop self defence techniques were taught, helpline awareness and emergency numbers were provided. Lecture on Cyber Crime.
Feedback from Students and other Stake Holders	Feedback is taken at the end of orientation and training programmes. The feedback results are analysed and a record is maintained for further

improvement.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Academic Council

08-Feb-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

08-Feb-2021

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

08-Feb-2020

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)

College Information management system is controlled by the head of the institution. Principal distribute duties to professors, permanent/ temporary employees as interested to her by the government. To achieve this she uses various types of management systems. (at Micro, macro level) Timetable is prepared to facilitate teaching and extension activities.. Orders, circulars, notes, information etc. are circulated to all the staff, teaching and others. many managerial information is circulated, received and sent with the help of latest information technology. Website and email is helpful in disbursing information to higher authorities. Accounts related work is carried out with the help of IFMIS and Tally software. All results are displayed on college website. Information is also disseminated through the official Whats App group and Facebook page of the college.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
No Data Entered/Not Applicable !!!			
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
BCom	Computer Application	01/07/2019	B. Com. Computer Application (C198)	01/07/2019
BA	Computer Application	01/07/2019	B. A. Computer Application	01/07/2019
BA	Hindi	01/07/2019	Prayojan Mulak Hindi	01/07/2019
PG Diploma	Psychology	01/07/2019	Guidance and Clinical Counseling	01/07/2019
PG Diploma	Interior Decoration and Home Craft	01/07/2019	Interior Decoration	01/07/2019
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	CBCS has not been implemented in the college during the academic year	01/07/2019

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
Radio Jockey Training	16/09/2019	63
Jute/Paper Bag Making	16/09/2019	63

Training		
Life Skills Dialysis Training	16/09/2019	63
Training for Logical and Arithmetical Reasoning	16/09/2019	80
Employment opportunities in the field of Dance	13/11/2019	70
Making of Incense Sticks Training	13/11/2019	70
Bamboo and Cow Dung Sculpture Art Training	04/02/2020	60
Making of Wool Art Pot Training	04/02/2020	60
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Internship/Project	119
MA	Internship/Project	213
MCom	Internship/Project	67
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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	Yes

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

Feedback Obtained
<ul style="list-style-type: none"> • All the academic as well as infrastructural development plans are carried out on the basis of feedback obtained from various stakeholders. • Teacher guardian meetings are arranged every year. In such meetings students freely write about their views on the curriculum, teaching learning, evaluation, support services, and overall learner centric issues in the prescribed booklets. They are also encouraged to propose their suggestions on curriculum. • The provision of having a former student of the college on the board of studies, as a member facilitates alumni feedback required for curriculum revision and developmental initiatives. The college invites eminent national resource persons and obtains their valuable suggestion on curriculum by conducting seminars and workshops. • Each PG department has association of students for academic activities. During the extension lectures feedback on curriculum is obtained. The alumni feedback is obtained during alumni interaction. • The feedback is obtained from representatives from industry on various Boards of Studies. • Recommendations

of the expert review committee are also taken into consideration while initiating any curriculum enrichment measure and also any developmental activity. Faculty members are encouraged to attend seminars, workshops and conferences organized at national and international levels. This enables them to be abreast of the most recent developments in their disciplines. This also enables them to introduce advancement in the curriculum. • In order to ensure quality sustenance and quality enhancement IQAC is functioning in the college. It is instrumental in effective development of the curricula through feedback obtained through Seminars, Workshops, Orientation and training programmes for the faculty and students. •Teaching Departments organize extension lectures, group discussion, quiz, debate, elocution and several other activities to enrich the curriculum.

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
BA	Arts	550	960	590
BCom	Commerce	260	1020	272
MA	Arts	430	520	348
MCom	Commerce	70	120	75
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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	2473	704	67	62	67

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
67	67	5	2	2	9
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

To establish a positive communication between teacher and taught, Teacher Guardian scheme is in practice under this scheme faculty is allotted certain number of students at the beginning of the academic year. Faculty keeps a record of the attendance of the students. Information regarding comprehensive continuous assessment, complaints and expectations from college, teaching methodology, cleanliness etc. Teacher guardian guides students from time to time according to their needs to develop the personality of a student. Two meetings are held during each academic session between the guardian and the student for both the faculty of commerce and

social science according to the availability of timeslot allotted to both faculties. Student teacher ratio for this purpose is 42:1. A register is provided by the college committee to maintain record of each student. At the end of the session register and reports are submitted. The college administration reviews and solves the problems pointed out by the students. Student centric plans are chalked-out for the expectations and needs of the students. Nearly 75 percent students actively contact their guardians from time to time.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3177	75	1:42

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
76	67	9	67	62

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	Dr. Usha Kalley	Professor	Poet of Excellence (June Bride) - BY International Publishing House
2020	Dr. Aruna	Associate Professor	Best NSS Officer of the Year
2020	Dr. Aruna	Associate Professor	NSS Corona Warrior
2019	Dr. Smriti Shukla	Professor	Shahitya Bhusan Samman 2019, Vishyawani Sansthan, Jabalpur (M.P.)
2020	Dr. Usha Kalley	Professor	International - words in motion poetry challenge by poetry planet publishing house.
2020	Dr. Usha Kalley	Professor	International certificate of recognition, Quote Writing Challenge by Poetry Planet Publishing House
2020	Dr. Usha Kalley	Professor	Poetry Writing Challenge, Certificate of Excellence
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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
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No Data Entered/Not Applicable !!!

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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nil	3177	00

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)

http://www.mphighereducation.nic.in/InstitutePortal/Public/Notice_Details.aspx?id=MTE5Ng==&InstId=NDIy

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
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No Data Entered/Not Applicable !!!

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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)

http://www.mphighereducation.nic.in/InstitutePortal/Public/Notice_Details.aspx?id=NDUwMg==&InstId=NDIy

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

Yes

Name of the teacher getting seed money

Dr. Sushma Pendharkar (Sociology)

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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
National	0	0	Nil	0
International	0	0	Nil	0
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3.2 – Resource Mobilization for Research

3.2.1 – 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
Minor Projects	365	Swaraj Sansthan Sanchnalaya, Sanskriti Vibhag, Bhopal (M.P.) Dharampal Shodh Peeth	120000	120000
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

1

3.3 – Innovation Ecosystem

3.3.1 – 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
0	0	01/07/2019
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3.3.2 – 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
0	0	0	01/07/2019	0
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3.3.3 – 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
Department of Drawing Painting	Roshni Gandhi	Drawing Painting IQAC	Dance and Art Classes	Dance and Art Classes	24/10/2019
Department of Home Science	Aparna Asati	Department of Home Science and IQAC	Mask Making	Mask Making	02/09/2020
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Urdu	1
History	3
Psychology	4
Music	4
Drawing Painting	4
Commerce	4
Hindi	3
Political Science	3

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Hindi	1	2.2
International	Psycho M.B	1	5.1
International	Economics	1	3.2
International	Political Science	1	3.2
International	Political Science	1	4.2
International	Commerce	1	6.8
National	Geography	1	4.2
International	Philosophy	1	5.2
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
Nil	Published	Nil	Nil
Nil	Filed	Nil	Nil
No file uploaded.			

3.4.5 – 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
Shaaitya ka Samartha	Dr. Smriti Shukla	Gadyakosh	2019	1641	Gadyakosh	1641

Hindi Kahani ke Naye Aayem	Dr. Smriti Shukla	Gadyakosh	2019	827	Gadyakosh	827
Hindi Shaatiya Mai Ghar	Dr. Smriti Shukla	Gadyakosh	2019	390	Gadyakosh	398
Hindi Pa trakarita Ke Bejod Ank	Dr. Smriti Shukla	Gadyakosh	2019	128	Gadyakosh	128
Geeto ka Karwan Tham Gaya	Dr. Smriti Shukla	Gadyakosh	2019	416	Gadyakosh	416
No file uploaded.						

3.4.6 – 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
0	0	0	2019	Null	Null	0
0	0	0	2020	Null	Null	0
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	14	87	15	Null
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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
0	0	0	0
No file uploaded.			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
0	0	0	0	0
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3.6 – Extension Activities

3.6.1 – 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
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No Data Entered/Not Applicable !!!

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3.6.2 – 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
Inter District Parade Competition NCC COY 2A (Dr. Sapna Chawla)	Received Certificate for Excellent Performance	District Administration	42
Corona Warrior Award (Dr. Aruna)	Corona Warrior	District Administration and President (Indian Red Cross Society, Jabalpur)	8
SWEEP (Dr. N. Deshkar)	Excellent Corporation in SWEEP Programme	District Administration	170
Marshall Art (Dr. Sulekha Mishra)	Koshiki Award (Dan Black Belt)	All India Koshiki Federation	Nil
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3.6.3 – 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
IQAC	Geography	Webinar on COVID-19	492	215
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3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
College Faculty Exchange	6	World Bank	14
Outside College Faculty Exchange	10	World Bank	32
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3.7.2 – 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
Project Work	Linkage for Project	Rani Durgawati	07/09/2020	15/09/2020	399

	and Internship	Museum, Survey of India, Bhatkhande Sangeet Maha vidhyalaya, Coaching Institute, Vihan Rehabi litation centre, Aadiguru Sansthan, Chartered Accountant office, Tourism office, Cooking Kendra			
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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Ardent Knowledge Society	04/10/2019	Facilitate employment opportunity for students	2
Govt. Autonomous Girls P. G. College of Excellence, Sagar (M.P.)	01/11/2019	Exchange of students, Researchers, Research Resources	78
Heart Fullness Institute, Gram Adhua, Bhedaghat Bypass, Jabalpur	05/10/2019	Facilitate Workshop Learning	148
Adiguru Education Welfare Society, Jabalpur	03/01/2020	1. Internship and Practical Learning 2. Facilitate Workshops Lectures	120
Khel Aevam Yuva Kalyan Vibhag	30/01/2020	Training of Indoor and Outdoor Games	102
National Career Service Proposal	22/08/2019	Holding quality job fairs and career related events	52

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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
1237427	1237427

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
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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 partially)	Version	Year of automation
SOUL	Fully	2.0	2004

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20097	2181043	335	49709	20432	2230752
Reference Books	23118	3087228	40	17790	23158	3105018
e-Books	1	19470	Nil	Nil	1	19470
Journals	105	100000	6	9000	111	109000
CD & Video	14	350	Nil	Nil	14	350
Others (specify)	205	25000	Nil	Nil	205	25000
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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
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	102	3	12	10	0	1	15	100	0
Added	0	0	0	0	0	0	0	0	0
Total	102	3	12	10	0	1	15	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

200 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
0	0

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
25597872	23126044	1344258	1344258

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)

The institution has a well-established system and procedures for maintaining and utilizing physical academic and support facilities - laboratories, library, sports complex, computer classrooms etc. for this various committees are constituted at the beginning of each year, this enables the smooth functioning of the institution, the maintenance and infrastructure facilities and equipment various committees are formed for this:-

- 1. Building Maintenance Committee:** - This committee recommends the areas for improvement, renovation of infrastructure etc. to the Principal and construction agencies carry out the work as per the need and availability of finances.
- 2. Purchase Committee:** - To ensure the optimal utilization of funds various departments and section of the college, put forward the requirements and justification to the Principal. Purchases are done in accordance to store purchase rules as given by the Government of Madhya Pradesh. According to the recommendation of this committee, required items are purchased which are verified entered in stock register.
- 3. Library Advisory Committee:** - This committee meets at regular intervals and gives suitable suggestions for procurement of books and other relevant material The library functions as follows :-
 - a) Accession Purchased books are verified and entered into Accession Register. General and UG books are available subject wise for issuing in the main library. While PG books are kept in the Departmental libraries for PG students.
 - b) Issue Process The entries of issued books are maintained on register and digital records are maintained on computer.
 - c) Write Off Process Write off committee examines the condition of the sorted books and thereafter recommends writing off for the approval of the Principal.
- 4. College Development and Planning Council:** - It charts out the institutional development plan with regular up-gradation of existing facilities and infrastructural development.
- 5. Garden Committee:** -

Planting of seasonal plants is carried in the college regularly. Existing trees are pruned after due permission taken from the local government authorities. 6. Parking Stand Committee: - This committee looks after issues pertaining to the vehicles parked in the stand. I. Laboratory The college has the laboratory maintenance funds and experts/engineers services are hired to maintain the equipment etc. Items under warranty period are maintained by the supplier/manufacturer. II. Classrooms The infrastructural facilities are optimally utilized for the convenience of students. Classrooms fixtures are periodically taken care of. Furniture and teaching aids are maintained through construction and maintenance committee of the college. III. Computers Computers are maintained, upgraded and repaired as and when required. Technicians are called on demand by the office. IV. Sports Sports items like uniform and track suites are issued to eligible individuals or teams. Items such as cricket balls, tennis balls, shuttle cocks etc. are of the consumable category. Playground is utilized round the year for practice of different sports activities and organizing tournaments. (Indoor games facilities - Chess/Careem/T.T. etc.) The activities like kho-kho, volley ball, Athlete, Judo-Karates, Cricket, Slow Cycling, Javelin Throw, etc.. The college has sports funds which is utilized for the maintenance of the ground and other equipments of sports.

http://www.mphighereducation.nic.in/InstitutePortal/Public/Notice_Details.aspx?id=NDYxNg==&InstId=NDly

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	Nirdhan and Nishaktjan Scholarship	27	280259
Financial Support from Other Sources			
a) National	Central Sector/Olympic Gold Quest	25	1750000
b) International	0	Nil	0
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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 implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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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 Vivekananda	2	34	2	2

Career
Guidance
Cell

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Security Services Company, Awas 24, Dr. Reddy Foundation Company, Assist Click Company, HDFC Life, Aedent Knowledge	34	2	6	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	210	B.Com.	Commerce	Govt. Mankunwar Bai Arts Commerce Autonomous College for Women Jabalpur	M.Com.
Nil	520	B.A.	Arts	Govt. Mankunwar Bai Arts Commerce Autonomous College for Women Jabalpur	M.A.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	9
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports Activity (Kho-Kho, Badminton, Taekwondo, Kabaddi, Chess, Yoga, Hockey, Volley Ball, Wushu, Spell Takara, Basket Ball, Cricket Shooting)	College/ University/ National/ International	81
Cultural Activity (Solo Group Dance, Singing Classical, Solo, Semi Classical, Group Instrumental Music, Mehandi, Rangoli, Alpana, Flower Arrangement, Drama)	College/University	210
No file uploaded.		

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)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Shooting	International	7	Nil	Nil	Shreya Agrawal
2019	Shooting	National	3	Nil	Nil	Mahima Turhi Agrawal
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Since students form the core of any educational institution, the college provides its students with a number of platforms in order to place them at the forefront of all the major activities. By doing so, the college has developed a proactive, transparent and successful system for the benefit of the students. The process of appointing the members of the Student Union is done via the process of elections as per the directions issued by the department of Higher Education, state government of Madhya Pradesh. However, since the year 2018-19 the department has not issued fresh directives to conduct the said elections. Hence, the last election of Student Union was conducted in the year 2017-18. Nonetheless, for the execution of various curricular and extra-curricular activities various committees are formed by the college in which students' involvement is ensured. Students are members of Amalgamated Fund, IQAC, Placement Cell, Women Cell, Research Cell, Sports Committee, Social Gathering

Committee, Cycle Stand Committee and Canteen Committee. All these committees have student representatives nominated by the Head of the Institution. Board of studies of each department has representation of an alumni-member. In the activities carried out by NCC NSS students are given leadership roles. During Annual Function and Sports Day students are involved in decision making management and execution of activities. By working in this manner students participate in the activities of the college that address the value of national integrity, secularism discipline, gender equality, cleanliness, environment concern, health etc. They also learn about the fair and transparent mechanism present in the organization of which they are an integral part. IQAC also ensure representation of students in its clubs. Clubs' activities are carried out by the students under the guidance of the professors in charge. e-club has student-admins who perform the leadership role in the execution and management of the activities introduced and accomplished on WhatsApp Group. Various programmes that are organised by the college also involve students as members to teach them leadership skills and to foster confidence in them. Teaching departments also have their own committees in which student representation is encouraged. Through these diverse programmes and participatory initiatives, the College has encouraged students to take on leadership roles and spearhead major activities in the Institution. This has helped the students to become more confident in taking charge, interacting with people, forming associations and organizing programmes by themselves. For example, every year the College celebrates Student's Day function that is celebrated on a massive scale. The students of the college take the sole responsibility of organizing the entire function right from the beginning to its end. By this way, the College provides this opportunity to the students to be managers, performers, disciplinarians and team-workers. This is not only of importance at the institutional level but also makes the students prepared for the future. As they pass out of the College, they are ready to take on the world with all these necessary skills that they have acquired during their educational journey.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

According to the Recommendations and guidelines issued by the UGC and state government an "Alumni Association" was formed in the institution in the year 2002 under the guidance of the Principal Dr. Samaddar The aims of alumni association is to foster a spirit of loyalty amongst old student to promote the general welfare of the institution to participate in the fulfilment of the goals of the parent organisation and to create a bond between Alumni, community and parent organisation. A committee of the teachers and office staff is formed to look into these aims and objectives of the Alumni Association. The registration no. Of the Alumni Association is J.J.6429 . The Registration is renewed every year. It holds meetings of former students. Once or Twice a year . Various activities/ programmes are organised former students share their views and achievements and a spirit of harmony and well being is created.

5.4.2 – No. of registered Alumni:

105

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

13200

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings and activities are organized by alumni association at regular intervals. Meeting was hold on 30/11/2019 attended by the 42 members.

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)

The College practices strategic decentralization and participative management in its Administration, Academics, Examination and Human Resources. It has a well knit mechanism for evaluation and monitoring of all quality parameters through its organizational structure i.e. Principal, Statutory Bodies, IQAC coordinator, Head of the Departments, Committee In-charges and members, Faculty members, students and Stakeholders. The decentralized organizational structure well coordinates the academic and administrative functions of the institution in which statutory bodies play a pivotal role. Under the autonomous status of the college Executive council, Academic council, Board of Studies and Finance Committee constitute the entire mechanism. In lieu with the vision and mission of the college, The Principal provides academic and administrative leadership to the college in coordination with the various statutory bodies and committees to evolve strategies for academic growth. The institution maintains a healthy relationship with all the stakeholders. The college elicits special cooperation from "Jan Bhagidari Samiti" (Public Participation Committee) to ensure overall development of the students. College obtains financial help and sponsorship from the Janbhagidari Samiti in order to conduct co-curricular activities, extension activities and infrastructure development. The IQAC develops a quality system to improve the academic and administrative performance of the college. It involves members from various walks of life to guide, inspire and to promote transparent participative management. Every committee of the college has a coordinator, teachers and student members. They meet periodically and together plan for the various activities. Accordingly, the college functions in a well-structured and defined manner to ensure participative management at all levels of decision making. The faculty is actively involved in participatory management. The Teachers work through various committees constituted by the Principal at the beginning of the session. Thus, involvement of the faculty is ensured in decision making. Board of studies is one of the provisions to discuss Academic matters. Some faculty members are involved in the decision making by being the members of the Advisory committee of IQAC. The meetings of the staff council also help in ensuring teacher's participation and contribution in management and decision making regarding various matters. Monthly meetings of the HODs with the principal also serve the purpose. The college has office, Examination Cell, Result Section, which works under the able guidance of the head of the institution in a decentralized manner. The college also has, UGC Cell, RUSA World Bank Cell, IT Cell, Admission Cell, Placement Cell, and Women Cell along with number of other committees to ensure delegation of duties under the decentralized participative management. The two examples of implementation of this practice are: 1. The workshop and seminar organized by the IQAC and the departments of Sociology and History were organized in the academic year 2019-20 by having participative management 2. In the year 2019-20 the college smoothly conducted examination by following active decentralization and delegation at the time of Global Pandemic Covid 19. The able decagon making and active participation of everyone led the college to organize online examination via the Open Book System.

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	<p>The time table covers the varied elements of curriculum. Along with classes various extra-curricular activities are planned to add value to the curriculum. All the departments make their internal planning as well. Along with this, educational excursion, Career Fair, Placement Drives are planned that encourage the students to experience professional aspects. NSS NCC Red Cross and Sports activities add more value to the curriculum. Syllabus is improved continuously through BoS based on feedback system. For Example: The department of English trained students for Cambridge English Placement Test. Swami Vivekanand Career Counselling Cell conducted value added and skill based training programmes.</p>
Teaching and Learning	<p>The college has well qualified, trained and experienced faculty. Learner centric methodologies such as participative learning, experiential learning and collaborative learning are practiced through various teaching learning methods. The teachers maintain daily diary of taught content. The teaching learning process is evaluated by the result of internal tests, quality of assignment submitted by the students and final result. Faculty Development programmes keep teachers updated. For Example: Teachers of the department of English cleared CEPT and TKT exam conducted by Cambridge Assessment English and further trained the students to pass this test.</p>
Examination and Evaluation	<p>The college appoints external observer during examination. Coding and decoding for confidentiality and transparency of result. Question papers are printed in Autonomous Examination cell. For the complete confidentiality two question papers by different examiners are set at UG level. Selection of final paper is random. Due to covid-19 global pandemic in the session 2019-20, the method of Open Book system was employed by the college at both the UG PG level. Final year examination was conducted using the open book method and first and second year students were promoted based on the marks of quarterly and half yearly examination.</p>

<p>Research and Development</p>	<ul style="list-style-type: none"> • One of the best practices of the institution is research. • Publication of Research Journal. • Publication of college magazine and news letter to promote research amongst faculty and students. • Felicitation of Research Scholars and outstanding achievers. • Students are encouraged to develop a scientific attitude. (Field Work, Study tours, surveys, extension activities)
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<ul style="list-style-type: none"> • Availability of central library and departmental libraries • Fully automated library. • Facility of reading room • Books are provided to the students of reserved category and needy. • Book Reading Club to promote reading habit amongst students • Well ventilated adequate number of classrooms • Smart Class Rooms established. • Language Lab and Computer Labs available • ICT enabled teaching learning promoted. • E Material provided. • Special material and facility for visually handicapped students. • What's App groups of students are made • ICT tools used by the faculty • Online classes conducted by using online platforms
<p>Human Resource Management</p>	<ul style="list-style-type: none"> • Notable work performance is recognized by the Principal • Faculty is appraised through Confidential Reports for their manifold activities. • Programmes are organized to supplement mental wellness among employees. Annually, International Yoga Day is observed wherein the employees practice calming and rejuvenating yoga asana. Along with this, other drives and programmes are conducted to harness the mental health of employees into efficient work performance. • Staff Club celebrates achievements of fellow employees and arranges for the welcome and farewell parties as well. • Anti Sexual Harassment Cell for Women ensures that any such activity is nipped in the bud.
<p>Admission of Students</p>	<p>College Chalo Abhiyan is practiced to promote GER. Admissions are made through transparent online process. For the admission process of Graduation Ist year and P.G. Ist Semester, students register themselves on the portal. After the registration and document verification process students get admission as per merit and reservation policy of the state government. After</p>

the payment of fee and getting the enrollment number from the affiliated University, students become regular students of the college. The admissions of Graduation IInd and IIIrd year and Post Graduation II, III and IV Semester admission process is conducted at the college level.

Industry Interaction / Collaboration

Students are exposed to field visits and interactions with practical aspect of life during the course of their education. The college has signed MoUs and collaborations with some organizations and institutions that welcome students into their work sites to inform educate and train them for life outside of their institution. The experts from these organizations are also members of college's Board of Studies and statutory bodies. They are frequently invited by the college for trainings, seminars, conferences and extension lectures. Moreover, students get the opportunity to intern with said organizations/institutions to gain necessary skills to help them prepare for their future.

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

E-governance area	Details
Examination	The office of the Controller of Examination (COE) looks after the entire system of examination. There is an inbuilt mechanism in the autonomous system to have the right check and balance in the examination system.
Planning and Development	Committees are formed before the beginning of every academic session. A sketch is prepared for the development of college. Committees are formed to organize youth festival, Literary and cultural activities. Internal Quality Assurance Cell of the college organizes and supervises the working/activities of the committees. The college, for the benefit of the students functions as per the annual planning. SWOT and feedback mechanism.
Administration	The head of the institution runs college management system. Principal distributes duties to professors, permanent/temporary employees and stakeholders as entrusted to her by the government. A micro, macro level timetable is prepared to facilitate teaching. Orders circulars, notices,

information etc. are circulated to all the staff, teaching and others. Managerial information is circulated, received and sent with the help of latest information technology. Website and email are helpful in disbursing information to higher authorities. Accounts related work is done with the help of IFMIS.

Finance and Accounts

All the payments done by the office are online. Payments for purchases are made online by office. All financial transaction by autonomous cell is online. Scholarships are deposited in account of the beneficiary students directly

Student Admission and Support

The college has a transparent online admission for all the programmes it offers. Right since its inception in 2012, the institution's admission system has yielded positive result, owing to the special feature of online admission system, given as under:

- It facilitates the students to compare and evaluate entry requirements of college education, choice of programmes, fee structure and related details.
- Making it easier to compare admission process of other colleges and universities.
- It helps the candidates to register themselves from anywhere at their own convenience.
- It is the most reliable transparent process.
- Institutions can monitor the complete process.
- It facilitates data retrieval and analysis.
- The portal supports various modern online payment gateway, auto SMS and auto generated email for registration, verification and seat confirmation.
- It is a complete integrated multiuser system which provides secured, accurate and timely information to users.
- Release of admission notification on admission website and newspaper and through promotion campaign college chalo abhiyan.
- The prestige of the college due to its autonomous status and NAAC accreditation (grade A) makes it a much sought after choice amongst admission aspirants.
- The college updates its fee structure, number of programmes and subject groups on the admission website.
- The college constitutes admission committees for its various programmes.
- Counseling committee is constituted by the college to satisfy

the queries of the applicants relating to various dimensions of college education and admission process.

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
2019	Dr. Madhubala Sharma, Dr. Sulekha Mishra	Global Summit of Women Entrepreneurship	MAWE	16000
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges 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)
2020	Orientation programme for newly appointed Assistant Professor	Orientation Programme for Office Staff	20/01/2020	21/01/2020	3	1
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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
Faculty Development Programme by Govt. Mankunwar Bai Arts Commerce Autonomous College for Women	38	20/01/2020	30/01/2020	10
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

3	3	1	1
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
67	18	3177

6.4 – Financial Management and Resource Mobilization

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

The institution has a strong mechanism to monitor effective and efficient management of finances and use of resources provided from the RUSA, World Bank, State government the Janbhagidari and through certain sponsors from the public and industry. To monitor the funds received from the RUSA autonomous organizational setup provides for a finance committee which is a statutory body comprising the principal as its chairman and member representatives from the faculty and from the state government finance department. It is pertinent to mention that even in this finance committee student representation is ensured. The aforesaid finance committee advises the executive/governing body in matters concerning finance. This committee sanctions college proposals regarding fee structures, fund, expanses etc. Apart form the RUSA finance committee, Janbhagidari Samiti and from stakeholders analyse and consider the financial viability of developmental proposals placed before it optimum utilization of available financial resources is ensured as a stated quality policy. At the beginning of each session issues/proposals regarding budget allocation structuring of fee etc. are placed before these bodies to be considered looking to its financial viability.

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
00	0	00
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6.4.3 – Total corpus fund generated

162000

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	Yes	Additional Director of Jabalpur Division Principal Lead College, Jabalpur	Yes	Principal
Administrative	Yes	Additional Director of Jabalpur Division Principal Lead College,	Yes	Principal

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

First Meeting :- 06/12/2019 Second Meeting :- 07/03/2019 and Books Distribution

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

Faculty Development Program attended by 10 support staff from 20 January 2020 to 30 January 2020

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

Cleanliness drive, Educational tour, Language Proficiency, Antidrug Rally, Visit to Old Age Home, Visit to Orphan House

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
No Data Entered/Not Applicable !!!					
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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
How to prevent from cyber crime	31/01/2020	31/01/2020	135	Nil
How to develop leadership quality	03/08/2019	03/08/2019	100	Nil
Save the Girl Child	31/01/2020	31/01/2020	135	Nil
Beti Bachao Beti Padao Awareness Rally	24/01/2020	24/01/2020	43	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

Awareness Programme : Rally, Lecture on Plantation, Poster Competition, Essay Competition

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	28
Provision for lift	Yes	28
Ramp/Rails	Yes	28
Braille Software/facilities	Yes	28
Rest Rooms	Yes	28
Scribes for examination	Yes	28
Special skill development for differently abled students	Yes	28
Any other similar facility	Yes	28

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
2019	1	1	16/02/2020	1	Nasha Mukty Rally	Alcoholism	75
2019	1	1	18/02/2020	1	Clean India Green India	Cleanliness	90
2019	1	1	14/09/2019	1	Visit to Old Age Home	Social Work	10
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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Vivran Patrika	01/06/2019	<ul style="list-style-type: none"> Each student shall behave courteously and politely with fellow student, Teacher, Principal and all office staff. Each student shall devote her complete attention to the system of the college and pay attention to studies also, cooperate in all the co-curricular

activities organized and approved by the college.

- All students shall maintain peace and take interest in cleanliness and safety of college property building, library, laboratory, hostel etc. they shall not harm in any way whatsoever the college property such as, building, decoration, electricity system equipment etc.
- Students shall not resort to violence, agitation or as an answer to their problems.
- Organizing any kind of political activities in college is forbidden.
- Students shall approach the teaching faculty in use of difficulty and necessary. The Principal in a quiet and peace full manner to discuss their problems or inform the grievance redressal cell. They may also contact their teacher guardian but not contact newspapers or external elements.
- A congenial, cooperative and friendly atmosphere is created under the "Chaatra Mitra Yojana" which organizes programmes under the guidance of IQAC.
- College forms various committees to help, guide and solve problems of students Redressal cell, Jan Sunwai Prakoshtha committee to solve cases regarding sexual harassment, Anti Ragging Cell.
- Health club which functions under I.Q.A.C. organizes rallies, Poster competition, slogan writing competition, lectures to aware students regarding health issues related to smoking drug addiction etc.

Autonomous examination cell forms a committee which scrutinises unfair means cases after which such answer books are sent for valuation. • Faculty constantly guides students regarding cleanliness personally and off campus, to save electricity, careful use of government equipment etc. • College Personality Development Cell Organizes Lectures and workshops for the over all development of personality of girls.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The campus declared as Polythene free zone. 2. Cleanliness campus is practiced. 3. Awareness programmes organized for environment conservation. 4. Plantation. 5. Nature Club.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Health and Well Being “Communities and countries and ultimately the world are only as strong as the health of their women.” Believing in the phrase Govt. Mankunwar Bai College considers health as a state of complete physical, mental, social and spiritual well-being of its girl-students. Therefore, achieving a good standard in the area of health and wellbeing of women of the society is reflected as one of the fundamental concerns and best practices of the college. By practicing it, the college aims to help the students reach their personal and academic potential in the best possible way, understanding the benefits of keeping their body and soul together. Moreover, females biologically being nurturer must be looked after well and hence be given ample opportunities to grow healthy. In order to translate this idea into the campus reality the college provides safe and secure environment to the students where they can flourish in a congenial atmosphere without facing any mental stress relating to ragging, discrimination or sexual harassment. Uniform code is followed that prevents students from any kind of social snobbery through certain dress styles which may lead to mental pressure. The college plans multiple programmes for the students and teachers alike for the benefit of their mental and physical wellbeing.. Accordingly, programmes are organized on regular basis to make them understand the value of, sound mind, good health and clean environment. The available facility of clean drinking water and washrooms add to the health of the students. Every student is covered under health insurance. The greenery of the college and properly ventilated classrooms make the environment healthy and pleasant. Health Club, NCC, NSS Red Cross regularly arrange for the programmes directly targeting the health and wellbeing of the students. The involvement of the students in cleanliness drives within the campus and outside instills in

them the relative value of good health and clean environment. The department of Home Science organizes health Check Up Camps and also spreads awareness on the value of nutritional diet. In addition to these activities, the Women Development Cell of the college aims to address the issues of women health and wellbeing for the holistic development of the students. The cell organized a safety audit to ensure the status of women in society from the perspective of their mental health, which gets ruined in unsafe social surroundings. The cell also provides a platform for women to share their experiences and views regarding their status in society to ensure their wellbeing. Gynecologists and other physicians are also invited to interact with girl students to overcome their fears and solve their problems. Awareness programmes, Self Defense Training Programmes, and workshops are also held from time to time. Cancer awareness programmes, blood donation camps, bone density tests, calcium and BMR Check Up are done regularly. The department of Sports provides ample opportunities for the students to keep fit and healthy. The indoor and outdoor games and multipurpose gymnasium rightly provide the appropriate facilities for the students to groom and grow for personality development. Along with the classroom studies Yoga and Meditation classes/sessions are also organized from time to time by the institution. The college has signed MoU with the internationally recognized institute 'Heartfulness' which is involved in mental and spiritual wellbeing related activities. The college organized some programmes in collaboration with this institute and also with Art of Living organization. Consequently, the students and faculty were provided opportunity to be face to face with the revered shri shri Ravi Shankar. Sanitary Pad Vending machines and Incinerator are provided by the college for the students, keeping in mind the health and cleanliness observance within the campus. Counseling services relating to personal matters and academic issues are also provided through Psychology department and the IQAC of the college. This helps the students to open up to the trusted and qualified counsellor that results in improved communication and interpersonal skills, greater self-acceptance and self-esteem, adaptability, better expression and management of emotions..

During corona pandemic also these counselors were involved with the students of entire Jabalpur District through an online counselling programme. In this way, college prepares and helps students to function in the college without any health barriers on their path to success.

ENVIRONMENTAL CONSERVATION

Environmental Conservation is the second best practice of the college. This global concern being educated in the college helps the students understand the importance of natural resources and their sustainable development it also makes them familiar with the ways through which they can take appropriate actions in their regular lives to preserve these resources. The institution puts efforts to circulate the importance of natural environment among the students so that they imbibe these ideas and use them in their lives. The compulsory paper on Environmental Awareness for the students of BA B.Com II year imparts all the required information to make the students well informed about the major environmental issues. The institute has a well-cultivated garden and enough greenery around its premises. It is taken care of by the garden/professor in-charge. Students keep the environment clean and healthy. No case of tampering with the flora of the college has been witnessed. Students are encouraged to plant trees on their birthdays. Plantation is done every year- To commemorate all important events or visit of important persons, the institution has a culture to plant trees. NCC and NSS students contribute in plantation programmes. The college follows the good practice of giving plantlets to the guests and dignitaries. The college has Solar Power Plant that generates and saves electricity. Teachers and students ensure sensible use of electricity and water.LED lights and tube lights are in use. Since the year the 2012 IQAC of the college banned the use of polythene in the campus. The college also has Rain Water Harvesting System and Manure Making Machine to ensure E-waste Management The Nature Club functions under the IQAC that regularly organizes

lectures plantation programme and awareness drives and competitions. Students and faculty members participated in Narmada Cleanliness Drive. NCC and NSS students visited and worked in nearby village Nanakheda and Bhatoli as a part of cleanliness programme. The waste water of RO is utilized to water the plants. Most of the students use bicycle Vehicles having PUC certificates are allowed to enter the campus. Paper is used on both sides for printing the documents. Proper disposal of garbage is ensured. The campus is kept clean and litter free. College takes part in cleanliness survey. Thus, Environmental education provides students with the knowledge, skills, and experiences essential to become successful community leaders pertaining to the management of their natural resources.

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/Public/Notice_Details.aspx?id=NDYxNw==&InstId=NDIy

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

1. Research orientation is one of the best practices of the college faculties as well as the students are directly or indirectly involved in research activities. The research committee regularly holds meeting to promote research activities. The recommendations made by research committee are implemented for the benefit of the teachers and students. 2. Environmental conservation is basically the practice of humans to save the environment from collapsing. Human change ecosystem in many ways present scenario has made us aware of the changes of the environmental degradation and its harmful effect for the future generation. Each one has to do their best in this direction to protect environment, which is better place to make the society aware of this fact than an educational institution. Towards this aim our college has declared itself no polythene zone. Solar system has been installed to save electricity. The access water from coolers and R.O. is being utilized for watering of plants in the garden. Tree plantation is a part of our yearly routine lectures, discussions are also organised from time to time to create awareness amongst the students and through their help. 3. Women Empowerment :- IQAC help students in achieving self-confidence and also to become self dependent by participating in various club such as • Research Club • Life coping skill club • Literature club • Joy of Giving • Language writing skill club • E-club • Cultural club • Music Club • Nature Club • Creative Club • Book reading club • Heritage club • Creating democratic spirit club • Health club • Chattra Mitra Yojna Club • NCC • NSS Those mentioned clubs main object is that girls when they go in camp, work with the local people there and this way social work is done. Girl students teach illiterate people about health, sanitization, and cleanliness and also teach them learning skills. They teach them to be self-dependent so that they can work on their own. The students also hold adult literacy programmes. They also display films and posters to teach the illiterates. Students are also taught to earn and learn. Aids awareness programmes are also held. The Context College provides students a good campus along with the safety protocols for their overall development. As soon as the students are admitted in the college. IQAC runs an orientation program for girl students in which they are motivated to take part in various programmes conducted by the IQAC. The girl students are given detailed information about all the 15 clubs along with the NSS and NCC. After that the students are motivated to take part in any of the clubs through their choices as per their interests. Girl students are inspired through the Career Guidance Cell, Personality Development Cell and the Women Upliftment Cell to take active participation along with this self defence and how to be

self dependent is also taught through NCC and NSS committee working in the college.

Provide the weblink of the institution

http://www.mphighereducation.nic.in/InstitutePortal/Public/Notice_Details.aspx?id=NDYxOA==&InstId=NDIy

8.Future Plans of Actions for Next Academic Year

1. Awareness programme for COVID-19. 2. Online webinar on Industry, Academia, IPR, Impact of COVID-19 on Sports. 3. Preparation of Mask 4. Food Nutrition and Immunity Booster Programme 5. Online Quiz 6. Webinar on Tally, e-source and utility. 7. Beautification of campus. 8. Creative Writing. 9. Webinar on Hindi Patrachar. 10. Orientation Program for New Students. 11. Faculty Development Programme for Teaching and Non-Teaching Staff 12. Workshop on Research Methodology, Guest lecture on contemporary topics.