SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOVT. MANKUNWAR BAI ARTS AND COMMERCE AUTONOMOUS COLLEGE FOR WOMEN

NAPIER TOWN NEAR SHASTRI BRIDGE
482002
https://www.govtmankunwar.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Established as an independent entity in the year 1987 Government Mankunwar Bai College has quite a glorious past. Jabalpur, the city of rocks is named after the renowned Sage, Jabali Rishi. The city is surrounded by tribal districts much in the need of the light of knowledge and wisdom. The journey of the college began in the first decade of the 20th century, when a young dynamic and progressive woman Mankunwar Bai decided to spread awareness and knowledge among the women-folk with the aim of changing the existing socio- economic scenario and ensure sustainable development through the flame of women empowerment. She dedicated her youthful days in this pursuit and succeeded in her efforts. As a result an educational trust was formed in 1954 in the city which gradually developed into a very renowned education centre for women in Central India. With the efflux of varied programmes, making it a multi- faculty institution.

Eventually, in 1987 the state government decided to bifurcate the institution on the basis of programmes offered. It was in this manner that the institution offering Science and Home Science was given the name of Mohanlal Hagobindas College and the institution offering Arts and Humanities faculty was christened as Govt. Mankunwar Bai Women's College.

The college has progressed to become one of the leading women colleges in the country ever since its existence. It is a Government Autonomous college belonging to Jabalpur district of Madhya Pradesh state**.** The College is located in the centre of Jabalpur city on a campus of 3.13 acres of land. Affiliated to Rani Durgavati University of Jabalpur, it is recognized by the UGC under 2 (f) and 12 (B) of the UGC Act of 1956. It was conferred autonomous status by the UGC in the year 1990. The College was accredited by the NAAC with **A+** grade in the first cycle of accreditation and with **A** in the second cycle.

Vision

Vision

- To achieve distinction in Higher Education by quality edification. Empowerment of women through knowledge for socio-economic change and sustainable development.

Mission

Mission

- To impart knowledge to women in order to strengthen their status in the society.

- To enhance the process of teaching and learning, at the same time making young girls aware about the new parameters of multifaceted improvements in the sphere of women education.

- To make women self-reliant and to build leadership qualities in them so that they become capable of recognizing their worth. To ensure women participation in all creative activities.

- To inculcate basic human virtues in them like truthfulness, responsibility towards society, self-confidence, courage, generosity, mercy & kindness.

- To offer opportunity to women for learning and research so that they can contribute for the welfare of the society.

- To make youth well skilled by polishing their talent so that they can compete in the professional and industrial social scenario.

- To provide an environment that would help them understand the true essence of patriotism so that they can work towards betterment of national interests.

- To make them self sufficient so that they can work for the development of society in general and the world at large.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strength

- Premier Autonomous women college of central India
- Located in the heart of the city
- Accredited with Grade A+ & A in Cycle I & Cycle II by NAAC respectively
- Identified college for World Bank & RUSA funding by the department of Higher Education of M P
- Earned all India rank VI in EW India Higher Education Ranking (Government Autonomous College Ranking 2020-21)
- Well qualified permanent faculty as well as guest faculty
- Transparent online admission process
- Impressive Student strength
- Negligible drop-out rate
- Impressive results
- Two major subjects namely Drawing & Painting and Music are offered only by this institution in the division
- PG Programmes in 13subjects offered under one roof
- Self financing PG Diploma courses
- Ragging free, safe & secured campus
- Functional website & Facebook Page
- Adequate infrastructure
- Functional IQAC
- Two companies of NCC
- Two units of NSS
- Women Development Cell
- Career Counseling & Placement Cell
- Functional & supportive registered Alumni Association
- Functional Staff Club to promote and strengthen fellowship and camaraderie
- Research oriented academic environment

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- Publication of magazine, research journal and newsletter
- Positive academic environment
- Language lab
- Automated central library
- ICT infrastructure
- Hostel
- Indoor & outdoor sports facilities
- MoU with other institutions and NGO
- Regular Feedback system
- Decentralized administration process
- Infrastructure available for differently abled persons
- Dedicated towards environmental concerns
- Electricity generation through solar power plant
- Rainwater harvesting pits
- Plastic & tobacco free campus
- Emphasis on health and wellbeing of everyone

Institutional Weakness

Weakness

- Limited land space

Institutional Opportunity

Opportunity

- To empower women
- Autonomous status
- To educate students coming from underprivileged sections of society
- Janbhagidari (Public   Participation Committee)
- Sufficient infrastructure, library and e-resources for the teachers and the students
- World Bank funding
- RUSA
- To train students for sports & cultural activities

Institutional Challenge

Challenges

- First generation learners
- Diverse student profile
- Conducting extra classes, training sessions or coaching beyond college hours as most of the students

(girls) come from far off places

- Majority of the students come from lower income group
- Challenge to remove a predominant local accent of the students and teaching them develop a neutral proficiency in speaking Hindi & English language

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular Aspects

The College offers 06 programme options in the faculty of Arts and Commerce including 02 Self-Financing subjects and 03 P.G. Diploma Courses. The College has PG in 13 subjects. There are altogether 15 departments.

The college introduced Semester System at both the UG and PG programmes before the session 2015-2016, afterwards, Annual System was introduced at UG level from the year 2017-2018 in B. A. B.Com & B. Com with Computer Application programmes which is a three year degree course with three annual exams.. The semester system is functional in 02 PG programmes M.A. & M.Com with the pattern of 04 semester exams.

A number of interdisciplinary and innovative subjects like Entrepreneurship Development, Environmental Awareness and Computer Awareness are taught as compulsory papers at UG level which are attuned with the set goals and objectives of the college and are relevant to local, national and global trends. In addition to these subjects Hindi & English language are also taught compulsorily at UG level to provide proficiency to the students in today's global scenario. The curriculum includes skill development, career training, community orientation, computer literacy and value based education is an integral part of learning at both the UG and PG programmes.

All the above courses aim to address cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics apart from imparting subject knowledge. Feedback from students, teachers, alumni and parents on various aspects of the curriculum and teaching is taken regularly.

The syllabus is approved and improved as per the guidelines of UGC and Jabalpur University through Board of Studies (BOS) and Academic Council (AC). Curriculum revision is done periodically which is based on the feedback from outgoing students, teachers, stakeholders, and alumni.

During the last five years, many teachers worked as Members and Chairpersons of the Boards of Studies and other Academic Bodies of the University.

Teaching-learning and Evaluation

Teaching learning & evaluation

The students enrolment record and the impressive results in the last five years speak about the the teaching learning environment of the college. The College practices an Academic calendar for the smooth and timely

functioning of all the academic activities that includes teaching, co-curricular and extra-curricular activities, extra classes, examination, evaluation and preparation of results.

The total learner strength of the College in the year 2019-20 is of 3158 students. At present the College has sanctioned teaching post of 76 permanent teachers and 01 Principal. At present the college has 67 permanent and 09 vacant posts are filled with guest faculty.Teachers are well qualified with 97% teachers holding PhD as the highest degree, they are trained through orientation, refresher courses and training programmes.

At UG level college is practicing learner centric pedagogy through project and internship which enables the students to visit libraries, industries and other institutions. Apart from traditional lecture method, students' participation in Seminars, Group Discussions, Workshops and Extension Lectures on contemporary and emerging issues is encouraged. Further, they are exposed to the audio-visual learning through ICT enabled teaching learning methods. The slow learners are facilitated with remedial classes while advanced learners are given special assignments, leadership roles and encouraged to perform even better.

The college practices a well defined examination process with internal assessment system. Entire examination process and evaluation system is transparent and fair. In order to maintain confidentiality of the valuation system college adopts coding and decoding of the answer sheets. The External observers are appointed for theory exam in order to maintain confidentiality and transparency.

The examination results are declared within specific time frame as per the academic calendar of the college the results are published on the notice board and also on the college-website. Tabulation and compilation of result is done through computer process.There is provision of retotalling and observation of answer sheets to resolve evaluation related grievances after the declaration of result.

Research, Innovations and Extension

Research, Innovations and Extension

The College promotes a research culture among its teachers and students through the promotion of its research policy. There is a research committee, which keeps the record of the research activities being practiced in the college.

Substantial numbers of students are registered to pursue Ph.D. degree under the guidance of 35 faculty members who are recognized as research guides by the Rani Durgawati University Jabalpur. The total number of Ph.Ds produced during the last five years is 119. College is a recognized research centre of Jabalpur University for pre PhD course work in Drawing & Painting and Music subjects. Faculty members regularly publish papers in reputed national and international journals. In addition, they author/edit books, and present research papers in seminars and conferences. The College publishes an annual magazine "Manasi," quarterly newsletter and a research journal on Arts and Humanities titled as "Anviksha" with ISSN NO. 0976-674X

The College regularly takes up extension activities and various types of outreach programmes through NCC, NSS and Red Cross units to inculcate social concern in the minds of the students. NCC Cadets have participated in national level camps and Republic Day parade held in New Delhi. The NSS in-charge has won the "Best In-Charge" trophy for three consecutive years. One NSS student participated in RDC Camp and also won the state level 'Best Volunteer Award'. Two NSS students visited South Korea and Palestine in Cultural Exchange Programme in the year 2015 and 2018 respectively.

Infrastructure and Learning Resources

Infrastructure and Learning Resources

The College has sufficient infrastructure. spread over 3.13 acres of land which is opimally utilized for the existing academic programmes and administrative functions. There are altogether 75 rooms, 01 auditorium, 01 conference halls, 01 students' common room, 02 computer laboratories, 13 departmental Libraries, 01 partially automated library, 02 computer laboratories, 01 language lab, 13 separate and 02 common departments with Computer, and Internet connectivity. There is Audio connectivity with Public Address System in the class rooms which are equipped with comfortable desks, benches, podium and black/Green/ White-boards..

The partially automated Central library is equipped with IT infrastructure and significant collection of books, text books, reference books, journals, magazines and braille books. Reading room and reserch cell are adjoining to library

The College has a joint hostel in Govt. M.H. College of Home Science, situated just opposite the college building that accommodates 100 students of this college. Another hostel for tribal students is available in the campus.

The college has adequate infrastructure for sports and games including a multipurpose gymnasium. It has one multipurpose field for athletics, volleyball, and Kho- Kho and Indoor facility for chess, carom and table-tennis.

Since the II cycle of accreditation, a great deal of infrastructural development has taken place. In tune with one of the best practices the College has "Solar Energy" system. The College has been able to install a 40 KWp grid connected rooftop solar power plant which generates electricity for the college.

The College has added multi function treadmill and foot massager in gymnasium. Pre Fabricated Construction work with RUSA grant that includes two big halls and washrooms. 01 Lift for the differently abled persons, 2 Sanitary Pad Vending Machines and 2 Incinerators have been installed in the college.

The entire infrastructure is well maintained under the supervision of the HODs and principal of the College with the assistance of the maintenance committee.

Student Support and Progression

Student Support and Progression

The college extends maximum support to its students for their progression through financial support in the form of state government scholarships and schemes for SC, ST and OBC students. The fee-concession and railway-concession facility is also there.

The faculty members are deeply involved in providing academic and personal counselling through the Teacher- Guardian Scheme which is available to all the students. The other student-support cells in the College include Grievance Redressal Cell, Anti Women-Sexual Harassment Cell, Woman Develpopment cell, Student Cell and Jan Sunwai.

The IQAC provides career and psychological-counselling to the students. One full time trained counsellor is employed to bring ease to the students in matters relating to their personal and career related problems

The college has its registered Alumni Association that has active participation in various ac Several cultural and sports facilities are available for the students.

The students participate in various types of sports activities at International, national, state, university and college level completions. Two of the students have won international fame and glory for the college by winning gold and silver medals in Commonwealth Games. Some other incentives are also given to the students who excel in sports. Their attendance is compensated by giving them assignments and special exam is also conducted for them to facilitate their participation in sports events. 'Best Student Award' is also given by the college.

In order to promote the spirit of oneness and non-discrimination the college prescribes uniform for all students.

The Girls' Common Room is available in the college where students spend their free time.

Overall health and well being of the students is taken care of by the college through various practices. Programmes to help their mental, physical and spiritual health are constantly conducted by the college. Mental health challenges faced by the students are looked after. Programmes on self defence, nutrition, health check up, yoga and meditation are part and parcel of the institution's culture. College also facilitates special training in Judo Karate.

Governance, Leadership and Management

Governance, Leadership and Management

The college has a well-defined, de-centralized organizational structure. As a result, all the academic and administrative tasks of the institution are well executed. The organizational structure consists of statutory bodies like the Governing Body, Academic Council, Executive Council and BoS. The Principal is the head of the college who provides leadership in planning, organization and execution of all programmes with the active support and participation of the staff. She maintains healthy contact with the stakeholders including parents, teachers, alumni and the public. She plays a key role as the member secretary of the Governing Body, chairperson of all the statutory and non-statutory bodies.

The Head of the each department takes care of the academic and extension activities of the department. Similarly, separate committees are made for various academic and co-curricular activities. . The academic planning of the departments is decided by the respective BoS, with the approval of Academic Council.

The assessment of the performance of the teaching staff is mainly ensured using the feedback from students and by the principal on a regular basis. The non-teaching staff members attend training in the use of IT and office administration. Resource mobilization as well as resource allocation is carried out efficiently. The college has functional SWAN (State Wide Area Network) and IFMIS (Integrated Financial Management System) that help e governance. CCTV cameras installed at multiple locations help real time video surveillance. Financial accounts of the college are subject to both internal and external audit every year.

Institutional Values and Best Practices

Institutional Values and Best Practices

The IQAC of the college ever since its inception in 2004 has created value based quality consciousness in the College. It has formed 17 clubs through which students are involved in extracurricular activities as per their choice and interest. It also organizes workshops, faculty development programmes, lectures and other quality oriented programmes throughout the year. The marked best practices of the college are: Environmental Conservation and health & Well-being. The college understands that clean and green environment is essential for healthy living. Therefore, it is committed to teach its students the benefits of living in pollution free surroundings, and also about the harms of climate change, degradation of biodiversity etc. They are made aware about these facets in number of ways by the college so that they become accountable to maintain their own health and create a healthy world around them for a beautiful tomorrow.

Thus, Government Mankunwar Bai Arts & Commerce Autonomous College for Women, Jabalpur is dedicated to turn its vision and mission into reality by putting in sincere efforts in all the spheres of academic, co-curricular and administrative activities.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. MANKUNWAR BAI ARTS AND COMMERCE AUTONOMOUS COLLEGE FOR WOMEN
Address	Napier Town Near Shastri Bridge
City	Jabalpur
State	Madhya Pradesh
Pin	482002
Website	https://www.govtmankunwar.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Leela Bhalavi	0761-2401300	9926334177	0761-2401300	hegmkbaaccjab@mp.gov.in
IQAC / CIQA coordinator	Sudha Mehta	-	9302129440	-	mkbiqacjbp@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of Establishment, Prior to the Grant of	25-08-1987

'Autonomy'	
Date of grant of 'Autonomy' to the College by UGC	06-11-1988

University to which the college is affiliated

State	University name	Document
Madhya Pradesh	Rani Durgavati Vishwavidyalaya	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	06-11-1988	[View Document](#)
12B of UGC	06-11-1988	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
DEB-UGC	[View Document](#)	06-11-1988	12	The College was established in the year Nineteen Eighty Seven and was registered under Section Twelve B in the year Nineteen Eighty Eight

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

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Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Napier Town Near Shastri Bridge	Urban	3.13	12666.56

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Undergraduate Sixteen Subjects	36	XII	Hindi	661	585
UG	BCom,Commerce Plain	36	XII	Hindi	210	208
UG	BCom,Commerce With Computer Application	36	XII	Hindi	70	63
PG	MA,Master Of Arts In Twelve Subjects	24	UG	Hindi	430	361
PG	MCom,Master Of Commerce	24	UG COMMERCE	Hindi	78	76
PG Diploma recognised by statutory authority including university	PG Diploma,P G Diploma In Three Subjects	12	GRADUATE	Hindi	20	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				36				14				15
Recruited	7	29	0	36	3	11	0	14	7	8	0	15
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				11
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				11

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				30
Recruited	12	6	0	18
Yet to Recruit				12
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				2
Recruited	0	1	0	1
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	7	29	0	3	11	0	5	5	0	60
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	1	2	0	3

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	5	6	0	11

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	2441	0	0	0	2441
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	717	0	0	0	717
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	0	0	0	0
	Female	396	495	536	597
	Others	0	0	0	0
ST	Male	350	0	0	0
	Female	0	423	460	547
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	921	1104	1233	1319
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	729	673	668	695
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2396	2695	2897	3158

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	**Upload Report**
Commerce Plain	[View Document]()
Commerce With Computer Application	[View Document]()
Master Of Arts In Twelve Subjects	[View Document]()
Master Of Commerce	[View Document]()
P G Diploma In Three Subjects	[View Document]()
Undergraduate Sixteen Subjects	[View Document]()

Extended Profile

1 Program

1.1

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
6	6	6	6	6

File Description	Document
Institutional data in prescribed format	[View Document]

1.2

Number of departments offering academic programmes

Response: 15

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3158	2897	2695	2396	2271

File Description	Document
Institutional data in prescribed format	[View Document]

2.2

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
973	703	581	442	513

File Description	Document
Institutional data in prescribed format	[View Document]

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2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
3161	2854	2632	2286	2149
File Description		Document		
Institutional data in prescribed format		[View Document](#)		

2.4

Number of revaluation applications year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	24	64	90	78

3 Teachers

3.1

Number of courses in all programs year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
371	371	370	366	360
File Description		Document		
Institutional data in prescribed format		[View Document](#)		

3.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
67	67	66	65	65
File Description		Document		
Institutional data in prescribed format		[View Document](#)		

3.3

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Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
77	77	77	77	77

File Description	Document
Institutional data in prescribed format	[View Document]

4 Institution

4.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
2600	2290	2272	2206	1179

File Description	Document
Institutional data in prescribed format	[View Document]

4.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
725	723	693	665	651

File Description	Document
Institutional data in prescribed format	[View Document]

4.3

Total number of classrooms and seminar halls

Response: 51

4.4

Total number of computers in the campus for academic purpose

Response: 66

4.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
153.30	157.07	171.13	166.21	175.01

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the Institution.

Response:

The curriculum design of all the programmes focuses on academic knowledge, fundamental skills, personality development and fulfilment of local, regional and global needs by maintaining social and moral values.

Keeping the mission of providing the holistic education to women, the curriculum is aimed at equipping them with critical and evaluative thinking, effective communication skills and the use of ICT

The compulsory paper of Foundation Course at undergraduate level ensures value education through papers of Hindi & English language. Papers of Computer Awareness, Environmental and Entrepreneurship Development at undergraduate level sensitize the students towards environment conservation and sustainable development. Computer Awareness makes them realize the importance of computerized world.

Literature in 4 subjects at Undergraduate and Postgraduate level helps the students in getting familiar with their culture and changes through the ages.

A wide variety of subjects having value at national and international level are offered to BA & MA students. These subjects aptly amalgamate the core elements of value based education, Music, Drawing & Painting. Psychology and other such subjects focus on imparting knowledge, appropriate learning leading to employability for a better life.

Course contents of B.Com. & M. Com. programmes ensure employability through practical exposures of Business and Commerce. Industry visit, excursion, project work and internship help in gaining ground in the pragmatic side of the subject. Subject contents also provide professional edge for the job market. Syllabi of various Post Graduate subjects expose the students to a new realm of understanding by sharpening their cognitive mind.

PG Diploma programmes in Public Administration as well as in Clinical Counseling offer ample opportunity for employment.

Extension activities groom the personality of the students and prepare them to face the challenges of the world as responsible citizens.

Critical thinking, is developed specifically with that help of language and literature, debates extempore essay writing, speech, recitation, dramatics etc.

Effective Communication - It is ensured through motivating the students to speak in English, working on their pronunciation and vocabulary. The Department of English runs 'Lets Learn Englsh' classes and also conducted Cambridge Assessment English Classes.

Social Interaction - It is ensured through cultural activities, NCC, NSS,Red Cross and Sports.

Effective Citizenship - Subjects like Geography, Economics, Political Science, Sociology strive to make the students aware of civic issues, through mock parliament, rallies, participation in campaigns and drives.

Ethics – There are various topics in several subjects which teach the value system, correct behaviour, respect, integrity, honesty etc. Extracurricular activities such as easy writing, debate poster making inculcate ethical behaviour and positive value system.

Environment and sustainability – At UG level all students are offered Environmental Studies as a subject to make them learn importance to trees, water and air and environment affects

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Percentage of Programmes where syllabus revision was carried out during the last five years.

Response: 100

1.1.2.1 **Number of all Programmes offered by the institution during the last five years.**

Response: 6

1.1.2.2 **How many Programmes were revised out of total number of Programmes offered during the last five years**

Response: 6

File Description	Document
Minutes of relevant Academic Council/BOS meeting	View Document
Details of program syllabus revision in last 5 years(Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.3 Average percentage of courses having focus on employability/ entrepreneurship/ skill

development offered by the institution during the last five years

Response: 7.56

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

2019-20	2018-19	2017-18	2016-17	2015-16
30	30	28	26	25

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Average percentage of courses having focus on employability/ entrepreneurship(Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.

Response: 0

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

1.2.1.2 **Number of courses offered by the institution across all programmes during the last five years.**

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS) / elective course system has been implemented (Data for the latest completed academic year).

Response: 100

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

Response: 6

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

The curricula of the institution integrates cross cutting issues such as Gender, Environment and Sustainability, Human Values and Professional Ethics for the overall development of the students.

Gender : Gender based study forms an integral part of the curricula. Subjects such as literature in Hindi, Sanskrit, Urdu, English, and subjects like Sociology, Political Science and History appropriately address the related issues.

The issues are also catered to by their inclusion in extra-curricular activities. A number of activities such as slogan writing, poster making, skit, debate, speech, creative writing sensitize students towards this crucial facet.

Environment & Sustainability: A compulsory paper at Graduation level addresses the concerns towards the prevalent environmental issues and the importance of having sustainable development. Other subjects such as Economics, Geography and Sociology taught at UG & PG level also include concerns towards environment in the syllabi. The related areas are also dealt with by involving the students in extra-curricular activities. It is achieved through their participation in various competitions having Environment & Sustainable Development as the main focused theme.

Human Values : Various topics compulsorily taught at graduation level aim at imparting human values in students. The value of national integration, honour and dignity, discipline, honesty and responsibility are an inherent part of the syllabi. Apart from this, orientation and induction programmes held at the beginning of the session also focus on these values. Extra-curricular activities held throughout the year involve these values in their most effective functionality.

Professional Ethics: Professional Ethics form an important part of the curricula. The students' code of conduct guidelines have been formulated and displayed in order to regulate their behavior in and outside the campus. These guidelines address the rights, duties and responsibilities of the students so that they understand their role in the institution and in society. They are also trained to learn the value of time

management, soft skills and personality development through several programmes, which are held on regular basis to instill professional ethics in them.

All the aforementioned areas are covered through the activities of IQAC, NCC, NSS, Red Cross, WDC, Swami Vivekananda Career Counselling Cell and various departments.

File Description	Document
Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	View Document

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

Response: 21

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

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	4	3	4

File Description	Document
List of value added courses (Data Template)	View Document
Brochure or any other document relating to value added courses	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.3 Average Percentage of students enrolled in the courses under 1.3.2 above.

Response: 15.37

1.3.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
469	260	584	621	123

File Description	Document
List of students enrolled	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.4 Percentage of students undertaking field projects/ internships / student projects (Data for the latest completed academic year)

Response: 12.63

1.3.4.1 **Number of students undertaking field projects / internships / student projects**

Response: 399

File Description	Document
List of programs and number of students undertaking field projects / internships / student projects (Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback for design and review of syllabus – semester-wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni

Response: B. Any 3 of the above

File Description	Document
Any additional information	[View Document](#)
Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)
Link for Additional Information	[View Document](#)

1.4.2 The feedback system of the Institution comprises of the following :

Response: B. Feedback collected, analysed and action taken

File Description	Document
URL for stakeholder feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 50.19

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
725	723	693	665	661

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1449	1445	1385	1330	1300

File Description	Document
Institutional data in prescribed format (Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 86.78

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
672	660	592	535	547

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

An orientation programme is conducted for the freshers of the college by the IQAC. Feedback is also taken which indicates advanced learners to a certain extent. Slow learners and advance learners are identified during classroom teaching, surprise test and by marks obtained from the previous academic year and also by Continuous Comprehensive Exam and Quarterly & Half Yearly exam, body language of the students, their personality and behaviour. The students are selected during the teaching sessions by their teachers for various cultural and co-curricular activities. They are groomed by the faculty to become future leaders. Students share their difficulties regarding teaching & learning, study material etc with their parent -guardian who in turn help the students in consultation with respective faculty. The academic incremental growth of the student is measured and monitored in this manner.

Advanced learners are motivated to attain their goals in life and are helped by way of coaching for various entrance exams preparing them for NET, PSC, etc. The faculty provides special guidance as and when required. These students are encouraged to participate in co-curricular/extra-curricular activities such as debate, extempore, poetry recitation, essay writing etc. This also helps them in their overall personality development.

Achievers are given gold medals and scholarship by the college acknowledging their skill and intelligence. All student achievers in other fields such as sports, cultural activities are also encouraged. These efforts help them in building leadership quality that motivates other students to emulate them. Leadership opportunities are provided to them during various institutional activities such as academic, cultural, sports and literary. Their requirements are addressed by the teachers by accommodating their specific needs. Remedial classes and tutorial are held as and when required. Tutorial classes are a part of the departmental time table. The college also offers skill based courses SC, ST, OBC and other minority students can take advantage of remedial classes which are specifically conducted for them.

Achievements of those students who outshine in various fields are recognized by the college by the way of gold medals and certificates. Leadership duties are assigned to these students in various committees and during functions and activities. Advanced learners help disadvantaged, and help out the differently abled students as well, thus imbibing the quality of being compassionate human beings.

Advanced learners are also encouraged and motivated to be helpful to the slow learners. Both the Advanced and slow learners are guided to read the kind of books which may not only develop/improve their vocabulary but also update their knowledge.

The slow learners are specially given attention not only during classroom teaching but also during remedial classes and special tutorials held for them. Counselling is arranged for both the slow and advanced learners to guide them to overcome their difficulties.

The college also appoints counsellor/mentors for the students. Student mentor system called "Teacher-Guardian Scheme" is practiced in college. Guardian Teacher/ Mentor encourage the slow learners to express their areas of difficulty to help them in those areas with the help of respective teachers.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio (Data for the latest completed academic year)

Response: 47.13

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

With the aim to make students not only self reliant and employable but to impart a good learning experience the college has adopted learner centric methods that prepare the learner to face the practical world; to solve problems to take decisions and to be confident.

To achieve this objective most of the students centric methods have been

incorporated by the institution in the following way:

Projects/assignments -According to the syllabus and beyond syllabus students are given projects and assignment to enhance their cognitive skills and thought process.

Fields Surveys To enhance experiantial learning, increasing awareness of the real life situation.

Surprise tests, quizzes, preparation of questions, class tests etc. develop memory, reflexes, improve alertness and develop comprehension skills

Students are required to do various other activities as a part of CCE or a part of project at VI semester at UG level and IV semester in PG level. As a result, during the whole process the students makes efforts to access and explore various learning sources such as books and internet. Hence their browsing, scrutinizing, analysing and selection abilities are redefined. They discuss these learning experiences with their mentor teacher with improved understanding thereby analytical, reasoning capabilities along with writing and presentation abilities are manifested.

Other activities of academic nature which are in practice are Role Play, which helps in creative imagination and involvement. Library work inculcates reading habits where as practical work involves co-ordination between head, head and mind and also helps in creativity building.

Other academic activities include various options of testing the knowledge level, alertness and involvement such as surprise test, quizzes, preparation of questions, class tests, group discussion, report writing to develop memory, reflexes improves alertness develops comprehension skills etc.

Activities organized by departmental societies, personality development committee, Vivekanand cell, IQAC etc. are not only student centric but also helpful in their holistic development.

Students are also motivated by the faculty to organize or participate in cultural and literary activities and extension activities of NCC, NSS, Sports etc. College also organizes exhibitions and competitions that involve creative genius of the students like flower decoration, clay modelling, painting, poster making, collage making , cartoon making etc. which are designed and managed with the help of the students.

Students are encouraged for self-study, by making use of library, to prepare for seminars, debates, group discussion, projects etc. Students do this individually and through collaborative learning.

The College takes special efforts to install and nurture the creativity and scientific temper among the students by giving them opportunities, motivation and guidance to bring forth their hidden potential.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.3.2 Teachers use ICT enabled tools including online resources for effective teaching and learning process.

Response:

ICT enabled teaching is being practiced in college. Smartphone's, Tablets and Laptops are frequently used by the faculty which helps them to apprise the students of the latest information, innovation and development in their respective field. Students are encouraged to search the web for added information. Smart classes and ICT based remedial teaching facility is also provided. A language lab is available for the students. Students are encouraged and guided to use e-resources like Delnet & Inflibnet, the facility of which is available in the library.

Computer facility is also available in college in central library where students are helped and guided on appropriate usage.

The college has a Wi-Fi zone in the campus enabling and strengthening the ICT facility provided by college. Teachers participate in the training programs which helps them in computer aided teaching. Need based courses on computer education have been attended by several faculty members from time to time. Teachers are motivated to prepare e-material. Access to computers and internet, computer aided software are available for the faculty.

Students and faculty both are encouraged to make use of e-materials which makes the students more actively involved in learning, they also gather vide range of information in relation to their field of subject, also they gain knowledge and day to day activities taking place around the globe.

PPTs are prepared by the faculty which make teaching as well as learning not only more interesting but also interactive. Students are motivated to give presentations with the help of computers and smartphones. This makes them familiar with the latest technology which is of utmost importance for the students in the present scenario. Faculty development programmes are organised from time to time in the institution and students /professors are encouraged to attend these programmes to upgrade their knowledge.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	[View Document](#)

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 42.11

2.3.3.1 **Number of mentors**

Response: 75

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.4 Preparation and adherence of Academic Calendar and Teaching plans by the institution

Response:

Planning is the key of success, more so in case of Govt. Mankunwar Bai College that aptly fulfils the goal of teaching. In order to achieve the timely completion of course the college follows a comprehensive Academic Calendar.

Academic Time Table is prepared right at the beginning of an academic year with the help of the academic calendar. Academic calendar helps in ensuring that the curriculum is completed in time. Faculty also prepares a comprehensive Teaching Planner for the entire academic year well in advance.

Not only teaching but co-curricular activities, cultural programmes and most important of all, examinations are also conducted in adherence to the academic calendar. Results are also declared in time helping the next academic session to begin in time. The Heads of the Departments keep a check on teaching learning process of each teacher. Daily dairies are verified every weekend. Further, these diaries are also verified by the principal. Principal holds meetings at regular intervals with the Heads of the teaching departments to monitor teacher learning process. The classroom teaching is also monitored by the Principal.

The department of sports also prepares a detailed Sports Calendar according to which soprts activities and annual sports Day are organized.

Continuous Comprehensive Evaluation is also carried out timely, as specified in the Academic Calendar.

NCC activity planner comes from Directorate Bhopal and activities are carried out in accordance to the planner. Accordingly the units are assigned to conduct various NCC activities. On the same lines year wise planner of NSS is also followed. NSS has its calendar which helps in planning yearly activities that include camp, tree plantation and other awareness programmes.

Student Union Election, Co-curriculum, Cultural, Youth Festival, Social Gathering are also specified in the academic calendar and are followed. The calendar also specifies the holidays and hence teaching plan. examinations and other activities are coordinated. Personality Development Cell, Placement Cell, Swami Vivekanand Career Counselling &Placemen Cell and Personality Development Cell also follow detailed guidelines organised all programmes and activities accordingly.

File Description	Document
Upload Academic Calendar and Teaching plans for five years	View Document

2.4 Teacher Profile and Quality

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

Response: 85.71

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 99.74

2.4.2.1 **Number of full time teachers with *Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
65	64	66	67	67

File Description	Document
Institutional data in prescribed format (Data Template)	[View Document](#)
Link for Additional Information	[View Document](#)

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 14.03

2.4.3.1 **Total experience of full-time teachers**

Response: 940

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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2.5 Evaluation Process and Reforms

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

Response: 45.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
49	38	50	41	50

File Description	Document
Institutional data in prescribed format (Data Template)	[View Document]
Any additional information	[View Document]
Link for Additional Information	[View Document]

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

Response: 2.41

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

2019-20	2018-19	2017-18	2016-17	2015-16
01	57	64	90	78

File Description	Document
Number of complaints and total number of students appeared year wise	[View Document]
Any additional information	[View Document]
Link for Additional Information	[View Document]

2.5.3 IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management

System (EMS) of the Institution

Response:

Examination procedures

The groundwork for the examination starts at the The Board of Studies meetings of different subjects. Once in a year the Board of Studies in each department has following functions to perform:

 A. Suggest panel of names to the academic Council for the appointment of examiners

B. Appoints examination committee for its respective subject

examination committee composition: It has two members- 1 member is the Head of the Department of the subject and second member is an external member a professor of outside college.

C. The committee prepares panel of examiners for each paper of UG and PG. The panel comprises of 3 to 6 examiners. The panel ensures that percentage of internal and external examiners is as per the ordinance.

D. Once the set question paper is received in the autonomous cell the examination committee moderates each and every question paper.

A. Annual pattern of examination at UG level ie B.A. and B.Com. The students are also subjected to internal assessment, there are two internal assessment in a year- quarterly and half yearly. At the end of the year student has to appear in year end examination. The weightage of internal assessment is 20% and weightage for a year end exam is 80%.

A team of professors does coding of answer copies. The copies are sent for valuation. valuation copies are decoded by the coding-decoding team

Result Section

Results Section receives markes and feeding of marks is done. Once the result is ready it is declared in the presence of a result committee comprising three outside members and finally displayed on the website.

Processes integrating IT

IT infrastructure is an integral part of the examination system. the question papers are typed in college and bulk photcopies are procured with the help of Riso Printing Machine. Tabulation Registers and Results are prepared in college and record is kept on paper as well as on computers.

Time Table for Continuous Assessment Exam, Main Exam, ATKT Exam is published on the website. Result too is published on college NIC Website. Old question papers are displayed on website as ready rackner for the stakeholders specially the students. In this way 90% of the Examination System is computerised. Pandemic has made it imperative for the college to make the whole examination procedure 100% computerized. It made the college to embark on the journey of carrying on with the various examination activities without the presence of students in the college campus.

To make the procedure of Examination System convenient and feasible whatsapp groups formed for teaching are used for the purpose of information dissemination. However, teaching sessions are held on Google Meet. All the notices meant for the students such as Practical Time Table, Internal Assessment Time Table, CCE Time Table are sent to respective whatsapp groups of students through teaching groups.

The college also has a facebook page https://www.facebook.com/mkbcollege which is being maintained by the IT Cell of the college since March 2016. All the important notices are uploaded on the FB page of the college as well. These are the means of reaching out to students during the lockdown period since March 2020.

The examination fees is paid by the students through SBI Collect App. The students have been made to make PDF of fees receipt and exam form. The students send the PDF on emails which were designated to receive the PDFs. The emails meant for the purpose are examformmkb@gmail.com and mkbexamformjuly@gmail.com.

The college held Open Book Exam in 2020-21. An Online portal (automankunwar.co.in) to upload question papers was created for this purpose. The examination portal is used by the students to download admit card, cover page of the answer books and question papers etc. along with other detailed instructions in relation to examination.

The class wise examination results are uploaded on the college website soon after the declaration of result of each class. This has been continuing since last many years.

The Tabulation Record (TR) also prepared computerised, the TR result is preserved digitally.

Continuous Internal Assessment System

Since March 2020 the college is conducting Internal Assessment and CCE exam online by directing the students to prepare PDF and send to the professors on their respective email IDs and whatsapp groups. The sessional files were also sent online by way of PDF.

Future Plan

1. Exam Form filling and fees payment to be done online.
2. The computers in the college to be networked so that CCE and Internal Assessment marks could be fed online by the teachers to do away with paper system.
3. The installation of CC TV Cameras in the Autonomous Cell to enhance the confidentiality aspect in the working of the cell.
4. The mark-sheets need to be secured with photographs of the student and QR Code.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

The learning outcomes are clearly stated for all academic programmes and courses of the college. These outcomes reflect the vision and mission of the college. They are framed in keeping in view the attributes which enable the students to –

- Effective communication and meaningful interaction.
- Adopting ethical values.
- Extending social co-operation.
- Critical thinking, analysing and problem solving.
- Working effectively and fruitfully in team.
- Developing research and scientific attitude
- Adopting ethical values

The programme outcomes, programme specific outcomes and course outcomes are finalized after getting approval in Board of Studies and Academic Council.

Programme outcome, programme specific outcome and course outcomes for all programme run by the institution are displayed on the website.

The college clearly specifies the end product of training and the associated *learning outcomes* for every Programme, plans the curriculum accordingly and communicates the same to the students through various mechanisms.

The Programme Outcomes are communicated to the students during admission into programme through counselling by faculty.

After the admission, Programme Outcomes, Programme Specific Outcomes and Course Outcomes are explained to the students in detail in the Orientation Programme conducted to the students.

In the beginning of the academic year the Programme Outcomes and Course Outcomes are also communicated to the students through the Hand Book provided to them by each department before the commencement of the course.

Course outcome at graduation level offer combination of Arts and Humanities subjects such as, History, Political Science, Philosophy, Economics, Geography, Sociology, Music, Drawing & Painting, Hindi, English, Sanskrit, Urdu and Commerce. These are supplemented with language courses related to moral values. These course provide graduate level knowledge, a deep level of understanding of the courses which are helpful in competitive exams of civil services and other sectors. The course outcomes should make the students proficient in the subject at graduation level. As a result, students develop critical thinking and analytical ability for the subject and its scope and also its applicability. Most importantly, this promotes critical and scientific temper in the behaviour and attitude of the students.

The course outcome at the Post Graduate level inculcates a deeper insight in a particular subject and opens

them to specific scientific and research avenue. The students are able to compete and perform efficiently in organization and offices of public and private Sector, which requires a high-level expertise in particular subjects.

It may be concluded that the aim is the overall understanding of the students ought to reflect the following, hence communicated to teachers and students –

- Proficiency in subject matter.
- Effective communication, self-confidence.
- Critical thinking.
- Social responsibility.
- Ethics and Moral values.
- Environmental Awareness.
- Self directed lifelong learning.
- Scientific temper and attitude.
- Analytical and critical abilities.
- Complete development of personality.

Detailed information in relation to course outcome, programme outcome and programme specific outcome are categorically given in the documents uploaded on college website

File Description	Document
Upload COs for all courses (exemplars from Glossary)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

Programmes outcome, programme specific outcome and course outcomes are annually discussed in the meetings of Board of Studies of different subjects of various departments and appropriate measures are taken. Board of studies is constituted of the internal faculty and external members who are from parent university and from social, industrial field and alumna of the department. The UG courese syllabus is framed by the Central Board of Studies by incorporating suggestions and proposls of the expert guest members. PO's, PSO's and CO's are tthen presented at Academic Council and are evaluated critically. All the issues related to various aspects of course outcomes, programme specific outcomes are discussed in detail by the external/expert members. Suggestions for improvement and introduction of new programmes are thoroughly discussed and suggestions, if any are invited for improvement.

Controller of Exam presents analysis of results of different classes and courses along with category wise analysis of the outcomes. This is also taken into account not only for the improvement in the quality of teaching but most importantly also for the improvement of syllabus.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

2.6.3 Pass Percentage of students(Data for the latest completed academic year)

Response: 97.11

2.6.3.1 **Total number of final year students who passed the examination conducted by Institution.**

Response: 973

2.6.3.2 **Total number of final year students who appeared for the examination conducted by the Institution.**

Response: 1002

File Description	Document
Upload List of Programmes and number of students passed and appeared in the final year examination(Data Template)	[View Document]
Any additional information	[View Document]
Link for the annual report	[View Document]
Link for additional information	[View Document]

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.14

File Description	Document
Upload database of all currently enrolled students	[View Document]
Upload database of all currently enrolled students	[View Document]

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1 The institution's Research facilities are frequently updated and there is a well defined policy for promotion of research which is uploaded on the institutional website and implemented

Response:

The institution's Research facilities are frequently updated and there is well-defined policy for promotion of research which is uploaded on the institutional website and implemented to enrich the academic environment.

The college has a research committee that analyses and recommends development measures in order to create a better reserch environment in the campus. The colleg has its research promotion guidelines and reserch policy approved by the Academic Council which is uploaded on the website of the college. The research committee is constituted at the college level by the Principal that comprises four faculty members and Post graduate students who are actively involved in framing and implementting various research activities for the benefit of the teachers and students.

The recommendations made by the research committee have been fruitful in the following way:

- Teachers are sanctioned leave to take part in seminars conferences and workshops.
- The college, gives nominal funds for organizing workshops and guest lecturers with the help of Janbhagidari Samiti.
- Study leave is sanctioned to teachers to complete Ph.D degree.
- Increase in internet and computer facilities and wifi zone created for the students in the Central library
- The college successfully publishes multidisciplinary, annual research journal Anveeksha with ISSN number 0976- 674X.
- The college magazine Manasi facilitates students' creative ideas published
  Separate library and reading room for research scholars
- Students' Laboratories in the departments of Geography, psychology, Home Science and Computer Lab of the department of Commerce have been enriched and strengthened on the basis of the recommendations made by the research committee in the interest of students.
- Establishment of Network Resource Centre.
- The IQAC and the Staff Club recognizes and honours the faculty for their contribution in research area.
- Students are constantly motivated to participate in research activities and also to take up projects based on pragmatic value and emerging areas
  *Establishment of number of clubs by IQAC for extension activities
-

- The research committee organized a seminar in the year 2015 on the topic research methodology entitled as "Shodh Pravidhi Ke Naye Ayam"
- 15 day Workshop on Embroidery Art was organised by the department of Home Science from 06/09/16 to 20/09/16.
- National seminar was organized by Kadambari Sanstha on the topic "Vishva Patal Mein Hindi"

- The department of History and Triveni Parishad organised a symposium on Rani Durgavati Balidan Diwas.
- 07 day workshop on Digital Awareness was organized by the IQAC from 12/3/18 -17/3/18
- A national seminar was organized by Kadambari Sanstha on impact of globalization on Hindi
- 05 day workshop on training of guides by INTEC, Jabalpur chapter from 13/11/2017 to 17/11/2017.
- Research committee in collaboration with the department of Music organized a Symposium on 5th October 2018 on "Sangeet Ka Manav Jeevan Par Prabhav"
- The 30% of research scholars pursuing Ph.D are students of the college

File Description	Document
Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View Document
Any additional information	View Document
URL of Policy document on promotion of research uploaded on website	View Document

3.1.2 The institution provides seed money to its teachers for research (average per year, INR in Lakhs)

Response: 0

3.1.2.1 **The amount of seed money provided by institution to its faculty year-wise during the last five years (INR in lakhs).**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Minutes of the relevant bodies of the Institution	View Document
List of teachers receiving grant and details of grant received	View Document
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View Document

3.1.3 Percentage of teachers awarded national / international fellowship for advanced

studies/research during the last five years

Response: 0.3

3.1.3.1 **The number of teachers awarded national / international fellowship for advanced studies / research year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

File Description	Document
List of teachers and their international fellowship details	[View Document](#)
e-copies of the award letters of the teachers	[View Document](#)

3.2 Resource Mobilization for Research

3.2.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 3.8

3.2.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0.3	0	0	0.5	3

File Description	Document
List of project and grant details	[View Document](#)
e-copies of the grant award letters for research projects sponsored by government and non-government	[View Document](#)

3.2.2 Percentage of teachers having research projects during the last five years

Response: 0.91

3.2.2.1 **Number of teachers having research projects during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	1	1

File Description	Document
Names of teachers having research projects	[View Document]

3.2.3 Percentage of teachers recognised as research guides

Response: 52.24

3.2.3.1 **Number of teachers recognized as research guides**

Response: 35

File Description	Document
Upload copies of the letter of the university recognizing faculty as research guides	[View Document]
Any additional information	[View Document]
Link for additional information	[View Document]

3.2.4 Average percentage of departments having Research projects funded by government and non-government agencies during the last five years

Response: 2.67

3.2.4.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	1

3.2.4.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	15	15	15

03-04-2022 12:08:04

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation etc.

Response:

Govt. Mankunwarbai college practices the culture of bringing innovation for creating an ecosystem for transfer of knowledge.

The Research Committee is caters to research culture among faculty members and students. The committee does so by circulating relevant notices and information regarding changes being brought in the field of documentation, citation, publication, research ethics etc. The research committee also organizes workshops and seminars to meet the said objectives. Further, the research committee maintains research output data so that improvement strategies are included in the policy from time to time.

The college promotes the culture of establishing industry academia interface by hosting a number of workshops, training programs, lectures, discourses and surveys. Students' present research papers in such activities that develops their research acumen. It also introduces a research culture to them.

Eminent persons of their respective fields such as academicians, entrepreneurs, doctors, motivators are invited for transfer of knowledge on the widespread issues so that the students are up- to date which helps them to develop a keen competitive edge.

The college provides internship opportunity for the final year students of Undergraduate program and IVth semester Postgraduate students to develop research and innovation aptitude in them

The college has the provision of project work as part of the curriculum which helps the students to broaden their horizon of learning

The college magazine and magazine published by WDC functions as a platform for the students to work on their creative intelligence. They share and exchange ideas through these magazine.

The department of English runs 'Lets learn English' classes other than the prescribed syllabi as a unique endeavor to promote transfer of knowledge. The students learn from the teachers and also in peer group through play way methods that enables overall development of the students by inculcating self confidence, intellect and skill parameters. This practice helps the students prepare for interviews and job market.

In the year 2019 the department conducted Cambridge Assessment English classes and trained the students to face CEPT exam which they qualified with an upgraded score.

Central library of the institute works as a rich resource for the students where they get access to material to prepare for competitive exams.

Vivekanand Cell

Vivekanand Career Counselling Cell works as an incubation center as it instills value for entrepreneurship skills amongst students and gives them ample opportunities to work on them. The cell prepares the students through organizing number of training programmes for self employment. The cell also provides the students chances to sell their handmade products.

Participation of students in Inter Collegiate competitions and 'Ek Bharat Shresth Bharat' programme exposes them to the gathering of students coming from various colleges that serves as an effective ecosystem for the creation and transfer of knowledge.

The students of the department of Drawing & Painting and Music are provided several opportunities where they showcase their talent.

Career Mela allows the students to explore various job opportunities, face interviews, meet with entrepreneurs to understand the pragmatic side of their learning outcome.

3.3.2 Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR),entrepreneurship, skill development during the last five years.

Response: 18

3.3.2.1 **Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR),entrepreneurship, skill development year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
1	5	5	3	4

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during last 5 years	[View Document](#)

3.4 Research Publications and Awards

3.4.1 The Institution ensures implementation of its stated Code of Ethics for research through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3. Plagiarism check through software 4. Research Advisory Committee

Response: A. All of the above

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

3.4.2 Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/ supervisors provided at 3.2.3 metric) during the last five years

Response: 2.51

3.4.2.1 How many Ph.Ds are registered within last 5 years

Response: 88

3.4.2.2 Number of teachers recognized as guides during the last five years

Response: 35

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
URL to the research page on HEI web site	[View Document](#)

3.4.3 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0

3.4.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Number of books and chapters in edited volumes / books published per teacher during the last five years

Response: 0.94

3.4.4.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
9	36	5	6	6

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4.5 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed

Response: 0

File Description	Document
Bibliometrics of the publications during the last five years	[View Document](#)

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

Response: 0

File Description	Document
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	[View Document](#)

3.5 Consultancy

3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).

Response: 0

3.5.1.1 Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs).

03-04-2022 12:08:08

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
List of consultants and revenue generated by them	[View Document](View%20Document)

3.5.2 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs).

Response: 0

3.5.2.1 **Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
List of facilities and staff available for undertaking consultancy	[View Document](View%20Document)

3.6 Extension Activities

3.6.1 Extension activities are carried out in the neighbourhood community, sensitising students to social issues, for their holistic development, and impact thereof during the last five years

Response:

Social concern and commitment to improve the society is an integral part of the vision and mission of the College. Therefore, importance of social outreach programmes for holistic development are well infused with learning activities. The College believes in grooming the young women of the college as responsible citizens of India. Due to this, it strives to instill civic responsibility in their young minds through extension and outreach programmes and value based courses so that they develop into sensitized, socially responsible citizens.

Govt. Mankunwar Bai College has a very impressive record of extension activities carried out for the holistic development of its students. The College conducts neighborhood community activities through 02 companies of NCC and 02 units of NSS and Red Cross. These activities go beyond the study of syllabi. The students enrich themselves by having a constructive exposure to the community through need based learning ways. As most of the students are from rural background they are fully aware and compassionate

about the problems relating to the rural poverty and ignorance in all respects. Teachers also share a lot of space with the students, therefore, the class room is one such place where their problems are heard and understood. This helps the teachers to focus on the real life problems that needs to be addressed.

In this way, the extension activities cover a wide range that includes the issues relating to women empowerment, gender equity, health and nutrition, environmental conservation, career & entrepreneurship guidance and interaction with community for the creation of awareness based programmes. These outreach programmes helped in building moral values and social concern amongst students.

The following extension activities have been organized in the last five years by NCC, NSS, Red Cross and Women Development Cell and various departments to facilitate interaction of students with social issues

File Description	Document
Upload Any additional information	[View Document]()
Paste link for additional information	[View Document]()

3.6.2 Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last five years

Response: 16

3.6.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	2	3	1

File Description	Document
Number of awards for extension activities in last 5 year	[View Document]()
e-copy of the award letters	[View Document]()

3.6.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 146

3.6.3.1 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
33	36	27	19	31

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.6.4 Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years

Response: 77.79

3.6.4.1 **Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
2346	1310	2490	1897	2223

File Description	Document
Reports of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.7 Collaboration

3.7.1 Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

Response: 0

3.7.1.1 **Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document

3.7.2 Number of functional MoUs with institutions of national, international importance, other institutions, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 4

3.7.2.1 **Number of functional MoUs with institutions of national, international importance, other Institutions, industries, corporate houses etc. year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3	1	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other Institutions etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Institution has adequate infrastructure and physical facilities to support the smooth functioning of various academic activities. The institution has 51 class rooms to accommodate around 3200 students. The academic time table of the college is set in such a way that the faculty of commerce and that of Arts meet the accommodation of PG and UG classes.

The college has Main Library apart from15 Departmental Libraries: History, Political Sc, English, Hindi, Commerce, Sociology, Urdu, Psychology, Music, Drawing and Painting, Sanskrit, Economics Advertisement, Philosophy, Career Counselling Cell.The total area of the main library is 424.76 Sq. Mts,which has the total seating capacity of 80 scholars at a time. Open access system is allowed to all the students and research scholar. Brail software for blind students is also made available in the main library. They can also issue CD, and e-books. A lounge area at the entrance of the library gives easy access for reading daily newspaper and magazines for the students and teachers as well. There are four news-paper reading-stands which are used for reading local and national newspaper such as: Dainik-Bahaskar, Patrika, Naiduniyan, Jansatta in Hindi version for English, Times of India, Economics Times, The Hitavada etc. are provided daily to update them. Current magazines like India Today, competitive magazines and motivational books etc are also displayed in the magazine-display-stand. For e-resources, the students can also access e-books from the online site like DELNET and N-LIST. Wi-Fi facilities are also made available to all the students in the library precinct. For research scholars a separate space is provided with the facilities as: Students' Reading Room, Teachers' Reading Hall andE-Library Cell with photocopiers, printers, computer with adequate internet speed etc. These scholars can access Thesis, Dissertations, and Gazetteers from the library. There are about 10 national and international journals subscribed in the library during the last five years.

There are 05 laboratories in the college each in the subject of Music, Drawing and Painting, Psychology, Home Science, and Geography. Commerce faculty, has two labs each equipped with 15 computers with Internet facility along with LCD Projector and Photocopier. Lab of Home Science is equipped with the tools like OTG, Microwave, Fridge, Gas Burners, Cooker, etc. The Department of Music has recording facilities, with the instrument such as Violin, Tabla, Veena, Harmonium, etc.While in the Dept. of Drawing and Painting there are about 15 working ezil stand in the lab. Psychology Lab is having a capacity of 30 students in which Gastro Apparatus, Muller-Liar Illusion Stand, After Image Apparatus, etc are made available to the students. The Geography Labs is equipped with the instruments as Tripods, Rain measurement equipment, Dumpy Level and Plain Table Survey are the major instruments that support the in learning and teaching.

The college also has two Smart Rooms having a capacity of 40 students each, two Seminar/Conference Halls with ICT enabled facilities, wherein students can arrange seminar and workshops on various subject, these rooms are equipped with CCTV, LCD projector, etc.

File Description	Document
Upload Any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.2 The institution has adequate facilities for cultural activities, yoga, games and sports (indoor & outdoor); (gymnasium, yoga centre, auditorium, etc.,)

Response:

The institution has a sprawling campus with adequate facilities for cultural activities, yoga, games and sports. To meet these challenges the college has ample indoor and outdoor sports and games facilities in the campus for students seeking quality education. It has an open air auditorium with two green rooms, each attached to the adjacent to the dais. It has an accommodation for more than 800 students. For indoor games it has adequate facilities for playing chess, table tennis, carom etc. It has one set to Table-Tennis, two sets of Carom-boards, and some four sets of chess.

For outdoor games, it has one play-ground at its back-yard. It is utilized for playing cricket, Kho-Kho, Kabaddi, Volley-ball, Judo-Karate and athletics game: long-jump, high-jump, Javlin-throw, Shot-put, Hammer-throw, Discus-throw etc. The students are facilitated with the equipments and instruments they need for each of these games. For games like— cricket, students are provided with the complete kits required for it. Net and balls are facilitated to them for playing volleyball and basket-ball. While for playing badminton, the college provides them with portable net poles, shuttle-cock etc. Fare and TA/DA, and sports uniforms etc are given when they are selected and participate at university, state, national or international levels.

To make the women physically empowered training of Judo-karate is provided to some 100 girls every year. Girls also get yoga training for which camps are organized by the sports dept in the college. Besides, the institution has well equipped gymnasium which has modern instruments like— Twister, Arobic, Steppers, Dumble-sets of varying weights, Jim Balls, Multi-functional Jogger, Air bike, Ebes-machine, mirrors, weighing machine with separate green room facility. Seeing the pandemic of Covid-19 Open Air Gymnasium is in the pipeline. Sports room of the institution is equipped with relaxing machine, two tread-mills and one weighing machine etc. There is one post of sports officer is sanctioned to train and guide them with various activities of sports and games.

To conduct cultural activities like—*Mahandi* and *Rangoli* competition, the entire corridors and class rooms are utilized. The Institution organizes dance, drama, mimes, folk-dance, debate, hair style and fancy dress competition, clay modelling, *Thali-Sajja, Alpna*, Salad and Flower-decoration completion. The department of music prepares the students for Solo and Group Western songs. Dept. of music provides them various instruments needed to conduct these activities. Activities like Elocution, Essay writings and Painting competition are also organized on burning topics. For Dance and Drama trainers are outsourced and dresses are hired and provided to the students who participate. To encourage and boast up their competitive spirit, the participants are hounoured with medals, certificates and trophies in the 'Annual Prize Distribution Day' of the college.

The dimensions are as follows:

S. No.	Facilities	Area/ Size	Establishment	User Ra
1	Play-Ground	50x20m2	1984	34
2	Gymnasium	11.09x4.10m2	2012	45
3	Basket-Ball	28x15m2	2011	11
4	Volley- Ball	18x09m2	1984	2
5	Kho-Kho	24x16m2	1984	13
6	Open air Auditorium	80x80 Sq.feet	2016	51
7	Sports Room	31 x21 Sq feet	1984	42

File Description	Document
Upload any additional information	View Document
Geotagged pictures	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 7.84

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

Response: 4

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure for infrastructure augmentation excluding salary during the last five years (INR in Lakhs)

Response: 14.6

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
15.59	20.44	68.20	15.88	0.75

File Description	Document
Upload Details of Expenditure , excluding salary during the last five years	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The **Main Library** of the institution, named as *Suman Srivastav Library*, was automated in the year 2004 with the ILMS software – **SOUL, with a version of 2.0**, which is *partially automated*. Following are the functions of library which are being managed through **SOUL software**:

1. Acquisition,
2. Cataloguing,
3. Circulation control,
4. Serial Control,
5. Administration
6. OPEC,
7. Logout, and
8. Quest etc.

To obtain remote access of the e-resources, students can avail the facilities of **DELNET & N-LIST**. They can enjoy a remote access to e-resources, *e-Shodhganga* and *e-Pathshala* by logging N-LIST or DELNET. The password to login N-LIST and DELNET for the same has been provided in the notice board displayed in the library.

In addition to the Main Library, the institution has fifteen Departmental Libraries each in their respective departments. The main library is enriched with 50,085 text books and reference books whereas total 13,582 books are made available for PG students and research scholars in the Departmental Libraries viz. History, Pol.Sc. English, Sociology, Home Sc. Hindi, Psychology, Urdu, Music, Drawing Painting, Sanskrit, Economics, Geography, Philosophy, Advertisement, Commerce and Career Counselling Library (CC.) The Main Library boasts to have a Research Section and e-library too which has 08 computers, all connected with internet facilities. It has **BRAIL** books and cassettes/CD's especially kept for the blind students. It has a reading room wherein more than 80 students can accommodate and concentrate towards their studies in a tranquil environment. For its smooth functioning one post of librarian is sanctioned. It has an adequate supporting staffs to maintain and keep the library neat and clean. The staff also guides the students in accessing the reading resources etc. The new students are briefed every year with working mechanism and various other facilities which are available in the library at the beginning of the session in the *Orientation Programme*.

To keep the students and teachers update with local and national and international news and events around the world some 12 Daily Newspapers and 28 various magazines from different fields of studies have been subscribed during the last 05 years. For reading newspapers and periodical magazines, the library facilitates 03 Newspaper-reading-stand, installed in the corridor. All the notices and other important

information pertaining to their studies are displayed in the entrances and corridors of the library. Manual Login Registers are kept at entrance gate where students put signature and all the required details in it. For students and research scholars the library facilitates Xerox copier machine to the important notes they sought to. There is separate section in the library where the students can access the question papers of every subjects taught in the college. These are kept in the form of books collected subject-wise and year-wise in the book stand.

The library conducts "general Knowledge Quiz Competition" three times in a year. The students who perform their best get the award in the form of certificate along with the competitive books and magazines.

File Description	Document
Upload any additional information	View Document
Paste Link for additional information	View Document

4.2.2 Institution has access to the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of subscriptions like e-journals, e-books , e-ShodhSindhu, Shodhganga Membership etc	View Document

4.2.3 Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 8.01

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
5.23	8.43	9.56	6.25	10.6

File Description	Document
Details of annual expenditure for purchase of and subscription to journals/e-journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 0

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

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 *Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities*

Response:

The College primarily follows the IT Policy laid down by the Dept of Higher Education, Government M.P. It is implemented in the college to maintain, secure, and ensure appropriate use of Information technology and its infrastructure on the campus.

It protects the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, or controlled by the college.

Policy Classification:

- IT Hardware Installation Policy
- Software Installation and Licensing Policy

- Network (Intranet & Internet) Use Policy

- E-mail Account Use Policy
- Web Site Hosting Policy
- College Database Use Policy
- Do's and Don when connected to network on campus

Its Applications:

- Students: UG, PG, Research
- Employees (Permanent/ Temporary/ Contractual)
- Faculty Administrative Staff (Non-Technical / Technical)
- Higher Authorities and Officers
- Stake holders
- Guests

Resources Covered under the Policy:

- Network Devices wired/ wireless
- Internet Access
- Official Websites, Pages, Social Networking Platforms, Web Applications
- Data Storage Mobile/ Desktop / Laptop/Tablet server computing facility
- Documentation facility (Printers/Scanners)
- Multimedia Contents

The Policy Covers :

- Software Installation and Licensing
- Warranty & Maintenance
- Network Cable Connection
- Shifting of Computers
- Use of Social Networking by Faculty & Students during Working Hours
- Use of College's e-mail

IT Infrastructure of the College:

Computers are available in the college for various purposes. Faculty makes use of Smartphones tablets and laptops for their technical needs. The staff room of each department is either provided with LAN or Wi-Fi facility to develop the teaching - learning process. The Wi-Fi facility is available in the Central Library and Research Cell. College also has internet connection for the students and faculty. Online platforms like Google Meet, Teams, are regularly used by the faculty members.

The administrative cells of the college have adequate IT infrastructure to perform multiple tasks on daily basis. Examination Cell, Autonomous Cell, IQAC, RUSA Cell, World Bank Cell, Student Section, UGC Cell, Placement Cell, Computer Labs and Language Lab are equipped with computer and internet facility. Language Lab is equipped with Wordsworth Software.

The office has MPSWAN software to give an impetus to e-governance. Accounts of the College are maintained with the help of IFMIS software.

An Integrated module with an upgraded portal has been established in the year 2020 to facilitate Open Book Examination System.

The college has IT Cell which facilitates online admission process. The website of the college is maintained by the IT Cell and IQAC. Emails are used for communication with the government offices and

stakeholders. .Salary Slips, GPF Slips are accessed online by the faculty.

The college maintains its IT infrastructure regularly to meet the current technical requirements.. Technicians are called as and when required. When equipment and devices are under warranty their maintenance and repair is ensured by the supplier.

All the computers are password protected. Software Security system is provided by the NIC for the website of the college, it solves all the problems regarding Risk Management information and network security.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 47.85

File Description	Document
Upload any additional information	View Document
Student - computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution.

Response: ?50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Institution has the following Facilities for e-content development

1. Media centre
2. Audio visual centre
3. Lecture Capturing System(LCS)
4. Mixing equipments and softwares for editing

Response: E. None of the above

File Description	Document
Institutional data in prescribed format	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years

Response: 100

4.4.1.1 **Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
153.30	157.07	171.13	166.21	175.01

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The Institution has well established systems and procedures for maintaining and utilizing physical, academic and support facilities—laboratory, library, sports complex, computers, classrooms etc. For this, Staff Council Committee is constituted at the beginning of each Academic Year for the smooth functioning of the institution, the maintenance of infrastructure facilities, and equipments. These committees, along with others sub-committee, constituted by the Head of the Institution, Principal, include:

1. Building and Maintenance Committee
2. Purchase Committee
3. College Development and Planning Council
4. Library Advisory Committee
5. Garden Committee
6. Parking Stand Committee

BUILDING AND MAINTENANCE COMMITTEE:

The Building Committee is constituted by the Principal. It comprises a Convener and three senior teachers

from the college, one V.C. nominee, one PWD engineer, Convener of UGC and *Jan- Bhagidari* Committee and the College Accountant. The committee ensures necessary arrangements for adding new academic infrastructure in the college as per the needs of the Departments/College. It also carries out the required civil works in the college such as whitewash, construction/renovation and other repair works.

PURCHASE COMMITTEE:

To ensure optimal utilization of funds allocated to the respective departments each academic year, the Purchase Committee scrutinizes and approves proposals for addition of new equipment and instruments: Heads of the Departments provide inventory for laboratories and list of books and journals. For sports goods, the requirement is provided by the Sports Officer of the college. Tenders are invited as per financial and 'Store Purchase Rules'. Purchased items are entered in the stock register through invoice/bill register. Physical verification of the stock is done yearly. Permission for procurement is taken from the higher authorities like Principal/ Additional Director/ Commissioner Department of Higher Education depending on the financial power.

LIBRARY ADVISORY COMMITTEE:

Library Advisory Committee includes a convener and teacher members who look into and approve all issues concerning the up-gradation of library services. It meets regularly and acts as an advisory body with regard to facilities and services and gives suitable suggestions for procurement of books and other relevant materials for better functioning of the library.

- **Accession**

1. Purchased books are verified from the bills and entered in the accession register.
2. Books are stamped with Library Seal and corresponding accession number is also mentioned at the specified page numbers in the books.
3. General and UG books are stacked in the Main Library subject wise for issuing.
4. PG level books are labelled and sent to the respective departmental libraries.
5. Dewey Decimal Classification System is applied in classification.
6. Library is entirely open access system for students and other staff of the college.

- **Issue Process and Stacking**

1. UG students get issued books from the Main Library and PG students from their respective departmental library.
2. Issued books are entered in the issue register as well as by computer.
3. Old books which are not in use are stacked in a separate room systematically.

- **Write off Process.**

1. It is compulsory for the students to return all the issued books before the commencement of the examination and obtain no-dues certificate from the library.
2. All the books at the end of session are arranged systematically and physically verified.
3. During the verification, the books found damaged or torn & worn and not suitable for rebinding are listed for recommendation to write off.
4. Write off Committee examines the condition of the sorted books and thereafter, recommends writing off for the approval of the Principal.
5. On approval of the Principal, recommended books are cancelled in the accession register and a separate record of written off books is maintained in the write off register.

LABORATORY

Laboratories of the college are furnished in accordance with the curriculum requirement. Necessary equipments and materials are procured to make available to the students performing practical. The college has the laboratory maintenance fund and experts/engineers services are hired to maintain instruments. Laboratory Technicians are available to look after the regular maintenance of the equipment etc. Items under warranty period are maintained by the supplier/ manufacturer.

CLASSROOMS

College is indebted to provide students a congenial, peaceful, harmonious environment and adequate facilities in the campus so that they avail the opportunity and facilities to the optimum secured career. 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.

COMPUTERS

Computers are multipurpose devices in any organization. The College is running Computer Application, Need based budget provision is made for updating and maintenance of computer.

COLLEGE DEVELOPMENT AND PLANNING COUNCIL:

The College Development and Planning Council, headed by the College Principal with all teaching faculty as members, charts out the institutional development plan with regular up gradation of existing facilities and infrastructural development. Addition of new classrooms, equipment, books and journals, renovation of campus and infrastructure falls in the domain of this committee. The council also ensures ICT enabled enhanced teaching-learning and makes provision for counselling and placement.

PARKING STAND COMMITTEE:

This committee takes care of all issues pertaining to the area allocated for parking two wheelers and four wheelers.

SPORTS

Utilization

1. Sports items like uniform and track suits are issued to eligible individuals or teams.
2. Some items like cricket balls, tennis balls, shuttle cocks etc are of the consumable category.
3. Playground is utilized round the year for practice of different sports activities and organizing tournaments.

Maintenance

1. Stock and availability of consumable and non-consumable items are maintained through procurement.
2. Maintenance of sports infrastructure is done by the government and government undertaking organizations like PWD, Housing Board, and Rural Engineering Services etc by inviting estimates of work and making payment.
3. Minor repairing work is carried out by college supporting staff

GARDEN COMMITTEE:

It comprises one convener and at least one teacher. Planting of seasonal plants is carried in the college regularly. Existing trees are pruned after due permission taken from the local government authorities.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 86.78

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2019-20	2018-19	2017-18	2016-17	2015-16
3523	2890	2868	1201	1500

File Description	Document
upload self attested letter with the list of students sanctioned scholarships	[View Document]
Institutional data in prescribed format	[View Document]
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document]

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution and non-government agencies during the last five years

Response: 0.33

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2019-20	2018-19	2017-18	2016-17	2015-16
17	7	23	0	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.3 Following Capacity development and skills enhancement activities are organised for improving students capability 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology

Response: A. All of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the Institution during the last five years.

Response: 0

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.5 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees

03-04-2022 12:08:19

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 2.08

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
5	9	11	21	10

File Description	Document
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch).

Response: 19.63

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 191

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations

during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 61.33

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations***, etc.*****)) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
9	10	12	7	22

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: IIT/JAM/ NET / SLET/ GATE/ GMAT/CAT,GRE/ TOEFL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	20	15	30

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 55

5.3.1.1 **Number of awards/medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
8	14	9	20	4

03-04-2022 12:08:21

File Description	Document
Number of awards/medals for outstanding performance in sports/ cultural activities at inter-university / state / national / international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college does have presence of an active student Council and representation of students on academic and administrative bodies and various committees in the following way:

The college has provision of constituting student Council every year but somehow it was not constituted in the last five years except for the year 2017-18 due to decisions of the state government department of Higher Education.

The Quality Advisory Committee of IQAC has the involvement of two student members. They attend meetings and give suggestions from students' perspective

National service scheme NSS also has representation of students in its Advisory Committee. students enrich the decisions of the committee by their presence

Association the Board of Studies of each department has representation of one alumna who is present at the time of the meeting and give their suggestions regarding update/ provision of syllabi

Sports department of the college ensures the representation of students in its annual planning and accordingly involves them in the events of sports day according to sports calender

Vivekanand Career Counselling Cell forms student Brigade who has representation in every activity of the cell. They are given leadership roles during the organisation of career fair, placement drive, training programs, employment fair and various other activities

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

5.3.3 Average number of sports and cultural events / competitions organised by the institution per

year

Response: 26

5.3.3.1 **Number of sports and cultural events / competitions organised by the institution year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
04	30	31	38	27

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural events / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association / Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services.

Response:

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 registration number of the Alumni Association is J.J.6429. The Registration is renewed every year.

The association meets periodically to discuss the ways and means to improve the academic environment of the college as well as to exchange views on the other quality improvement of the institution

Periodically held Alumni meetings bring a rich interaction between old and younger generations, which also upholds institution's cherished customs, and traditions

Alumni- students have representation in curriculum development through BoS.

Alumni of the college contributed both financially and non-financially over the years in growth and development of the college through endowments or cash prizes .

The Alumni-students have majorly contributed to the college by sharing their skills, expertise, creation of certain facilities, curricular support and through occasional interaction with the students in the campus

Some senior retired Professors who are alumni of the institution have donated books, delivered extension lectures for the benefit of the students.Some have also contributed through their performances in cultural

programmes.

Alumni students who are entrepreneurs take part in Job Fair, they set up stalls to sell their products.Thus it provides them opportunity to build positive interaction with the society and stakeholders to grow their enterprise.

The Alumni are holding positions of public importance such as member at the local bodies, officers in govt. departments. Their association with the college in organizing community camps and outreach activities has helped the institution and thus create a spirit of harmony and well being.

Alumni interaction during the NAAC visit of second cycle resulted in setting up of Language Lab in the college. It was made a part of NAAC recommendations which was further materialized by the college in due course.

The college has Alumni Whats App group, fb page button to communicate with them.

The college has Alumni Whats App group, fb page button to communicate with them

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

5.4.2 Alumni financial contribution during the last five years (in INR).

Response: E. <2 Lakhs

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Response:

Vision

- Empowerment of women through knowledge for Socio-Economic change and sustainable development.

Mission

- To impart knowledge to women in order to strengthen their status in the society.
- To enhance the process of teaching and learning, at the same time making young girls aware about the new parameters of multifaceted improvements in the sphere of women education.
- To make women self-reliant and to build leadership qualities in them so that they become capable of recognizing their worth. To ensure women participation in all walks of life and to ensure their strength and participation in life.
- To inculcate basic human virtues in them like truthfulness, responsibility towards society, self confidence, courage, generosity and mercy.
- To offer opportunity to women for learning and research so that they are able to contribute to the welfare of the society.
- To make youth well skilled by polishing their talent so that they can compete in the professional and industrial social scenario.
- To provide an environment that would help them understand the true essence of patriotism so that they can work in national interests.
- To make them self sufficient so that they can work for the development of society in general and the world at large.

The vision and mission of the college are framed to meet the objectives of holistic education and needs of the society. The college has a defined decentralized governance-structure. Much importance is provided to its management through public participation as well as the feedback generated from its stakeholders. Both statutory as well as non statutory committees are formed to steer the wheel of administration which is undoubtedly student centric. The statutory bodies include:

1. The Governing Body
2. The Academic Council
3. The Finance Committee
4. The Board of Studies
5. The Janbhagidari Committee

All of these committees fuction in accordance with the provisions in the statutes. Apart from the above,

there are non statutory committees as well:

1. Planning/ Standing Committee
2. Internal Quality Assurance Cell (IQAC)
3. Grievance Redressal Cell
4. Swami Vivekananda Career Counseling Cell.
5. Anti- Ragging Cell
6. The Advisory Committee

The Principal, the Head of the Institution conducts the various meetings of the statutory and non-statutory bodies in the college and ensures involvement of teaching faculty and students in the developmental activities of the college.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.1.2 The effective leadership is reflected in various institutional practices such as decentralization and participative management.

Response:

- The principal being the head of the institution provides academic and administrative leadership to the college. She works in coordination with the various statutory bodies and non-statutory bodies to evolve strategies for academic growth.
- The Principal is the full time officer of the college to provide required direction and leadership in the conduct of the college . She is the executive and academic officer of the college. She is the Chairman of the Academic Council, Planning Committee, Finance Committee and the Internal Quality Assurance Cell (IQAC). She presides over the meetings of all the important bodies of the college. Interaction with the stakeholders is thus ensured. She also makes sure that all rules and regulations of State Government are observed. Communication with Higher authorities through phone and email is a daily practice, which helps in reciprocating on important matters without delay. Thus, she becomes the key factor in establishing culture of excellence and leadership system in the college.
- A democratic environment is facilitated in the college under the leadership of the Principal, who is assisted by heads of various departments, professor's in-charge of various functional committees, faculties, alumni, office staff and the students. The Principal takes policy decision regarding academic and extracurricular activities after a consensus is drawn amongst all the stakeholders. Feedback mechanism of the college facilitates initiating all academic and infrastructural plans. The administrative set up is decentralized. There is proper coordination amongst the various forums like Janbhagidari Committee, Academic Council, Finance Committee, Planning Board, the UGC Committee & the Student Representatives. The IQAC under the chairmanship of the Principal monitors and ensures qualitative developmental activities in the college.
- The college has created a system of decentralizing the governance structure and included the

participatory management and ownership in all the process especially in IQAC. The Principal, Heads of Departments, Faculty Members, External Members and the student representatives participate in the decision making process of the college. The functioning of IQAC results in the positive outcomes such as :

1. Preparation of AISHE Reports
2. Preparation and submission of NAAC, SSR and AQARs to concerned authorities.
3. Making Ragging Free Campus
4. Functioning of Grievance Redressal Cell.
5. Feedback Analysis of all the Stakeholders.
6. Induction/Orientations Programmes for Freshers in UG and PG students.
7. Research Cell for promoting research work.
8. Women Cell for conducting programmes on Women Empowerment.
9. Alumni Engagement.
10. Adoption of Village by NCC and NSS cadets through the college.
11. Cleanliness Drive making campus Pollution and Plastic free.
12. Tree Plantation Drive.
13. Democratic spirited campus promotion.
14. Compliance to UGC quality mandates.

File Description	Document
Any additional informatiom	[View Document](#)
Link for strategic plan and deployment documents on the website	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The organizational structure facilitates participatory plan for development in the institution.

1. **Teaching and learning**

- The College promotes global competency through the inclusion of new papers on Computer Awareness, Environmental Awareness and Entrepreneurship Development.
- Exposing the students to ICT enabled teaching and learning in the campus.
- Stress on student centric learning.
- Introduction of various participatory modes of teaching and learning process
- Holistic development through teaching and learning process.
- Proposals of the job oriented new programmes have been sent to the government for approval.
- Manuscripts to be developed as a learning material

1. **Research and Development**

- Strengthening research activities.
- Wi-Fi facility is available free for the teachers and the students.
- The College has linkages with other institutions. MoU's are established for collaborative research work.
- Research committee has made strategy to purchase software for controlling plagiarism in the area of research.

1. **Community Engagement**

- The institution has planned to adopt a village as part of its extension programme**.**
- Extension work is executed by involving community participation.
- The institution also develops, revives and updates the competency of teachers through continuous monitoring and evaluation.
- Special training on computer is given to the teaching and non teaching staff.

1. **Industry Interaction**

- The institution encourages Post-Graduate departments to establish and develop interaction with industries.
- MoU's with the reputed industries for project work, in-service training and internships have been executed

- As far as possible, the college adheres to its Policy of following paperless transactions in the office work for making payments of bills, salary, remuneration, honorarium, etc.

The college makes the use of e-mail Ids for sending text material including articles, research papers for college magazine and journal online, thus saving paper and precious time.

The institutional Strategic/ Perspective plan is effectively deployed as under

SR.NO.	STRATEGY TYPE	DETAILS
1	Student-Admission	'Collage Chalo Abhiyan' to promote GER - Online admissions Process
2	Industry Interaction / Collaboration	- Participation in various statutory and other bod - Internship/Excursion tours organized in collabo industry.
3	Human Resource Management	- Work is delegated in accordance to ability, cho faculties. - Positive work culture is practiced. - Work is assigned according to ability & capabi
4	Library, ICT and Physical Infrastructure /	Books are provided to students of backward cl

	Instrumentation	- Smart Class Rooms are established. - ICT enabled teaching learning promoted. - E Material provided. - Special material and facility for visually handi - Library system fully automated.
5	Research and Development	- Publication of Research Journal. - Publication of College Magazine and news let research amongst faculty. - Felicitation of Research Guides and outstandin - Students are encouraged to develop a scientifi Work, Study tours, Surveys).
6	Teaching and Learning	- It is made more interactive through ICT based learning methods and devices. - Faculty development programs are organized t teachers updated. - The College organizes workshops & Seminars and faculties regularly.

File Description	Document
Any additional information	[View Document](#)
Link for Strategic Plan and deployment documents on the website	[View Document](#)
Link for additional information	[View Document](#)

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

Governing Body, Board of Studies work strictly in accordance with the statutory requirements, ensuring the participation of all stake holders in effective functioning. These committees are constituted as per UGC guidelines and statutes of the affiliated University. The institution sends the agenda of the meeting to all the stakeholders in advance. The proceedings and the minutes of the meetings are recorded for future reference and to take action on the resolutions taken in the meetings. The Principal and the IQAC ensures sustenance and initiation of quality measures in the College. The resolutions are disseminated to the participatory staff through various committees ensuring effective leadership and governance in vital areas of Academic, Administrative Research, Student Welfare, Employees Welfare and Societal Requirements within the framework of bye laws and regulations of UGC/University. Another important statutory committee, Janbhagidari Samiti (Public Participation Committee) of the college monitors the governance, developmental activities and all other major issues related with the college. The Janbhagidari Samiti as the name suggests comprises a chairman nominated by State Government who is a citizen of repute. The chairman further nominates members in the committee from all walks of life including an educationist, an industrialist, an entrepreneur and the like. The Janbhagidari Committee works alongwith the autonomous college management towards a holistic development of the college.

The organizational mechanism of the college is operated in a democratic manner. Decisions are taken after a consensus is drawn from the faculty, university representatives, industry, alumni, students union and stakeholders. The IQAC ensures sustenance and the initiation of quality measures in the college.

The planned proposal proposed by the institutional bodies are reflected in the following outcomes. The proposed plans were duly met in every upcoming year for the up-gradation of the faculties and the students.

2015-16	- New cemented approach road built. - Renovation and extension of new canteen - Continuous Quality Improvement Programme - Introduction of five clubs - Multi Gymnasium equipped with new machines.	
2016-17	- Special training for girls Self Defence Programme organized for the students. To bri self defence a programme by the Police Department was also organized. - Workshop organized for the faculty for Digital Awareness which helped them in cla as well as facilitate in using digital applications making them tech-friendly.	To bri
2017-18	- Employment related training programme was organized. - Awareness programme amongst girl students in the area of health and hygiene was o - Vending machine was installed in the girls common room.	was o
2018-19	- Alumni meetings were organized on a regular basis to increase alumni membership. - Alumni Members were motivated to participate and cooperate college activities.	
2019-20	- Awareness Programme for COVID-19. - Online Webinar on Industry, Academic, IPR, Impact of COVID-19 on Sports. - Manufacturing of Masks. - Food Nutrition and Immunity Booster Programme.	

File Description	Document
Any additional information	[View Document]
Link to Organogram of the Institution webpage	[View Document]
Link for additional information	[View Document]

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression

Response:

Faculty Empowerment Strategies:-

The institution takes care of its teaching and non-teaching staff by implementing effective welfare measures for them.

1. Teaching and non teaching staffs are covered under the Group Insurance Scheme. Teachers can apply for part final withdrawals and advances from their GPF account as per government rules.
2. Periodical general medical check-up camps are organized by the institution for the benefit of the teaching staff. For example a team of doctors visits the institution to examine eye sights, Bone Density Test, Dental and Blood checkup and the like.
3. Better work culture and environment is provided.
4. Separate parking areas for staff and students are provided.
5. The faculty is free to participate in seminars and workshops in and outside the institution which provides updation and exposure to knowledge.
6. The faculty is free to use ICT structure including the smart classes.
7. Library and Computer facilities are made available to all the faculty members & to the students especially those students who opted computer application as their subject.
8. The college campus provides healthy working conditions with good environment.
9. All the departments are well equipped with necessary furniture and fixtures.
10. Employees are entitled all types of leaves such as Casual Leave, Medical Leave, Child Care Leave, Maternity Leave, Paternity Leave and Earned Leave are permitted to staff as per Govt. Rules. Special Leaves like On-duty Leaves, Academic Leave for faculties for research presentations, delivering guest lectures and participating in faculty development programmes are permitted as per UGC guidelines.
11. Employees are also provided with retirement benefits like receipt of Provident Fund, Gratuity,

Earned Leave Encashment, etc. in time as per Government Rules.

12. The college always strives to make alternate arrangements of teaching in case of a teacher going on a long leave.

13. There is a provision of a Residential house for Principal.

14. There is a provision of a Hostel Warden for the Hostel build in college premises for Tribal Students.

15. The college infrastructure includes facilities like a Girls Common Room, a Ramp, a Lift, a Canteen, a Wheel Chair for disabled students and Water Coolers for safe drinking waters.

16. The college has a hall for conducting student-centric, programmes, seminars, conferences and programmes related to IQAC and faculties. Programmes under Swami Vivekanand Career Counseling Cell and Sports etc. are also conducted.

17. The college has a separate sports room well equipped for playing games like Table Tennis, Carom Board and Chess. It has also has a separate Gymnasium with Tread Mills, Cross Cycles and other such equipments for fitness purposes.

18. The college has a beautiful garden in front of the college building and a beautiful green and clean pollution free ground at the backyard of the building.

19. Security by the Security Guards is ensured inside the campus 24 * 7 hours.

20. Regular cleaning of the college premises including toilets are ensured.

File Description	Document
Any additional information	[View Document]
Link for additional information	[View Document]

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0.6

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	1	0	0

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]
Link for additional information	[View Document]

6.3.3 Average number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the last five years.

Response: 1.6

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	3	2	1	1

File Description	Document
Institutional data in prescribed format	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 5.71

6.3.4.1 **Total number of teachers attending professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
05	09	1	2	2

File Description	Document
IQAC report summary	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

03-04-2022 12:08:28

The institution conducts audits on two front's i.e. internal level and external level. It carries out Academic Audit and Administrative Audit, abbreviated as AAA, throughout the year. Both the Academic Audit and the Administrative Audit are carried out at internal level under the authority of the Principal of the institution and at external level by the Additional Director, Higher Education Department, Jabalpur Division, and Jabalpur Principal Lead College Jabalpur.

The Principal being the Head of the Institution is the Chair Person of the Academic Council Committee, the Governing Body and the Secretary of Janbhagidari Committee. The teaching and non-teaching staff is made members in various committees formed at the college level. The varied committees are formed to decentralize all Academic and Administrative Activities. The Principal ensures timely execution of their assigned work.

The Principal with the help of IQAC formed committees such as Research Cell, Academic Audit Committee, Grievance Cell Committee, etc. for period review of Administrative and Academic Departments to monitor the activities of all the departments relating to their academic and research outputs.

Procedure of Conducting Internal Audit –

The Head of the Departments of the College along with the staff members seek prior permission of the Principal before indulging in any financial matter related to conduct of an event or an official function. The expenses incurred are put up in the form of bills which are given in the Accounts Section of the College for verification and approval. The entry of all the financial transactions are made and recorded in the cashbook. Most probably, the rectification is done internally at college level. This way the internal audit is workable throughout year.

Procedure of Conducting External Audit –

All these years the External Audit of the college was carried out by a team of auditors from the office of the Accountant General (Audit – I) Madhya Pradesh (AGMP), Gwalior. The Government Auditors review all the documents, vouchers and bills for verification and correctness of accounts. In case of any discrepancy found, it was immediately looked in for rectification. If still the error could not be located at the time of records under audit, the same was kept aside to be sort out at a later stage. The report of such discrepancies was submitted by the Principal to the A.D. Office from where it was further forwarded to Bhopal and from Bhopal it was finally sent to the Office of AGMP, Gwalior for the final solution. Currently, the external audit of the college is done by the Chartered Accountant hired from private sources by the college to audit the financial matters and prepares the audit reports for further submission to AGMP Gwalior.

The institution has a strong mechanism to monitor effective and efficient management of finances and use of resources provided from the RUSA, state government the Janbhagidari and through certain sponsors from the public and industry. The college successfully completed Academic Administrative Audit done by the Department of Higher Education of the state in the year 2019-20.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)

Response: 1.02

6.4.2.1 **Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0.13	0.15	0.13	0.12	0.49

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Annual statements of accounts	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

The institute maintains software's like IFMIS for maintaining salary payment records of its employees. The office also maintains cash registers for receipts of incomes from fees collected from regular students of U.G. and P.G. It also maintains receipt of fee records of students registered in diploma courses. Similarly, the office also maintains records of expenditure done on daily basis in Cash Registers. All the expenses done, related to day-to-day expenditure including payments to Guest-Faculties are made in Cash Registers. Prior permission of the head of the institution is taken for making these payments.

The procedure for mobilization of fund requires the funds received from RUSA, the autonomous organizational set up provides for a Finance Committee being a statutory body comprising of the Principal as its Chairperson and the member representatives from the faculties and the State Government Finance Department. The aforesaid Finance Committee advises the executive /governing body in matters concerning finance. This committee sanctions college proposals regarding fee structures, fund expenses etc. Apart from RUSA, the Finance Committee, the Janbhagidari Samiti and the Stakeholders analyse and

consider the authenticity of the developmental proposals placed before it. The optimum utilization of available financial resources is ensured as a stated quality policy. At the beginning of each session, the issues or the proposals regarding budget allocation, structuring of fees etc. are placed before this bodies for consideration and approval. Thus Finance Committee is an Advisory Body to the Governing Body and it deals with the budget estimation related to the grant received from the University Grant Commission and fees. The Finance Committee holds the meetings to discuss the sanction of annual budget requirements for all the departments. The budget for the same is discussed and finalized especially for meeting various expenses related to the conduct of Social Gathering, Youth Festival, Sports Events, and Payment of Remuneration for Examinations, and Honorarium for Guest Lectures in the concerned meetings with the consent of the Members of the Finance Committee. The policy decisions and alterations regarding procedures of admission of students, sport events, extra-curricular activities and inclusion of new programmes proposed to be done are made by the Academic Council. The Academic Council is empowered to recommend all proposals both academic and administrative to the Governing Body. Discussions are also carried on the sanction and use of grants received from UGC and the fee collection. The Governing Body acts on the proposals recommended by the Academic Council and Finance Committee and works for the progress of the institution. The budgets proposed for the various departments are strictly reviewed by the Purchase-Committee to ensure its financial viability. Later, the vouchers and the documents related to the purchases made by the institution during the financial year goes through the mechanism of internal audits by the IQAC and the Principal and the external audit by Chartered Accounts hired by the college for authenticity and financial viability for financial transactions.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle) Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)

Response:

Practice I

The institution along with the Principal, discretion maintains the quality in the academic and administrative set up and is continuously striving for its up gradation and enhancement. The IQAC plays an important role to translate the aims and objectives of National Assessment and Accreditation Council (NAAC) into the development plan of the institution. The IQAC has external members in Advisory Committee which extends valuable suggestions for sustainable development. The IQAC is enacted from the beginning of every new academic session of the institution.

The IQAC Cell prepares AQAR report.

It facilitates Feedback Mechanism from the varied stake holders for analyzing and compiling the results thereof.

Practice II

The IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of programmes and courses planned after the IInd Cycle of NAAC in the year 2014 and subsequent years such as:-

* Choosing Yoga as an elective subject.
* Establishment of an English Lab for bringing in Proficiency in English.
* Making teaching and non-teaching staff computer literate by encouraging them to teach and work through e-modes.
* A new hostel with 48 rooms has been built up in the premises for tribal students.
* The hostel accommodates around 200 students which is being administered by the Dept. of Tribal Welfare.

The details of Ist and IInd Cycles of NAAC are as under

Cycle I

Grade-A+

Institutional Score/CGPA-93.00

Year of Accreditation-2004

Cycle II

Grade- A

Institutional Score/CGPA-3.10

Year of Accreditation-2014

As per the proposed plan in initiating new programmes and courses after the IInd Cycle of NAAC, Yoga has been approved to be an elective subject. An English Lab well equipped with computers for the students had been setup to increase proficiency in English. The institutions meet the execution of the 3rd proposal of making teaching and non-teaching staff 'Computer Literate' by making use of e-modes of teaching learning and passing on e-content and messages and information to students through Whatsapp groups, Face Book account of the College, Whatsapp Classes section wise. The IQAC also maintains e-mail ids of all the students and the staff also.

After the IInd Cycle of NAAC Accreditation in the year 2014, the institution established 17 additional activity clubs of IQAC. The clubs which existed during the IInd Cycle of NAAC Accreditation were -

1. Literary Club (Sahityik Club)
2. Cultural Club (Sanskritik Club)
3. Environmental Club
4. Book Reading Club
5. Heritage Club

Presently seventeen clubs are in function –

1. Joy of Giving Club
2. Student Friendship Scheme (Chhatra Mitra Yojna)
3. Literary Club (Sahityik Club)
4. Cultural Club (Sanskritik Club)
5. Book Reading Club
6. Heritage Club
7. Nature Club
8. Creative Club
9. Music Club
10. Language Improvement Club
11. E-Club
12. Charkha Club
13. Gandhi Gullak Club
14. Health Club
15. Research Cell
16. Life Coping Skill Club
17. Democratic Spirit Club

IQAC through its various clubs provides career counseling as well as personal counseling facilities to groom the students.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

Practice I

The Internal Quality Assurance Cell (IQAC) forms a central body within the college to continuously review the teaching learning process by monitoring all the departments and various academic and non-academic activities and events of the institution. The IQAC forms a platform to pass on the information on the quality parameters of higher education to all the staff members. The principal and the IQAC monitors the working of all the departments by making surprise visits.

The Institution organises meetings of all the staff members at the beginning of each session and also in various intervals to take the updates in teaching-learning and in completion of syllabi. It also ensures the improvement of weak students by taking their retests in CCEs if they do not appear on exam dates or fail in first instance.

The institution had installed closed circuit cameras at varied places, enabling the principal to monitor the entry of the students by showing their identity cards and enquiry of strangers from entering the college campus. The CCTV cameras also provide ease the to principal to monitor movement in corridors and smooth working of smart classes. IQAC also facilitates e-learning by encouraging the use of e-library being equipped with e-softwares life Linkedin and Delnet. This also promotes sharing of platforms for developing research work.

Practice II

The best way an institution can evaluate its teaching-learning processes and methodologies is by reviewing and analysing its feedback reports from varied groups of people associated with it. Keeping this strategy in mind, the institution has initiated many feedback forms which are filled up offline as well as online. Such as follows-

1. Feedback on Curriculum obtained from parents.
2. Feedback on Curriculum obtained from students.
3. Feedback for Evaluation of Teacher's by students.
4. Feedback from Alumni.
5. All these feedback forms are disseminated by the institution through IQAC to all the departments of the college. The departments further gets its filled by the respective stakeholders. A 'Feedback Team" is formed at college level where these forms are submitted for review and analysis. On the basis of the analysis done by the team, the same is uploaded in tabular form with a diagrammatic representation for keeping it as a college record.

Apart from the above mentioned feedbacks, suggestion and appriciation notes by eminent visitors, resource persons and officials are also recorded by the college in a register

The IQAC has external members in its committees. Their feedback and contribution is utilized in bringing developments at various levels. The IQAC along with its Advisory Committee having external members holds up periodical meetings to seek suggestions for quality improvements in teaching-learning methods. The IQAC incorporates the valuable suggestions given by the members of the Advisory Committee. The IQAC organises "Induction Programmes" for the new entrants of the college. The Objective of organising this program is to make students feel comfortable with the new environment and the faculties at the same time making them aware about the various support services and schemes of the college.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **Any other quality audit recognized by state, national or international agencies (ISO Certification)**

Response: 1 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

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Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The college strongly believes in bringing change in society by the empowerment of women through providing quality education to them and initiating measures for the promotion of and gender equity. Being a premier women college of the state, the college is continuously working for the inclusion of female participation in higher education. The college has witnessed an increased enrolment of women in college over the years that confirm college's approach and commitment towards quality education without any disparity based on gender.

The overall increase in the enrolment of women in the campus in the last five years has been possible only due to the following successful measures taken by the college.

- Keeping in the view, security and safety of female students, CCTV cameras have been fixed at the prominent places like main gate, and various corridors of main building.
- There is separate girl's common room in the main building, which provides the basic facilities and an equipped rest room for women during their stay in the college.
- Separate vehicle stand for students is available.
- Separate washrooms for girls are there in each floor of the main building, a separate washroom for especially able students is also available.
- Based upon the MHRD guidelines Sanitary Napkins, disposal and dispensing system (incinerator) for the convenience of students are installed in girls' common room and washroom.
- The college has anti ragging squad as per the order and instructions of UGC and the Supreme Court of India.
- There is Woman Development Cell in the college dedicated to work for the awareness and empowerment oriented activities. Women's Day is celebrated in the college and many events are organized throughout the year. Women Safety audit was conducted by the cell in the year 2018.
- Anti Sexual Harassment of Women Cell and Counseling Cells are also available for the moral and emotional support of the students. These cells periodically meet for the grievance redressal.
- Counseling services are made available by the IQAC for needy students. Counseling is also done by the Department of Psychology.
- The college has discipline committee headed by senior professor and experienced teachers as members. The committee gives utmost importance for maintaining students discipline in the institution.
- Students are monitored and counseled on academic performance, attendance, regularity, discipline safety and security measures, punctuality etc.
- The students are free to meet their Teacher-Guardian to share and discuss their problems.
- Students' health and well-being issues are taken care of by the college. They are specially addressed by Gynecologist, Dermatologist, Dentist who render information on various health related issues and other personal emotional problems and guide them accordingly.

ENVIRONMENTAL CONSCIOUSNESS AND SUSTAINABILITY:-

- Plantation through NCC, NSS & Nature Club
- Use of Akshay Urja
- Rain Water harvesting
- Ban on Plastic
- Utilize the water from RO filter plants
- Awareness programme , Rally, Workshop, Lecture, Poster & Slogan
- Green initiative Policy
- Biomass Machine
- Sanitary napkin & inclinator

File Description	Document
Specific facilities provided for women in terms of: a.Safety and security b.Counselling c.Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

- **Solid waste management**

Nature club and Garden committee jointly manage the medicinal plants and garden. The institute has taken many initiatives towards waste management. There is a committee to manage *Swachhta Karmi* who take care of the disposal of the waste. The vegetable waste from canteen and hostel are arranged to be disposed regularly to keep the campus clean. Dustbins are kept around the campus to collect the waste which is processed.

The college produces manure for the use of college garden with the help of Biomass machine. All the dry leaves and flowers are used for this purpose.

Used sanitary napkins are destroyed with the help of incinerator. This as a result helps in keeping the environment healthy and clean.

- **Liquid waste management**

Ro filter water and air conditioner water is utilized in the garden. Sewage system is effectively functioning in the college. The liquid waste is safely decomposed by microbes and drained out with care.

Four Rain Water Harvesting Sumps have been constructed in the college which help in raising the ground water level. The rain water falling from the roof is also directed towards flower beds. Trees have also been planted to use this water and keep the campus green also helping in raising the ground water level.

- **E-waste management**

E-waste is collected and listed in each concerning department and compiled, the list is sent to M.P. Pollution control board for guidance of safe disposal of waste.

- **Waste recycling system**

College generates revenue by selling waste paper/sheets, copies, outdated register and other such material obtained from the office, Autonomous Cell and departments. Revenue generated through this recycling process is utilised in the college development.

College organizes various activities to teach how to recycle waste material and make it useful. Workshops are organized to teach students to make baskets with old newspapers, making doormat with old clothes, making flowers and flowerpots, gift wrapping with old papers, making soft toys, making penholders with water bottles, bangle making, etc are taught and students are trained. This also helps the students for getting employment. Dr. Monika Diagyon trained the students to make useful things for home using recycled material. This training took place on 05.04.2016. She also taught students to make flowerpots from old newspapers, doormats from old daris, pots from plastic bottles etc.

File Description	Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any additional information	View Document

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: C. 2 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)
Any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

On the occasion of various important events the college organizes cleanliness drive in which students are actively involved. NCC and NSS students along with other students work throughout the year for various environmental issues. *Beti Bachao* and *Beti Padhao abhiyan* is promoted by the students and faculty members for women empowerment. Grievance redressal cell is strength of the students for providing

solution to their problems. A committee for caste based discrimination is also formed by the Principal to solve any issues related to staff members, students and office staff. Road Safety Week is also observed by the students of NCC and NSS to provide knowledge related to road traffic and use of helmets and seat belts. No Tobacco Day on 31st May is also celebrated in which the office staffs, teaching faculty and the students take an oath regarding not to consume alcohol or any drug throughout their life span.

Various other important events are also celebrated such as Communal Harmony Day which is celebrated on 20th August on the birth anniversary of Rajiv Gandhi. Awareness is spread amongst students through posters. Lectures are also given to make them understand the importance of communal harmony. National Integration Day is also celebrated on the birth anniversary of the first woman Prime Minister of India Mrs. India Gandhi on 19th November. The aim to celebrate it is to bring all these racial, religious, cultural and linguistic groups together into one single nation with the awareness to gather national consciousness. It also aims at removing social, cultural and economic inequality and strengthening unity and solidarity. The nation for communal harmony campaign from 19th to 25th of November and the last day of this week is also celebrated as Flag Day. Cultural day is also celebrated for awareness to foster respect and open mindedness for other cultures. Celebrating our differences as well as our common interests, help them unite and educate. Not only they become more aware, they are also given a sense of pride for the diversity of their own culture. Awareness campaign and rallies are also organized by the students so as to aware people of the risks of taking drugs, and the benefits of good health and hygiene. Plantation drive is also organized to ensure that the college campus should be clean and green. The students participate in rallies and make posters; they teach the local people of the area to keep their environment clean. In the NCC and NSS camps students also create awareness amongst the common people for health and hygiene and sanitization in their homes. Villagers are taught to speak and write so that they can express their views and learn various day to day activities. Lectures by the faculty on Communication Skills and sanitization are also delivered. Independence Day, Republic Day, International Yoga Day, *Vivekananda Jayanti, Hindi Diwas, Vasant Panchmi* and other such important days are celebrated in the college.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)
Any other relevant information	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

National Voter day is celebrated on 25th January in which oath ceremony is also held, Unity day is also celebrated on the birth anniversary of Sardar Vallabh Bhai Patel. National Republic Day is also celebrated on the occasion of Constitution Day. College forms various committees to help students to solve their problems such as Students Redressal Cell, *Jan Sunwai Prakostha* which actively solve problems related to students. Students are also taught to conduct in a well behaved manner with the office workers and the teachers and also with the peons. Students are also informed not to harm the building, library and

laboratory and the campus. So that the college should maintain a proper code of conduct. Any kind of political activities are forbidden in college campus. The Principal and the staff along with the different faculty members are informed to resolve any kind of difficult situations in peaceful environment. Autonomous examination cell are formed to avoid unfair means used by the students during examinations, college also organizes various programmes on faculty development, through lectures and workshops. Teacher Guardian Meet is also held twice in the college to make a better understanding among students, teachers and parents. Health Club is also formed in the college through which students are benefitted relating to health and hygiene matters. Sanitary Pad Machines is also installed in the college campus for the students. Each and every student is allowed to participate in co-curricular activities organized by the college for their overall development. Girls' hostel is also available to ensure safety of girls. Anti Ragging Cell is also there to solve the problems of new comers. Faculty constantly guides students regarding their personal cleanliness and of campus, to save electricity, careful use of government equipments such as computers, lifts, smart classes etc. Personality development cell organizes lectures and workshops for overall personality development of students. A congenial cooperative and friendly atmosphere is created by the faculty under the "*Chatra Mitra Yojna*" which organizes programmes under the guidance of IQAC, college forms various committees to help guide and solve every single problems of the students. Health club which functions under IQAC organizes rallies, poster competition, slogan competition, lectures to aware students regarding health issues related to smoking, drug addiction etc.

File Description	Document
• Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document
Any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

1. College Celebrates important days of national importance such as Independence Day, Republic day with patriotic fervor to instill the spirit of patriotism and nationalism among students and staff.
2. International Women's Day is celebrated to highlight the achievements of women and to accelerate the issues of gender discrimination with the aim to aware students about their rights and duties. The Women Development Cell organizes a variety of programmes on this day each year in tune with the internationally announced theme. The students are given leadership roles on this day. They are provided guidance beforehand to prepare their presentations by the teachers.
3. Swami Vivekanand Jayanti on 12 January is celebrated every year as Yuva Diwas.
4. Gandhi Jayanti is celebrated on 2nd October with the theme of Health and Hygiene. The 150th Birth anniversary was celebrated in the year 2019-20 by organizing a series of programmes.
5. Assassination of Gandhi ji on Martyrs day 30 January, a two-minute silence in memory of Indian martyrs is observed by the institution at 11 AM. Special programme of Sangeet to promote secularism amongst students is organized by the department of Music in collaboration with the students and teachers of each department.
6. Theme based activities and events are organized to celebrate certain days like International Yoga day, International Youth Day, International Mothers day.
7. The Dept. of Hindi celebrates Hindi Diwas and Matra Bhasha Divas every year
8. Teacher's Day is celebrated to mark the birth anniversary of Dr Sarvapalli Radhakrishnan on 5th September.
9. Madhya Pradesh Establishment Day is celebrated on 1 November.
10. The department of Hindi celebrates Munshi Premchand Jayanti, Tulsi Das Jayanti and Nirala Jayanti (Vasant Panchami) to make students familiar with their literary contributions and to get motivated by having the exposure to their literary achievemnts.
11. Rani Durgavati Balidan Diwas is celebrated by the dept. of History and Heritage Club
12. To create awareness amongst students, faculty and staff of ways and means of sustaining ecological balance World Environment Day, Earth Day, World Water Day are celebrated every year.
13. NSS Day is celebrated on 24th September
14. NCC observes Disaster Risk Reduction Day
15. The department of Sanskrit celebrates Raj Shekhar Samaroh. Debate shlok Paath, and Speech Competitions are held for the students in this programme.
16. Department of Psychology observes "Mental Health Day" on 10th October. Under which the issues of exam phoebia and anxiety are taken care of
17. During Social Gathering 'Student Day' and 'Sports Day' is celebrated by the students.
18. Various festivals are celebrated in the college campus and Hostel such as Holi, Pre Diwali fete , Ganesh,Chaturthi, Durga Pooja, etc
19. Students make hand made Rakhi which are sent to prison inmates and soldiers

File Description	Document
Geotagged photographs of some of the events	[View Document](#)
Any other relevant information	[View Document](#)
Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Title of the Best Practice :Environmental Conservation

Govt. Mankunwarbai College is committed to protect and improve the environment and environmental conditions surrounding its campus and nearby areas. It feels that it is a primary duty of everyone including the students, faculty, visitors and guests to work in this direction to maintain ecological balance which is an important area to be taken care of. One of the most evident problems which the world faces today is the environmental pollution. Man has exploited nature excessively, hence, there is an immediate need to make people aware about environmental degradation. The college feels that Educating students through public participation may change and improve the quality of environment. Moreover, according to the Government of India it is the duty of every citizen of India to protect and improve the natural vegetation including forests, lakes, rivers and wild life and to have compassion for living creatures. Therefore, the college is dedicated to improve its surroundings by having a Green Initiative Policy with a commitment to implement it effectively so that its effects are transferred largely well in the society.

Context

It is extremely important for everyone to conserve natural and man-made heritage including biological diversity of ecosystems. To spread awareness regarding the same amongst students to make them understand the link between environmental development for the healthy environment becomes imperative. To teach them how to prevent and control degradation of natural resources like land, water and vegetation becomes a subject of utmost importance. The main objective is to conserve natural resources and the natural environment where it is possible to repair damage and reverse trends. Since long time environmental movements have created much needed awareness and dealt with multiple environmental problems but still a lot is to be done. For this reason, the college has made Environmental Conservation its one of the best practices and works under the policy to improve all the major concerns by the implementation of measures suggested in the policy.

Practice

To keep healthy flourishing environment girls of the college are constantly motivated. To achieve this goal, they are informed regarding –

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- The advantages of tree plantation.
- Environment Club organizes lectures.
- Tree plantation drive was organized in Narmada Valley.
- Tree plantation was also organized in Ramkrishna Mission Aashram.
- Nanakheda and Bhatoli villages have been adopted, tree plantation was organized and environment awareness programmes were organized.
- Students are motivated to plant trees in their gardens and nearby whereby they live. Also rally's are organized for environment protection and awareness.
- Kadam reputed organization of the city helps in organizing environment related programmes many students and professors actively participate in the programmes organized by 'Kadam'. The efforts towards environment protection have been appreciated by 'Kadam' and appreciation letters have been received by the institution from them.

Evidence of Success

In the syllabus at UG level compulsory paper on Environmental Awareness imparts knowledge to students regarding environmental issues. Students and faculty members of college are encouraged to plant trees on their birthday and on their special occasions. The college has Solar Power Plant that generates and saves electricity. This is one of the most serious initiatives taken by the college. In the college Nature Club functions under the IQAC which organizes lectures for the students, and other awareness programmes related to environmental conservation. Students and faculty members jointly participated in Narmada Cleanliness Drive in the year 2019. The waste water of RO is utilized for watering the plants. Disposal of garbage is done properly to make the campus clean and green. Awareness campaign is organized by the NCC & NSS students to get rid of pollution. Green zone is developed in the college which ensures god health and green surrounding for students and the faculty.

Problems encountered and resources required

Ignorance is one of the major problem encountered by the college. Sometimes students leave the class without switching off the lights. In wash-rooms they also leave the tap on, in this way they misuse the resources provided to them by the college.

Title of the Best Practice :Health & Well-being

Objective of the Practice

Women being nurturer and builder of families and societies their health is considered as an asset by the college. The college in the form of Health and Well-being Policy translates this noble thought, which is one of the most important practices of the college. To improve health and well-being of the students who are young women college has formulated this policy under which a lot of good practices have been earmarked to spread awareness and to educate all the students so that they feel safe and learn the benefits of having sound health. College establishes collaborative activities with the support of health professionals to inculcate health and well being related value among students. The idea of good health for all is well understood by the college therefore, such programmes are organized for the faculty and office employees as well.

Context

The policy of Health & Well-being covers personal health of each student that includes physical, emotional, social, spiritual and intellectual leading to their holistic well-being. None of these areas can be neglected when talking about health and well-being. For keeping the students healthier they must have knowledge of physical education, knowledge of balanced diet and they must be aware about their body, cleanliness and hygiene . The student profile of the college consists of the students who are mostly from rural, low and middle class background. Struggling to fulfil their basic needs they are not adequately aware of the notion of health and well-being. Hence it becomes the responsibility of the institution to make them aware of the benefits of having good health and overall development. Institute also focuses on strategies to keep them fit, which works as a tool to keep their confidence and self esteem high.

Practice

In view of health awareness amongst the students, under the ages of IQAC. Health Club is functioning which undertakes health check-up of all girl students of the college. A gynaecologist helps in creating awareness regarding general health regards and how to avoid infectious diseases, Girls are future mothers, in view of this they are made aware of anaemia, malnutrition importance of breast feeding, etc. Programmes informing neutrinos food, importance of vitamins and minerals is also decimated. Check-up camps, discussions and lectures were organized.

Eye check up camps for girls were organized B.MD. test for Bone density haemoglobin is organized every year in college for the benefit of girl students, as well as for the other member of the institution. Students are made aware of use of latest technology and its negative effects on health, and life style. They are also made aware of life style disorders and how to avoid them and improve our style.

Nasha Mukti rallies are also organized by the Red Cross Unit of the college, AIDs and CANCER awareness programmes are also organized in the form of lectures, poster competition etc.

Not only this a councillor works in IQAC to council and guide. Thus a proper care is taken of the mental health of the students. The councillor helps in solving personal problems also guides the students during examination to avoid anxiety. Workshops are organized to make the students aware of symptoms of anxiety and depression and how to a avoid these by developing positive attitude by being busy constructively, which in terms develops self-confidence in them they may avoid examination phobia.

In regard to social obligation college organized a workshop on Autism, completely operational gym is also available in college which takes care of not only physical health but also emotional and mental health of the students. Yoga camps, training Surya Namaskar are also organized.

Evidence of Success

Good Health and Well-being imparts an ability to lead a healthy life which allows students to perform most of their daily chores without fatigue. This kind of physically activeness reduces the risk of several diseases. Regular healthy habits and cleanliness, along with physical activity improves the overall performance of the students. The college achieves this objective by engaging its students and faculty in the following activities:

- Health check up camps is organized in our college by the department of Home Science.

- Health Club, NCC, NSS and Red Cross arrange programmes targeting the health and well-being of students.
- Cleanliness drives/camps are also organized to fulfill the above needs.
- Women development cell also focuses on women's health and they organize lots of programmes related to their safety.
- Along with this bone density tests, blood donation camps, calcium check up are done regularly.
- Due to all this care students of the institution have been successful in various types of competitions be it sports, self defense or other academic competitions. Students have achieved various prizes and awards in different fields which show that they have achieved success in all walks of life. During corona pandemic also all the students of Jabalpur District were counseled through online counseling by the Department of Psychology. Government of Higher Education also appreciated the efforts of the faculty's continuous involvement in counseling.
- The ID card of the students have their Blood groups mentioned
- Availability of Sanitary Pad Vending Machine and incinerator in the girls common room and washroom
- Participation of students in cleanliness drives
- Programmes on healthy food and good nutrition are organized regularly
- Availability of proper disposal of garbage in the campus and washrooms
- Availability of Sick Room for the students and employees equipped with first aid facilities
- Availability of multi-purpose gymnasium

Problems Encountered and Resources Required.

Good health is a human right which requires physical and financial resources to achieve and maintain it. There are four important aspects of health and well being physical, mental, financial and social. Each aspect is compulsory to achieve all these parameters of health and well being. There are some problems encountered by the college as far as implementation of health policy is concerned. Students admitted in the institution are from rural background and their financial conditions are also very poor. The college has to make efforts to bring them to the programmes where health check up camp is organized. Some students are apprehensive about these welfare programmes and quite reluctant to participate. All the programmes are arranged free of cost so that students get maximum benefit of attending them. Various scholarships have been introduced by the department of HE of Madhya Pradesh government for the upliftment of the weaker sections of students. There is scholarship for "*Pratibhawan Chhatra*". Resources required for health and well being are more important during pandemic times. Sanitization machine, Sanitary Pad Vending machine and incinerator have been installed in the college with the funding of World Bank. All the rooms are sanitized and every visitor including the faculty and students is sanitized and further checked at the entrance with thermometer. Educating them to wear mask and sanitize sometimes becomes a challenging task.

File Description	Document
Best practices in the Institutional web site	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Institutional Distinctiveness

India is a country with a treasure of rich cultural heritage in the form of Music Painting, Literature, Poetry, Sculpture and many more. Similarly, Govt. Mankunwarbai College is dedicated to save this treasure & carry it forward for the next generation. T The literature in four major languages are offered by the college such as Hindi, English, Sanskrit and Urdu. There are other subjects offered in the college exclusively which take our culture and tradition to the new skies such as Drawing & Painting and Music. For the promotion of languages there is a scheme started by Central Government "Ek Bharat Shrestra Bharat" in which language exchange programmes are promoted. Our students participated in this programme. "Raj Shekhar Samarho" programme is organized by the college which promotes art and culture through, paintings, music and dance and even lectures are also delivered by experts related to art and culture. Students inculcate this experience for a lifetime. The department of Hindi and English run "Vartani Sudhar" and " Learn English Classes" to improve the written and spoken language of the students. The students reach to local people through the activities of NCC and NSS units. Students are given opportunity to interact with people living in remote areas and by speaking and listening to them students get knowledge of their social issues and art and culture of these people. It is known that art influences society and it can change people's views across space and time. when students are admitted in Mankunwar bai College they get wings to fly through the academic as well as other activities which are organized by the college throughout the year leading to their overall development.

The college affirms preserving the cultural wealth of India for nation's identity and integration through various activities. The departments of Drawing & Painting and music aptly promote development of culture and tradition in the college. These departments are also working as research centers where along with the teaching of art and culture research is also done. There are various cultural programmes organized under Youth Festival every year. Students are trained and guided by the faculty members for these competitions. Students are given leadership roles so that they can learn to be responsible and disciplined. They also build leadership quality in them. In the department of Sanskrit "Kalidas Samharo" is organized. On the day of 28th August 2016 M.P.

Fair is also organized in the college in which girls sell their handmade articles, clothes and small decorative pieces and food items. In this way, the college faculty and the students come together for the promotion of local. The college has a uniform for all the students, which is a decent comfortable traditional wear. This promotes the idea of oneness amongst the diverse group of students.

After checking the field of interest of various students, they are provided with high class opportunity in the area of sports. As a result the students of the college are giving their best performance at national and international levels, Mahima Turhi Agrawal represented India in Junior Cup Australia, Sydney in March 2018, bagging gold medal in 10 meter Pistol Shooting and a Silver Medal in 25 meter Rifle Shooting Competition, thus making not only the college but India proud. She receives Rs. 15,00,000/- yearly scholarship under the scheme "Khelo India Khelo". Somya Jain (Silver) Nidhi Choudhary (Gold) made the college proud by participating and winning Silver and Gold at All India Level In Wushu Shreya Agrawal

represented India in 12th Air Gun Shooting Championship in Germany in 2019, received Gold Medal. Thus both Shreya and Mahima made college and India proud by bagging 03 Gold Medals at International Level. Nidhi Upadhyaya had the good fortune to go to Korea under the Youth Exchange Programme as Best Achiever in 2017 (NSS).

For energy saving college has 40 KV Solar Panel which has decreased the electricity bill with the help of this panel 15,33,000 units electricity is produced yearly. Thus this is helping International Green Energy Policy too. We are helping in increasing the ground water level with the help of 03 Rain Water Harvesting sump. Thus college is doing its best to make the students aware for the protection of environment.

Bio Mass Machine, Sanitary Napkin Dispenser and Incinerator have been installed which help towards keeping the campus clean. Specially abled students are being helped by the installation of lift and ramp. An excellent Music Department of the college give opportunity to the differently abled students to develop skill in vocal and instrumental music. Department of Drawing and Painting helps the interest and gifted students to find self employment with the help of the training that they receive in the college. In view of the security of the students, the campus is equipped with CC TV Cameras.

The IQAC of the college provide the students with a personal councilor to help and guide them through their problems. Students get Railway Pass on concessional rates and local bus service has a stop near college to make their communication convenient.

Blood donation camps are organized with the help of NSS & NCC to bring awareness regarding social responsibility and health among students and society.

Health Camps are organized in college regularly for BMC Test, Blood Test, etc. and girls are given information by lady-doctor on various issues. The college has adopted two villages Bhatouli and Nanakheda and the citizens are made aware in the areas of health hygiene and cleanliness girls are also informed about POCSO Act. All the students are registered under the Teacher Guardian Scheme, thus many of the problems that the students face in college are solved at this level itself. Department of Sports organizes Martial Art Camp and teachers the girls self defense and protect themselves. Also they are made aware to adopt a healthy life style with the help of Surya Namaskar and Yoga Day.

File Description	Document
Any other relevant information	[View Document](#)
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

Additional Information

Being an autonomous college with affordable fee structure, the college is able to provide higher education to young girls belonging to all sections of society. At present about 85% of the students belong to economically weaker section of the society. Almost 75% students are first generation learner coming from Hindi medium background. The safe and secure ragging free environment has earned college a reputed name in central India.

Due to the challenging condition of Global pandemic Covid 19, the college successfully continued functioning through online teaching system and Open Book Examination system from March 2020 onwards.

The competent faculty members regularly engage students in innovative practices of teaching and learning. In the year 2019, 04 professors of the department of English cleared CEPT and TKT exam conducted by Cambridge Assessment English. They trained 59 college students to upgrade their level of English through CEPT (Cambridge English Placement Test).

The courses on Computer Operator and Digital Marketing, Diploma in Public Health & Community Orientation and Diploma in Yogic Science are in pipeline.

The students of NSS and Sports and Alumni have international achievements to their credit.

The NSS officer has exceptional contribution given to society during Covid conditions.

Concluding Remarks :

Conclusion

Being a women's college, this fact is taken to be an opportunity to work with women who have dreams in their eyes and are searching for wings to fly high. The college incessantly strives to make such dynamic students sensible and responsible citizens by instilling good ethics and moral values in them. It also works hard to empower young women of the college through traditional and career-oriented education so that they can become productive citizens of the country. The college also takes steps to promote the right to education among women so that they become self reliant and take charge of shaping their own destiny.

For example, the sports achievement of the college are noteworthgy.

As a result the Institution takes pride in students' achievements won in the field of sports and various games. The college has distinguished students at international level-

- Achievements of Mahima Turhi Agarwal:

1. Represented India in Junior World Cup, Championship held at Germany.
2. Junior World Cup held in Australia from 19th March, 2018 to 29th March, 2018 won Gold in 10m

pistol shooting and Silver in 25m Rifle Shooting.
3. Participated in 'Khelo India Khelo' in Pune and an incentive of rupees 15 lakhs per year.

- Achievements of Shreya Agarwal:

1. Represented India in Junior World Cup Championship held in Germany, won Gold Medal.
2. Won Gold Medal in XII Asian Air Gun Shooting Championship in May, 2019.
3. Participated in 'Khelo India Khelo' in Pune and an incentive of rupees 15 lakhs per year.

To sum up, all measures and actions of the college are a conscious result of the vision to shape our students into bright and educated individuals. To achieve this, the college leaves no stone unturned in providing its students with the best aids possible and ensuring all requirements for their quality education.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.2	**Number of value-added courses for imparting transferable and life skills offered during last five years.** 1.3.2.1. **How many new value-added courses are added within the last five years** Answer before DVV Verification: {{TABLE1}} Answer After DVV Verification : {{TABLE2}} Remark : DVV has made the changes as per shared report by HEI.
1.3.3	**Average Percentage of students enrolled in the courses under 1.3.2 above.** 1.3.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification: {{TABLE3}} Answer After DVV Verification : {{TABLE4}} Remark : DVV has made the changes as per provided report by HEI.
1.4.1	**Structured feedback for design and review of syllabus – semester-wise / year-wise is received from** **1) Students, 2) Teachers, 3) Employers,** **4) Alumni** Answer before DVV Verification : A. All 4 of the above Answer After DVV Verification: B. Any 3 of the above Remark : DVV has made the changes as per provided feedback report by HEI.

Table 1:

2019-20	2018-19	2017-18	2016-17	2015-16
8	9	7	5	4

Table 2:

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	4	3	4

Table 3:

2019-20	2018-19	2017-18	2016-17	2015-16
529	432	448	202	590

Table 4:

2019-20	2018-19	2017-18	2016-17	2015-16
469	260	584	621	123

2.1.1	**Average Enrolment percentage (Average of last five years)**
	2.1.1.1. **Number of students admitted year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1293	1231	1173	1045	992

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
725	723	693	665	661

2.1.1.2. **Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1449	1445	1385	1330	1300

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1449	1445	1385	1330	1300

Remark : DVV has made the changes as per provided report of students admitted (ST , SC and OBC) by HEI.

2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**
	2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1011	959	884	782	720

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
672	660	592	535	547

Remark : DVV has made the changes as per provided report of actual students admitted from the reserved categories (SC, ST and OBC) by HEI.

2.5.2	**Average percentage of student complaints/grievances about evaluation against total number**

appeared in the examinations during the last five years

2.5.2.1. **Number of complaints/grievances about evaluation year wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
20	57	64	90	78

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
01	57	64	90	78

Remark : DVV has made the changes as per shared report by HEI.

3.4.3 — **Number of research papers per teachers in the Journals notified on UGC website during the last five years**

3.4.3.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	2	2	2	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : ISSN number has not reflect in provided journals by HEI.

3.6.2 — **Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last five years**

3.6.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
7	9	4	5	4

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

5	5	2	3	1

Remark : DVV has made the changes as per shared report by HEI.

3.6.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years** 3.6.3.1. **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
41	43	33	29	36 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
33	36	27	19	31	
---	---
3.6.4	**Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years** 3.6.4.1. **Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
2894	4270	4489	2480	2449 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
2346	1310	2490	1897	2223	
3.7.2	**Number of functional MoUs with institutions of national, international importance, other institutions, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)** 3.7.2.1. **Number of functional MoUs with institutions of national, international importance, other Institutions, industries, corporate houses etc. year wise during last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
6	2	0	0	0 | Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
3	1	0	0	0

Remark : DVV has made the changes as per shared report by HEI.

| 4.2.4 | **Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year** |

4.2.4.1. **Number of teachers and students using library per day over last one year**
Answer before DVV Verification : 40
Answer after DVV Verification: 0

Remark : DVV has not consider shared report by HEI.

| 5.1.1 | **Average percentage of students benefited by scholarships and freeships provided by the Government during last five years** |

5.1.1.1. **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3523	2890	2868	2473	1876

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
3523	2890	2868	1201	1500

Remark : DVV has given the input as per metric 5.1.2

| 5.1.4 | **Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the Institution during the last five years.** |

5.1.4.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3868	2089	2587	1300	1683

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

0	0	0	0	0

Remark : Supporting document has not shared by HEI.

5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.** 5.3.1.1. **Number of awards/medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) year - wise during the last five years.** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
12	20	13	30	6

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
8	14	9	20	4

Remark : DVV has not consider provided certificate of participation and appreciation by HEI.

5.3.3	**Average number of sports and cultural events / competitions organised by the institution per year** 5.3.3.1. **Number of sports and cultural events / competitions organised by the institution year - wise during the last five years.** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
22	42	33	40	36

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
04	30	31	38	27

Remark : DVV has not considered days, diwas activities and considered one activity once in a year shared by HEI.

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).** 6.3.4.1. **Total number of teachers attending professional development Programmes, viz.,**

Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes year wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
16	11	4	7	4

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
05	09	1	2	2

Remark : DVV has not consider those activities less than 5 days.

6.4.2 | **Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)**

6.4.2.1. **Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
137.07877	122.16014	124.54457	93.03045	69.80487

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0.13	0.15	0.13	0.12	0.49

Remark : DVV has made the changes as per provided report of Funds / Grants received from non-government bodies by HEI.

6.5.3 | **Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **Any other quality audit recognized by state, national or international agencies (ISO Certification)**

Answer before DVV Verification : 2 of the above
Answer After DVV Verification: 1 of the above
Remark : DVV has made the changes as per shared report by HEI.

7.1.2	**The Institution has facilities for alternate sources of energy and energy conservation measures** 1. **Solar energy** 2. **Biogas plant** 3. **Wheeling to the Grid** 4. **Sensor-based energy conservation** 5. **Use of LED bulbs/ power efficient equipment** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has made the changes as per provided reports of Led and Solar system by HEI.
7.1.4	**Water conservation facilities available in the Institution:** 1. **Rain water harvesting** 2. **Borewell /Open well recharge** 3. **Construction of tanks and bunds** 4. **Waste water recycling** 5. **Maintenance of water bodies and distribution system in the campus** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above Remark : DVV has made the changes as per shared report by HEI.
7.1.5	**Green campus initiatives include:** 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has made the changes as per shared report of landscaping with trees and plants, Use of Bicycles/ Battery powered vehicles by HEI.
7.1.6	**Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:** 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions / awards** 5. **Beyond the campus environmental promotion activities** Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

Remark : DVV has made the changes as per provided report by HEI.

7.1.7	**The Institution has disabled-friendly, barrier free environment**
	1. **Built environment with ramps/lifts for easy access to classrooms.**
	2. **Divyangjan friendly washrooms**
	3. **Signage including tactile path, lights, display boards and signposts**
	4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
	5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**
	Answer before DVV Verification : A. Any 4 or all of the above
	Answer After DVV Verification: C. 2 of the above
	Remark : DVV has made the changes as per shared report by HEI.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year-wise during last five years**
	Answer before DVV Verification:
	<table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>1248</td><td>1196</td><td>1109</td><td>933</td><td>882</td></tr></table>
	Answer After DVV Verification:
	<table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>3158</td><td>2897</td><td>2695</td><td>2396</td><td>2271</td></tr></table>
1.2	**Number of outgoing / final year students year-wise during last five years**
	Answer before DVV Verification:
	<table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>998</td><td>900</td><td>852</td><td>711</td><td>751</td></tr></table>
	Answer After DVV Verification:
	<table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>973</td><td>703</td><td>581</td><td>442</td><td>513</td></tr></table>
1.4	**Number of revaluation applications year-wise during last five years**
	Answer before DVV Verification:
	<table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr></table>

0	1	25	15	25

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	24	64	90	78

2.1	**Number of courses in all programs year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
36	36	36	36	36

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
371	371	370	366	360

2.3	**Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
109	109	109	109	109

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
77	77	77	77	77

3.4	**Total number of computers in the campus for academic purpose** Answer before DVV Verification : 86 Answer after DVV Verification : 66