

**ANNUAL QUALITY
ASSURANCE REPORT (AQAR)
2011-12**



**Shri Krishnaji Rao Pawar Government
Post Graduate College, Dewas (M.P.)**

Website - www.skpcollegedewas.org

Email- kpcollegedewas09@yahoo.com

Ph.No. 07272-221826

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

PART – A

AQAR FOR THE YEAR

2011-2012

1. Details of the Institution

1.1 Name of the Institution

SHRI KRISHANAJI RAO PAWAR
GOVERNMENT POST GRADUATE
COLLEGE DEWAS (M.P.)

1.2 Address Line 1

RANI LAXMI BAI ROAD

Address Line 2

BHOPAL SQUARE

City/Town

DEWAS

State

MADHYA PRADESH

Pin Code

455001

Institution e-mail address

kpcollegedewas09@yahoo.com

Contact Nos.	07272-221826
Name of the Head of the Institution:	Dr. N. K. SHRIVASTAVA
Tel. No. with STD Code:	07272-221826
Mobile:	09926902731
Name of the IQAC Co-ordinator:	Dr. S.P.S. RANA
Mobile:	09425050955
IQAC e-mail address:	kpcollegedewas09@yahoo.com
1.3 NAAC Track ID	MPCOGN13040
1.4 NAAC Executive Committee No. & Date:	MARCH 31, 2007/002
1.5 Website address:	www.skpcollegedewas.org
Web-link of the AQAR:	www.skpcollegedewas.org

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	81.10	2007	31/03/2012
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

09/04/2007

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

- i. AQAR _____
(DD/MM/YYYY)
- ii. AQAR _____
(DD/MM/YYYY)
- iii. AQAR _____
(DD/MM/YYYY)
- iv. AQAR _____
(DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce

Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science

Management Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Vikram University Ujjain (MP)

1.12 Special status conferred by Central/ State Government--

UGC/CSIR/DST /DBT/ICMR etc

Autonomy by State/Central Govt. / University -

University with Potential for Excellence - UGC-CPE -

DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC COMPOSITION AND ACTIVITIES

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="-"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>
2.11 No. of meetings with various stakeholders No.	<input type="text" value="01"/> Faculty <input type="text" value="01"/>
	Non-Teaching Staff <input type="text" value="01"/> Students <input type="text" value="01"/> Alumni <input type="text" value="01"/> Others <input type="text" value="-"/>

2.12 Has IQAC received any funding from UGC during the year?

Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State
Institution Level

(ii) Themes

- Biodiversity.
- Stress management.
- Basic computer training programme.
- Jan lokpal and lokpal bill.
- Effect of oil price rise on consumers.
- Legal aids.
- On CCE and examination patterns.

2.14 Significant Activities and contributions made by IQAC

- Promotion of Self -Defense Techniques among the students.
- Organized college level workshop on Biodiversity.
- Academic year 2011-12 is declared 'Quality Management Year' by Dept. of higher education Madhya Pradesh and in this continuation different activities organized at departmental level like quiz, debate, G.D., Youth Festival etc.
- Developing awareness among students about different Govt. scholarship schemes.
- Yoga activity and Surya Namaskar were organized for good health.
- Renovation work of college building.
- Safe drinking water for teachers and students
- Regular feedback from the stakeholders.
- Mobilization of teachers to participate in seminars/conferences and workshops.
- Organization of extra-curricular activities for the students regularly.
- Organized remedial classes, job oriented training programs, projects/Internship, Zero Classes and Lectures on entrepreneurship skill development through Swami Vivekanand Career Guidance Cell.
- Lecture was organized on "how to improve API score" for faculty.
- NSS camp organized at village Bilawali and social activities like - approach road for village, water nikasi of hand pumps, removal of polythin were organized.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year*

Plan of Action	Achievements
<ul style="list-style-type: none">❖ Completion of renovation work.❖ Completion of New Science Building and shifting science departments there to.❖ Allocation of rooms and infrastructure to various departments.❖ Purchase of equipments and instruments.❖ Encouraging Research activities.❖ Construction of women common room with toilet.	<ul style="list-style-type: none">• Process of automation is continued.• Renovation work is completed.• Reading Room improved.• E-content developed for students.• Twenty-two Computer set purchased.• Four Water coolers purchased.• One biometric machine with software purchased.• One colour photocopier purchased.• One reprographic machine purchased.• One generator purchased.• Swami Vivekanand Career Guidance Cell is in function in the college.• The campus has been made Wi-Fi connectivity.• PhD research centre in history department affiliated to Vikram University Ujjain has been started.• Construction of women common room with toilet is completed.• All plans of action set were satisfactorily completed during the year.

* Attach the Academic Calendar of the year as Annexure.

The Academic Calendar is followed according to the schedule which is provided by commissioner higher education government of Madhya Pradesh at the beginning of academic session.

Academic Calendar 2011-12 (Applicable for All the Classes)

Academic work	I/III/V semester	II/IV/VI semester
Academic and CCE work (90 working days)	01 July to 04 Nov. 2011	08 Dec. 2011 to 10 April 2012
Pre Examination preparation leave	06 Nov. to 08 Nov. 2011	11 April to 14 April 2012

Semester and ATKT Examination	09 Nov. to 07 Dec. 2011	18 April to 15 May 2012
UG and PG Practical Examination	Before 08 November 2011	Before 18 April 2012
Declaration of Examination Results	By 2 nd week of Dec. 2011	By Last week of May 2012

Non-working days 2011-12

Non-Working Days and Leaves	Days
01. Sunday	52
02. General Leaves	20
03. Local Holyday	03
04. Diwali Leaves	05 (24 Oct. to 28 Oct. 2011)
05. Non-Academic Activities	10
06. Summer vacation (Excluding Sunday and Leaves) 40 (16 May 2012 to 30 Jun 2012)	40
• Total Non-working days	----- 130 Days
• Examination preparation and examination days	----- 54 days
• Total leaves / Holidays-----	130+54=184 Days
• Total Academic Days -----	365-184=181 Days

2.16 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate Any other body

Provide the details of the action taken

NA

Part – B

CRITERION – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	01	-	-
PG	09	-	02	-
UG	09	-	04	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	18	01	06	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Course	Electives
B.Com. Plain Compulsory papers	Computer application(Self finance)
B.Sc. Plain (Bio.) Compulsory papers	Micro Biology (Self finance)
B.Sc. Plain (Bio.) Compulsory papers	Biotechnology (Self finance)
B.Sc. Plain (Maths.) Compulsory papers	Computer application(Self finance)

(ii) Pattern of programmes:

Pattern	Number of programmes

Semester	24
Trimester	-
Annual	-

1.3 Feedback from stakeholders*

Alumni Parents Employers Students
(On all aspects)

Mode of feedback: Online Manual

Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The syllabus prescribed by the Department of Higher Education, Govt. of M.P. and regularly revised.

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

Yes

PhD program in History Department

CRITERION – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
46	32	--	12	02

2.2 No. of permanent faculty with Ph.D.

32

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others (Guest)		Total	
R	V	R	V	R	V	R	V	R	V
NA	10	NA	NA	NA	NA	18	01	18	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

18

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	38	24
Presented papers	10	16	14
Resource Persons	-	02	01

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

- Since the academic year 2011-12 is declared as 'Quality Year' by Department of Higher Education, M.P. Government lot of innovative activities were adopted at college level both for faculties and students.
- During the session, all faculties of the college spent minimum one hour in the library every day.
- Students also visit the library regularly. They are benefited by reading the course books, Reference books, Journals, Magazine and News papers in

the library reading room.

- Continuous and comprehensive evaluation (CCE) technique by different modes is used to evaluate student's performances.
- During the session, along with the traditional teaching methods, modern teaching techniques through PPT, Quiz, G.D., surprise class test etc. have been adopted in learning process.
- Publication of monthly e-news letter at college level
- English Language Laboratory with the aim to facilitate the learning English sounds properly, improvement of pronunciation, communication skills and increase of competency in phonetics and linguistics as most of the students are from rural back ground.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Evaluation of students, mostly done by Vikram University Ujjain.
- Multiple Choice Questions technique is adopted in Continuous and comprehensive evaluation (CCE) at college level

2.9 No. of faculty members involved in curriculum restructuring /revision/syllabus development as member of Board of Study/Faculty Curriculum Development workshop

01

04

--

2.10 Average percentage of attendance of students

78

2.11 Course/ programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division (approximate)				
		Distinct ion %	I %	II %	III %	Pass %
B.A.	503		24	54	22	67
B.Com.(plain)	671		28	62	10	78
B.Com.(Comp.)	127		38	45	17	90
B.Sc. (Bio.)	227		41	47	12	71
B.Sc.(Micro)	96		45	39	16	86
B.Sc.(Biotech)	116		40	49	11	94

B.Sc.(Maths)	93		32	52	16	64
B.Sc.(Comp.)	95		47	35	18	88
M.COM	127		31	51	18	68
M.A. English	16		30	50	20	63
M.A. Economics	23		22	58	20	78
M.A. Political Sci.	17		28	64	8	59
M.A. History	11		38	53	9	72
M.Sc. Botany	16		32	64	4	82
M.Sc. Micro	17		46	52	2	88
M.Sc. Chemistry	44		32	63	5	73
M.Sc. Zoology	20		21	56	23	80
L.L.B.	176		38	58	4	72

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

- The IQAC is an active body aiming towards the qualitative analysis and evaluation of the teaching and learning process in the college.
- The committee members monitor the teaching learning process by constantly remaining in touch with the teachers and the students.
- They also take student's feedback.
- IQAC acts as a bridge between the teachers and students. If it finds any lacunae, it is communicated to the teachers and the students so that corrective measures may be taken immediately.
- Parent Teacher Meeting is organized to discuss the problems and to find out the solutions.
- It tries to ensure that every faculty member should attend at least two seminar/ workshop/ conference etc in one academic year.
- Special classes and mentoring programmes are the various mechanisms adopted to improve teaching learning processes.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	05
UGC – Faculty Improvement Programmers	03
HRD programmes	--
Orientation programmes	02
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	03

Summer / Winter schools, Workshops, etc.	22
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	02	01	--
Technical Staff	16	--	--	10

CRITERION – III

3. Research, Consultancy and Extension

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

- Department of history has been recognized as research center affiliated to Vikram University Ujjain for carrying out research work leading to Ph.D.
- Initiates to provide internet facility in all departments.
- Organize computer/Internet training programme for faculties through computer department.
- Persuading teachers for Major/Minor projects, PhD work and research supervisor.
- To encourage the faculty to participate and organize seminars, symposia, conferences and workshops.
- Lecture was organized on “how to improve API score” for faculty.
- Organized college level workshop on Biodiversity.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	03	-	-
Non-Peer Review Journals	-	34	-
e-Journals	-	04	-
Conference proceedings	-	03	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

(i) Citation index of Mr. Sanjay Singh Baroniya, Assistant Professor, Botany is 3.

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published: i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	06 <input type="text" value="07"/>
Sponsoring agencies	--	--	--	--	Janbhagi Samiti

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
01	--	01	--	--	--	--

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized:

University forum College forum

NCC NSS Any other

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

- Blood donation camp is organized in the college campus.
- Tree plantation & Polythin removal camp organized by NSS students.
- Awareness of Traffic rule camp by NCC students.
- Yoga Karyakram was organized for students, faculties and other staff members.
- 'Save Daughter' programme organised.
- The N.S.S Units organize various camps in Bilwali village and aware the villagers about the importance of sanitation, literacy, hygiene etc.

- People are being enlightened about cleanliness, ill effects of tobacco and alcohol, importance of iodized salt, family planning and literacy for all.
- Red Ribbon Club by NSS.
- Collection of Funds for the blinds and National Flag Day through the sale of tickets.

CRITERION – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.03 Acres	New Science Building campus (2.5 Acres)	Govt.	300.2+166.98 (Lakhs)
Class rooms	17	20	Govt.	-
Laboratories	07	08	Govt.	-
Seminar Halls	01	01	Govt.	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	140	39	ugc/Govt.	179
Value of the equipment purchased during the year (Rs. in Lakhs)	18	19.74	ugc/Govt.	37.74
Others	-	Girls common room	ugc	5.5 lakh

4.2 Computerization of administration and library

<ul style="list-style-type: none"> • Office is fully computerized with internet facility. • Library is partially computerized with e-data base and internet facility.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	78260	2710800	1732	409822	79992	3120622
Reference Books	3208	320000	226	178000	3434	498000
e-Books	-	-	-	-	-	-
Journals	110	18000	10	10000	120	28000
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	10	Donated	-	-	10	Donated

Others(News Paper)	05	-	-	4656	05	4656
---------------------------	----	---	---	------	----	------

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	34	01	Yes	01	-	4	8	-
Added	15	-	-	-	-	2	2	-
Total	49	01	Yes	01	-	6	10	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

- Training programme on “Internet and Uses” was organized by the dept. of computer Science for teachers.
- Internet access is provided to all departments.

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.56
ii) Campus Infrastructure and facilities	12.0
iii) Equipments	3.84
iv) Others	1.5
Total:	17.9

CRITERION – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Remedial classes and tutorials are arranged for SC/ST/OBC/Minority and economically weaker students.
- Complaint box is installed in the campus.
- Running of help centre under best practice to provide up-to-date information to students
- On the college website: www.skpcollegedewas.org necessary information for the students is updated regularly.
- Career Counseling Cell under Swami Vivekanand Career Guidance Cell, which guides and empowers the students with job-oriented skill development.
- Communication Skills Development – undertaken by the department of English for UG and PG students through English lab.

5.2 Efforts made by the institution for tracking the progression

- Departments are asked to give a detailed report of their achievements.
- Feedback forms are given to students where they can give suggestions.
- Semester and examination cell of college maintain record of students progression.
- Career counseling and guidance committee regularly provides information about emerging job opportunities and avenues for further education.

5.3 (a) Total Number of students

UG	PG	Ph.D.	Others
2207	502	03	-

(b) No. of students outside the state

27

(c) No. of international students

-

Men

No	%
1880	69.33

Women

No	%
832	30.67

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
625	743	141	1047	03	2556	592	889	203	1028	15	2712

Demand ratio 1.06 Dropout 11.68 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Career Counseling Cell under Swami Vivekanand Career Guidance Cell, which guides and empowers the students with job-oriented skill development programmes, actively conducts many training programmes, campus placement and Rojgar Mela for the employment of students.
- An extensive workshop has been organized on NET exam and research paper writing on 16th of January 2012.
- English Language Laboratory with the aim to facilitate the learning English sounds properly, improvement of pronunciation, communication skills and increase of competency in phonetics and linguistics as most of the students are from rural back ground.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counseling and career guidance

- Swami Vivekananda career guidance cell in the college provides career oriented guidance to students.
- Entrepreneurship Development and Environmental Studies as compulsory subject at UG level is introduced.
- There is a provision to send the students of final year UG and PG for 60 days job oriented project work/internship at various Laboratories/ Industries/ Organizations to have the first hand practical work experience.
- 2 day job oriented career fair (Total Participants: 600)
- 28 days job oriented training in the field of Mobile Repairing.

- 21 days job oriented training in the field of Beauty Parlor.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	67	-	Not Available

5.8 Details of gender sensitization programmes

- Various schemes of state govt. for girls like Awagaman Suvidha, Pratibhakiran Yojana, Gaon ki beti Yojana etc. are available in the college.
- There exists gender sensitization cell for counseling and conducting programmes
- Sensitization programmes against female atrocities were organized by NSS and NCC students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	09	29000
Financial support from government:	SC/ST/OBC/---	
• Post Metric Scholarship:	1461	7515871
• Gaon ki Beti:	110	525000
• Pratibha Kiran Scheme:	74	370000
• Avagaman scheme:	50	00
• Vikramaditya scheme:	01	728
• Scheme of Minority:	15	85445
• Scheme for Handicapped:	19	29810
• Scheme of Labour Department:	192	323500
TOTAL	1922	8850354
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

Pulse Polio, Polythene Bags Eradication, Traffic awareness among commuters, Beti Bachao, Anti-Smoking, Plantation, Blood Donation Camp.

5.13 Major grievances of students (if any) redressed:

There is a grievance redressal cell for Faculty, Students and Staff in the college.

There was no grievance received from any stakeholder.

CRITERION – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- The college plans to organize physical fitness programmes, sports activities and self defense courses like Judo Karate etc for girl students at college / state/national level.
- To help students to achieve excellence by pursuing inquiry based knowledge to face global challenges.
- Provide students with opportunities to develop critical thinking, skills and creativity, to help them achieve scholastic and career success.
- To innovate new ideas in teaching, learning and evaluation process.
- Development of Gymnasium and wrestling hall which are necessary for the development of sports.
- To promote research activities, seminars/workshops to be organized in all the teaching departments.
- Motivate the faculties to prepare minor/major research project for external research funding.
- To make the staff computer friendly training programme/workshops on computer learning to be organized.
- To install Wi-Fi connectivity in the campus.

6.2 Does the Institution has a management Information System

- The institute very well maintains and manages the information between students and Department of Higher Education Government of Madhya Pradesh.
- Being a government college the institution complies with the instructions and directives issued by the department of higher education Govt. of MP from time to time.
- The Principal of the College along with the teaching and non teaching staff ensures that all applicable provisions of the University laws, Statutes and Regulations are implemented.
- The Principal convenes meetings of the Advisory Committee, IQAC and other related bodies to initiate designing and implementing of the quality policy and plans.
- Information can be sought directly from the college inquiry office. The Right to information (RTI) is sacredly conserved in the college.
- The principal as the head of the institution remains at the helm of all the academic and administrative affairs in the college.
- Every teaching department is headed by a senior professor entrusted with

the administrative and academic responsibilities of that particular department.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Curriculum is designed and framed by central board of study, Higher Education Dept, government of MP.
- IQAC oversees the effective delivery of the curriculum and suggests methods and means for its effective implementation.
- Timetables are prepared well in advance as per the requirement of the curriculum and keeping in mind the scheme of instruction. The faculty's members chalk out and prepare the detailed teaching plan of the syllabus; likewise CCE activities are generally held on Saturday.
- For proper implementation of curriculum like lesson plans, teaching diary and preparation of study materials etc. is done at departmental level.

6.3.2 Teaching and Learning

- The academic year commences with the preparation of the academic calendar. As the college is a government affiliated institute it has to adhere to the academic calendar of the Department of Higher Education/ University.
- The IQAC is an active body aiming towards the qualitative analysis and evaluation of the teaching and learning process in the college.
- The committee members monitor the teaching learning process by constantly remaining in touch with the teachers and the students.
- Faculty members attend Seminars, workshops, refresher and orientation courses to keep themselves updated.
- HOD's at the beginning of the academic year in the departmental meetings discuss the curriculum, work load, allotment of syllabus, academic schedule, lesson plans and other related activities of the department with their faculty.
- Seminars, Workshops, Guest lecturers, Extension lectures, academic and industrial visits, NSS, NCC, Sports and Cultural activities are included in the annual plan for all round development of students.
- Remedial classes in all subjects are arranged in the second half of the year based on academic performance for academically weak students and slow learners. Extra classes are taken by teachers to solve question papers, provide notes as and when required.

6.3.3 Examination and Evaluation

- The college follows both semester and annual system of examination.

- The CCE of the students is ensured through test, assignments, seminars etc.
- Students record is maintain in the office of the principal as well as in the examination / semester cell of the college.

6.3.4 Research and Development

- Research committee is there to look after the research activities in the college
- The Departments of history has been recognized as research center affiliated to Vikram University Ujjain for carrying out research work leading to Ph.D.
- Faculty members are encouraged to organize/participate in Seminars/ workshops/training programmes etc.
- Departments have computer and internet facilities.
- Our college campus is Wi-Fi enabled
- Intercom facility is provided for effective communication among the departments.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Departmental reference library system requires each PG department to maintain a library equipped with latest editions of books, latest articles, Journals, old question papers and question banks on subjects. All PG departments have their own library.
- College library is in process of converting into e-library.
- Laboratories are renovated and updated.
- College campus is Wi-Fi enabled
- CCTV cameras are installed which record all the activities to keep a track of any anti-social activity going on in the College.
- Basic of Computer is a compulsory paper in UG enabling the students to learn the fundamentals of computer.

6.3.6 Human Resource Management

- Being a government college the institution complies with the instructions and directives issued by the department of higher education Govt. of MP from time to time.
- The college has a well-defined administrative set up for the smooth functioning of the institution. The principal as the head of the institution remains at the helm of all the academic and administrative affairs in the college.
- Every teaching department is headed by a senior professor entrusted with the administrative and academic responsibilities of that particular department.

6.3.7 Faculty and Staff recruitment

- Only in self finance courses offered by the college, faculty and staff are recruited by the college temporarily for eleven months and rest of the recruitments are done by higher education dept. Govt. of MP.
- The recruitments of the faculties in self finance courses are based on UGC norm/directive given by the Dept. of higher education govt. of M.P. through College Janbhagidari samiti.

6.3.8 Industry Interaction / Collaboration

Career Counseling Cell under Swami Vivekanand Career Guidance Cell, which guides and empowers the students with job-oriented skill development programmes and Experts from industry are invited to conduct training programmes, campus placement and Rojgar Mela for the employment of students.

6.3.9 Admission of Students

- According to Higher Education Government of MP through Prospectus
- Admission at both UG and PG level in the college on merit basis.
- On line admission of student is under process.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none">• GIS policy for staff as per government rules.• Teaching faculties are being sent for various workshops and trainings on duty leave.
Non teaching	<ul style="list-style-type: none">• GIS policy for staff as per government rules.• Non-teaching staff are being sent for various workshops and trainings on duty leave.
Students	<ul style="list-style-type: none">• Govt. has offered many welfare schemes for students• Full free ships to needy students are offered at college level.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Head/Principal
Administrative	Yes	AGMP/Higher Edu./CA	Yes	Head/Principal

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Examination Reforms in the form of Project work, internship, CCE, change in question paper patterns are introduced.
- Examination results are made available on University website; student can download the provisional mark list.

6.10 What efforts are made by the University to promote autonomy in the affiliated / constituent colleges?

NA

6.11 Activities and support from the Alumni Association

At least one get together of alumni is organized in a year. They extend their full support in college activities.

6.12 Activities and support from the Parent – Teacher Association

In the meeting parents are apprised of their ward's progress in the institution. In addition to resolution of individual problems of students and parents' feedback, issues like development of the institution, educational system, student's beneficial policies etc. are discussed.

6.13 Development programmes for support staff

- Basic computer training programme.
- Yoga Karyakram.
- Pursue staff for higher study.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- We have created awareness regarding energy conservation and water harvesting. We are continuously encouraging students and staff for working in natural light and using of CFL and LED bulbs.
- In the college campus rain water harvesting is done in order to harvest the runaway water during rainy season and it generates a very good impact on the underground water level of the campus.
- Hazardous chemicals used in the labs are diluted and safely flushed out in septic tanks.
- Plant and animal waste is disposed in deep pits which are covered and closed with thick layer of earth and convert them into manure which is used for plants.
- There is a rich plantation in the campus with the efforts of our students and faculty members.

CRITERION – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- In July at beginning of the session ‘Zero Classes’ for fresher’s students are being organized for their orientation.
- Lectures were organised on entrepreneurship development, personal grooming, personality development and spoken English for overall development of students in the college.
- Student’s feedback is collected for all the courses. Feedback is based on quality of education, availability of resources etc.
- Teachers adopt modern teaching techniques while explaining the course contents to students. PG Students are encouraged to give their project presentations with the help of LED projector.
- All the teaching staff members maintain registers to keep record of attendance of the students and daily teacher’s diary according to class teaching plans per semester. Weekly registers and diaries of teaching staff are checked by the head of the respective department and then by the principal on every Saturday.
- Academic year 2011-12 is declared as ‘Quality Year’ by Dept. of Higher education Madhya Pradesh and under this many new innovative activities are introduced in teachings.
- On line admission in UG and PG first semester.

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

Academic Calendar followed by the college sent by the Dept. Higher education, Govt. of Madhya Pradesh.

Completion of renovation work.

- Renovation work of college main building is completed.
- Laboratory renovation work of Rs. 2 Lac is completed.

Completion of New Science Building and shifting science departments thereto.

- Earlier the grant of Rs. 30024000/- in total was received for the Construction of New Science Building. Now Rs. 16698000/- are received for completion of the building.
- Departments of science faculty are in shifting process to newly built science block.

Allocation of rooms and infrastructure to various departments.

- Departmental rooms are mainly allocated to PG departments.

- Internet is introduced to the computer savvy teachers.
- Lab Equipments purchased of Rs. 21, 76,115/-.

Purchase of equipments and instruments.

- Twenty-two Computer set purchased.
- Four Water coolers purchased.
- One biometric machine with software purchased.
- One Colour photocopier purchased.
- One reprographic machine purchased.
- One generator purchased.

Encouraging Research activities.

- Beginning of Ph.D. research centre in history department.
- Five Assistant Professors completed Refresher Course of 21 days from ASCs.
- 40 Assistant Professors have participated in seminars/workshops etc.
- Computer Training to teachers is given by the computer department.
- Access of Internet is given to the students.
- LCD projector is used for teaching in some departments.
- Two interactive boards purchased.
- Two LCD projectors purchased.
- Wi-Fi system connected.

Construction of women common room with toilet.

- Construction of women common room with toilet from UGC grant of Rs. 5.5Lakh began.

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

BEST PRACTICE -1

Title of the Practice:- Swami Vivekanand Career Guidance Cell

1. Goal –

Career Counseling Cell under Swami Vivekanand Career Guidance Cell, which guides and empowers students with job-oriented skill development programmes, actively conducts many training programmes, campus placement and Rojgar Mela for the employment of students.

2. The context –

Swami Vivekanand Career Guidance Cell provides guidance to students for their career and personality development which is very essential in the present context where job market is very competitive and opportunities are very low. The role of cell becomes very important. Placement and Career Guidance Cell extends service to the students in career guidance, organizes lectures concerning to career planning and invites companies for campus placement.

3. Practice –

Information regarding job opportunities, support and guidance in preparing of curriculum vitae (cv), group discussion and interviews.

College has organized remedial classes for the empowerment of SC/ST/OBC and economically weaker sections. It has received a grant from UGC during 2007-12 (XI plan) for the purpose.

Communications Skills Development – undertaken by the department of English for UG and PG students.

Library Support – a special section is arranged for magazines, General Knowledge books and old question papers for various competitive exams.

Faculty members provide counselling to students for preparation for competitive exams like bank, civil services, UGC NET, SLET examinations etc.

4. Evidence of success –

In the college Swami Vivekanand Career Guidance Cell has been working for more than five year. We have organized seminars/workshops job-oriented skills development programmes, self employment training, job fair and campus interviews for students.

List of students appear for placement /other employment trainings.

YEAR	SC	ST	OBC	GEN	TOTAL
2011-12	09	06	56	39	110

5. Problems Encountered –

As most of the students are from rural back ground they have less command on their English conversation.

Since most of the jobs are out of station, Students to whom, jobs are offered, due to their home sickness are not willing to go outside Dewas district.

6. Resources required–

One conference hall with office furniture, black board, LCD Projector and one computer with printer are required for proper functioning of cell.

BEST PRACTICE -2

Title of the Practice:- Facilitation Center

1. Goal –

The aim of center is make to smooth functioning of semester system which began in 2008 Its function have been on constant increase due to online admission and examination process.

2. The context–

This institute has immense student strength which necessitated in meeting their requirement of easy and quick completion of online procedure. It led to the formation of the center which spared money, time

and energy of students.

3. Practice –

This college is a lead college hence its functioning covers the whole Dewas district. Firstly, Help center encompasses the features of semester system such as sending marks of CCE, Job oriented project and practical. From 2012 its tasks have been constantly on rapid increase.

Secondly this help center facilitates all information about online admission, registration and verification. University enrollment, approval of examination form, downloading admit cards and attestation form etc. Private students also appear in the semester examination system thus increasing in work load. Amendment of errors in the online process by students is garnered. Coordination is fulfilled between department of higher education and university. The District IT Nodal officer carries his responsibilities effectively with the aid of help center such as giving password to different colleges for online admission, Verification of courses, remedy of problem related to online admission process. Besides, this college and help center also entertains verifications and admission process of B.Ed Dewas districts.

4. Evidence of success-

The students have no grievances and all students are pacified.

5. Problems Encountered-

The infrastructure of the help center is insufficient as compared to the student strength. It lacks sufficient support staff as well.

6. Resources required –

Computer, Printer, Scanner, Internet, Photo copy Machine, UPS and stationary are required.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- In class rooms, labs and office are installed with CFL bulbs to minimize power consumption.
- The staff members are instructed to shut off all lights and fans when not in use.
- College also maintained no vehicles zone inside the campus.
- To make campus green and eco friendly plants are planted during rainy season through NSS volunteers.
- The college has rain water harvesting pits on the campus, which help to increase the water level in the Bore wells.
- Faculties also try to create awareness among the students through their curriculum compulsory paper named environmental study.
- Various initiatives like ‘No use of Plastic Bags’ campaigns is organized

regularly by NSS students.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

Under the perspective plan, due to 10% per year increase in number of students, college is expanding its infrastructural resources consistently to meet out student's strength.

8. Plans of institution for next year

- LOI for Re-accreditation to be prepared.
- More facilities have to be provided for the gymnasium of the college.
- Table tennis hall has to be developed.
- Preparations for Online Admissions have to be completed.
- New conference hall and the virtual class-room have to be developed.
- Establishment of separate departments.
- Development of smart class room.



Dr. Sarvopal Singh Rana
Name & Signature of
the Coordinator, IQAC



Dr. N.K. Shrivastava
Principal
Name & Signature of
the Chairperson, IQAC

Appendix -1



छात्र संघ अध्यक्ष द्वारा छात्र-पंचायत में प्रतिनिधित्व



सात दिवसीय विशेष शिविर गोद- ग्राम बिलावली (एन.एस.एस.)



प्राचार्य, छात्रसंघ प्रभारी एवं छात्रसंघ पदाधिकारीगण



गणतंत्र दिवस की परेड पर जिलाधीश महोदय से पुरस्कार प्राप्त करते हुए एन.सी.सी. प्लाटून



स्वतंत्रता दिवस की परेड पर एन.सी.सी प्लाटून



'शिक्षा' - सम्पादक मंडल



महाविद्यालय में सूर्य नमस्कार