



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	CHANDRA SHEKHAR AZAD GOVERNMENT POST GRADUATE NODAL COLLEGE SEHORE
• Name of the Head of the institution	Dr. Asha Gupta
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07562224240
• Mobile no	7415050794
• Registered e-mail	hecsaglcseh@mp.gov.in
• Alternate e-mail	pgncseh@gmail.com
• Address	Near Bhopal Naka Sehore
• City/Town	Sehore
• State/UT	Madhya Pradesh
• Pin Code	466001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Barkatullah University
• Name of the IQAC Coordinator	Dr. Anil Rajput

• Phone No.	07562224240				
• Alternate phone No.	07562224240				
• Mobile	9425013306				
• IQAC e-mail address	hecsaglcseh@mp.gov.in				
• Alternate Email address	pgncseh@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://csapggcollegesehore.com/collagefile/AQAR/NAAC-000029/NAAC-000029.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://csapggcollegesehore.com/collagefile/IQAC/Academic%20Calendar/NAAC-000005/NAAC-000005.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	78.55	2007	10/02/2007	09/02/2012
Cycle 2	B	2.80	2016	17/03/2016	16/03/2021
6.Date of Establishment of IQAC			02/07/2007		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
CSA GOVERNMENT P G COLLEGE SEHORE	MPHEQIP	RUSA	2020	1461843	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			3		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		
• If No, please upload the minutes of the meeting(s) and Action Taken Report			No File Uploaded		
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?			No		
• If yes, mention the amount					
11.Significant contributions made by IQAC during the current year (maximum five bullets)					
1. Covid-19 Training for the college staff and students. 2. Through students, their families were targeted for the Covid-19 vaccination and awareness and they were trained according to the directives of the government in fighting the pandemic thus the students acting as health ambassadors. 3. 90% of the students					

and staff got vaccinated for Covid-19. 4. Open book examinations - a new practice for both students and teacher were held successfully following corona guidelines issued by the department of Higher Education. 5.Registration of about 3000 students on Covi-Sandesh App.

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

Plan of Action	Achievements/Outcomes
Students and staff must enter the college with their masks on and must practice Covid-19 norms.	Every students and staff started coming to college with their masks on.
Every faculty member must attend covid-19 training organised by the Health Department of Government.	All the faculty members undertook a covid-19 awareness training at the local government health centre.
Installing sanitizer machines and using thermal scanners in the campus.	Sanitizer machines were installed in every block of the college building.
Every teaching department and administrative office should follow social distancing directives of the government.	For maintaining social distancing white circles were painted at the required places.
Teaching to be done online, timetable for online classes to be prepared.	online time table prepared and shared with the students, students were divided into groups for online classes.
Construction work progress to be analysed with the building civil contractor.	Progress of the construction of new building close to new library and main entrance were found satisfactory.
Painting and whitewash work to be started.	The work of painting and whitewash was completed by October.
The construction of cemented approach road from the main gate to the college entrance.	The construction of cemented road was also found completed.
After whitewash new electrical fittings to be done.	New electrical fittings done wherever required.
Faculty members to participate in online seminars, conferences, workshops and trainings.	Maximum teachers of the institution participated in online workshops and seminars.
Final annual exams to be conducted through open book system.	Throughout the session, the examination were conducted through open book systemfor all the classes.

13.Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	01/02/2022

Extended Profile

1.Programme

1.1		22
Number of courses offered by the institution across all programs during the year		
File Description		Documents
Data Template		View File
2.Student		
2.1		3608
Number of students during the year		
File Description		Documents
Institutional Data in Prescribed Format		View File
2.2		3214
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template		View File
2.3		1184
Number of outgoing/ final year students during the year		
File Description		Documents
Data Template		View File
3.Academic		
3.1		34
Number of full time teachers during the year		
File Description		Documents
Data Template		View File
3.2		0
Number of sanctioned posts during the year		
File Description		Documents
Data Template		View File
4.Institution		
4.1		33
Total number of Classrooms and Seminar halls		
4.2		14.61843
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		95
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution ensures effective curriculum delivery by following the academic calendar provided by Higher Education Department of Madhya Pradesh. The faculty analyses the needs of the students before the commencement of every semester and yearly classes. Our institution plans the curriculum as prescribed by the university in such a way that it includes different activities related to the designed syllabus. The head of every department submits a workload statement at the beginning of every yearly and semester class, keeping which in mind the general time table is prepared. Accordingly, each department prepares its own teaching plan class wise and topic wise to be taught within the stipulated time. Due to the Corona pandemic classes were taken online and through a series of interactive activities like virtual teaching, group discussions and virtual classes, PowerPoint presentations, quiz, debates, and academic tests etc. The students are given practical knowledge related to the curriculum that helps them to develop their cognitive skills, such as critical analysis, problem solving, evaluation and synthesis. The periodical tutorials, class tests, MCQ examinations are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again in remedial classes. Teachers put in all efforts to ensure quality education and enhance academic growth. Practical, theoretical and oral examinations are conducted to judge the learning capacity of the students. Guest lectures are organized to develop the skills of the students and introduce them to new learning methodologies for the enhancement of their knowledge.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institute is affiliated to Barkatullah University Bhopal and implements the curriculum prepared by Board of Studies of the University. The institute has developed a structured and documented process for implementing the curriculum. Before the commencement of the yearly and semester classes, the faculty members prepare an academic calendar based on the calendar prepared by Higher Education Department of Madhya Pradesh. This academic calendar includes the number of classes in which syllabus has to be completed and internal examinations dates for yearly and semester classes exam. The semester cell of the institution follows the calendar for making time table of internal exams of yearly and semester classes. This time table is followed by every department of the institution to analyze the academic performance of the students. It is also published on the college website. For UG classes, twice a year third monthly and six monthly exams are taken and for PG classes, continuous comprehensive evaluation is followed. Due to the corona pandemic, internal evaluations of UG and PG were taken online as assignments and online presentations.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents

Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
0	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>Courses offered in the college integrate issues related to professional and social ethics, human values, gender, environment and sustainability into the curriculum. Issues related with environment and sustainability are integrated into the courses of environmental studies, geography, zoology. Environment Studies is taught separately in the foundation course to second year students in every stream. Naitik mulya and Hindi under foundation course teach human values to students of are in every stream; commerce, science and arts. The syllabus was revised and new topics were added in the syllabi were added courses of English and Commerce. Institution integrates crosscutting issues relevant to professional ethics, gender, human values and environmental and sustainability into the co-curricular and extracurricular activities also. NSS and NCC units promote environmental protection through tree plantation and other sustainable development program every year. NSS units organizes various environmental related programs including tree plantation, village cleanliness, cleaning of rivers, plastic free drive, poster competition, essay competition etc. Various activities like quiz and poster competition, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. World Environment Day, NSS day are organized in the college every year. College has taken active participation in Swachh Bharat Abhiyan and Swachhata Pakhwada program started by the government. The college takes efforts for integration of ethical and human</p>	

values through extracurricular activities also. Programs conducted under NSS NCC, science department help to inculcate human values among students. National festivals like Independence Day and Republic Day celebration serve as platform to enliven patriotic and moral values. Different social activities have been initiated by the college like water awareness programmes' road safety campaign, blood donation camps etc. from time to time. Major gender issues are focused and addressed through different activities in the college.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

418

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	https://csapggcollegesehore.com/collagefile/SSS/NAAC-000028/NAAC-000028.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
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File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
3608	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
3214	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>The Institution admits the students from different socio-economic backgrounds. The institution arranges many possible measures to assess the learning levels of its students. The students are counseled, guided and oriented at the time of admission to make them aware about the courses, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the college, as well as facilities available in the college. At the beginning of each course, teachers assess the learning levels of the students in their respective classes, their knowledge about the course and accordingly special programs for advanced learners and slow learners are planned. Remedial and extra classes are conducted for slow learners and weak students. After the completion of syllabus, subject classes are also repeated for slow learners and late admissions. The teachers from all departments counsel the students regarding the scope of different courses being offered as well as provide guidance in relation to the student's aptitude and competence. Opportunity is also given to the students for changing their options if they are not able to cope with the courses they had selected. Teachers remain available in college to clear the doubts and counsel the students even on a one-to-one basis. Students are encouraged to become class mentors to develop leadership qualities in them. Extension lectures and exposure visits to different colleges, industrial units, diversity rich areas, geographical sites, etc. and universities are regularly conducted.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)	
Number of Students	Number of Teachers
3608	61
File Description	Documents
Any additional information	View File
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

Chandra Shekhar Azad Government P.G. Nodal College, Sehore always supports student-centric learning through various methods such as brain storming group discussions, quiz competitions, presentations and project works in participative learning and problem solving methodologies Daily participative activities - projects, field visits, educational tours, seminars, extension lectures are organized in the college and the students actively participate in these activities within and outside the college. The objective of student centered activities outside the classroom is to engage students as much as possible in learning procedures that require more than reading or viewing the material. Students are taken for study tours to the sites of interest in order to get familiar with the field/natural conditions. Students are given individual projects and class assignments for focusing on self study and to encourage independent learning. Different student support systems are available in the college like Library, Computer Lab, ICT based classrooms (Smart Classrooms). Students are trained for basic life skills such as First Aid, Self Defense, and Personal Hygiene and Sanitation. Beyond the classroom, college gives high importance to all-round development of students through extracurricular, co-curricular and field based activities. These activities play an integral role in allowing a switch over from absorption of information while learning during academic sessions and creating a safe space to relax, interact, collaborate, think out of the box, nurture their talents and leadership capabilities. To increase the participation in various activities, the college has formed many Committees and clubs including the Cultural Committee, Sports Committee, Career Counseling Cell, Red Ribbon Club. Both intra and inter-college sports competitions are organized, where students exhibit talents in a variety of games, to foster spirit of togetherness and leadership. In order to inculcate human values, ethics and social responsibility, students are encouraged to participate in activities involving the society.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Faculty members of the college use ICT methods to enhance the teaching and learning system. LCD projectors, computer/laptops/tablet systems are used in the smart classrooms. You- Tube, E- mails, Whatsapp groups, Telegram, Zoom and Google classrooms, College website are used as platforms to teach, communicate, provide materials and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. These applications are also used to provide online education during the covid-19 situation. Jio wifi facility is also available in the campus for the students and staff. Syllabus and study materials are also made available on the college website and the website of the affiliating university. Students' attendance, feedback are also received online from the students and faculty members.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

61

File Description	Documents
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Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

61

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

36

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

18

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessments and internal practical tests are conducted at appropriate intervals with respect to the calendar of examinations fixed by the Barkatullah University. After the copies are checked, the marks are shown to the students and their signatures are taken. The details of the marks are then entered online on the portal of the university. The teachers help students in grasping the correct essence of the questions asked, wherever such an inquiry is raised. Internal assessment is done by giving assignments to students and also by holding examination in college. Viva is also conducted to evaluate the clarity of concept of the students. The assignment modes can be different in different subjects and are decided by the teachers.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Most of the grievances related to the examination are received after declaration of results by the Barkatullah University. The errors in their results like marks of the internal assessment, attendance sheets, error in the bio-data etc. are immediately addressed, corrected and quickly disposed for onward submission to university by the convener of Examination Committee. Each and every superintendent and staff members concerned are instructed for due care and cooperation for the quick address of student grievances. Wherever deemed necessary, the relevant documents/testimonials are submitted by the candidates personally or through their parents to Coordinator, Examination for speedy redressal of the issue. The continuous communication is maintained by the Coordinator Examinations with the university authorities for speedy disposal of queries, explanations and doubts if any. As far as internal practical tests are concerned, if any student pin points any academic discrepancy viz a viz conduct of tests, the concerned teachers wholeheartedly show their concern and attention is given to the student grievances.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

The Institute has well defined learning outcomes. The vision and mission of the institution emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of globalization. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses, which includes following; Hard Copies of syllabi and course/programme outcomes are available in the respective departments for ready reference of the teachers and students. Copies of Curriculum and Outcomes of Programs and Courses are also uploaded on the college website for students' perusal.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The college has a systematic process of collecting and evaluating data on programme and course outcomes, for which the assessment includes the following; Assessment for the course-level is done via continuous assessment having a particular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. The evaluation is rigorous. It is done by adjoining the marks acquired by the students to their corresponding Course Outcomes. Besides, weightage for the end semester Examination (written examination /lab examination) depending upon course type is also used for the process.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1174

File Description	Documents
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Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://csapggcollegesehore.com/collagefile/SSS/NAAC-000028/NAAC-000028.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

06

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The Chandra Shekhar Azad Government Post Graduate College Sehore is giving adequate importance to project work as per the guidelines of the Department of Higher Education. The college supports all the post graduate students for their project work. Few innovative activities are being undertaken in the college under the program Atmanirbhar Madhya Pradesh. The college faculties supervise the students in these activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

02

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college promotes extension activities in the neighborhood community for sensitizing students towards social issues and for their holistic development. The colleges provides the students with an opportunity to extend their classroom knowledge to practical experience. The college has N.S.S. and N.C.C. units which

through their diverse community oriented programs and activities focus at holistic development of students involving the community. The N.S.S. and N.C.C. and swami Vivekananda career guidance cell of the college aim to developing a sense among students about attachment to the community utilizing their knowledge and finding solutions to community problems, acquiring leaderships qualities and democratic attitudes, developing capabilities and skill to meet emergencies and participating in community services by actively involving various campaigns and programs. In the last academic year, various community related extension activities were organized such as, plantation programme, blood donation camp, swachata abhiyan awareness program, vaccination awareness program, matdata awareness program etc. The rally on Nasha Mukti Diwas played an important role for creating community awareness at different places of the Sehore city.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

8

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

449

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

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.

The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching learning environment, aligning with its vision and strategic objective. The institute ensures an adequate availability and optimal utilization of its physical infrastructure in order to create an environment of excellence in education through the utilization of technologically innovative educational tools. At the beginning of the academic year, need-assessment for replacement/advancement/addition of the existing infrastructure is carried out based on the suggestions received from Heads of various departments and the Advisory Committee. This is done following a review of course requirements, computer-student ratio, teacher-student ratio, working conditions of the existing equipments. The time table committee plans in advance for all requirements regarding the availability of classrooms/lab class rooms, furniture and other equipments. DPRs are submitted to the Higher Education department for the allotment of funds and execution of work thereof. The college ensures optimal utilization of the resources by incorporating innovative teaching-learning practices like the use of power point presentation, LCD projector, smart boards etc. For the Science stream, utilization of infrastructure is ensured through appointment of adequate number of well qualified and experienced lab technicians. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities/extracurricular activities, parent-teacher meetings. It is also used as an examination centre for college internal and external examinations such as MPPSC. The college has upgraded its ICT infrastructure in view of the recent developments and changes in technology to meet the teaching-learning requirements of the present times.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution utilizes its resources to provide an environment conducive enough to its students where they are encouraged to prepare for sports and extracurricular activities. This ensures a holistic growth and development of an all-rounded personality. Students are trained in sports under the guidance of a qualified and specialized sports officer. Students are selected through proper trials and are encouraged to participate in various levels of competition including intra college events, inter-college events, inter-university events and National events. Intra-college events are also organized by the college so as to cultivate students' interest in sports and also to enhance their preparation for further events along with regular academics. Track suits and all sporting gears are provided to the students for major/minor events. All the participants are awarded with a participation certificate. Winners and runner-up teams are duly rewarded with trophies. Yoga Awareness Programme: Although the college doesn't have an established Yoga Centre but International Yoga Day is celebrated every year with enthusiasm. Also, in this academic year the college has constructed a separate hall for yoga and related practices. Students are made aware of the importance of practicing yoga and meditation exercises through the activities conducted by NCC and NSS units of the college all the year round on various occasions. Cultural activities: Since the college believes in an all-round development of its students, it constantly encourages them to take part in extracurricular activities to spark their interests and to cultivate leadership qualities as well as team spirit in their young minds. Every year, the college conducts cultural programs where a platform is provided to students to showcase their talents and skills. An auditorium with a capacity of five hundred students is used for conducting different types of cultural programs like Yuva Utsav and Annual Function. Gymnasium: The college has a well equipped gymnasium which has a twelve station setup designed for various types of exercises.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://csapggcollegesehore.com/collagefile/IQAC/NAAC-000023/NAAC-000023.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

14.61843

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library of the college has partial facility of automation in the working of Soul 3.0 software. Due to partial automation the library is still under the process of automation. The college has sent a proposal for and OPAC device for

students and faculty members to have access to books by subject, Author, Accession no and title in E-learning resource. This year we have done the renewal of N-List. The total numbers of books in the library are about 54853. The number of visitors per day is 90-100. The library has e-resources center, and Xerox facility for the users.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

2440

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The college IT infrastructure was upgraded when special financial assistance was accorded to the college in 2018. The interactive board, LCD Projector, Printers, high configuration PCs were installed in the college. Smart classrooms equipped with interactive board, LCD projector, Digital Podium with inbuilt system, microphone system and speakers were installed. The whole college has been made wi-fi enabled after Railwire & BSNL telecommunication installed wi-fi facility in the college in 2017.. College also has Internet facility for Admission and examination related IT services.

File Description	Documents
Upload any additional information	No File Uploaded

Paste link for additional information	Nil
4.3.2 - Number of Computers	
134	
File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded
4.3.3 - Bandwidth of internet connection in the Institution	B. 30 - 50MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
14.61843	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded
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.	
<p>POLICY FOR MAINTENANCE AND UTILIZATION OF SUPPORT FACILITIES POLICY FOR PHYSICAL FACILITIES :-</p> <ul style="list-style-type: none"> Physical facilities such as Building of the college and Laboratories shall be maintained from the renovation grant received from different agencies, namely Govt. of M.P., RUSA, World Bank and UGC. As the maintenance of building comes under the purview of PWD, PWD should be informed about the status of the building annually and should be requested for the painting of building periodically. In case of need, maintenance of Physical Infrastructure of the college can be executed through Janabhagidari fund. Apart from the cleaning staff appointed by the Govt. Looking at the spread area of the college, College can outsource cleaning personnel. The college shall manage its solid waste generated within the campus in collaboration with the Municipal Corporation. The drinking water points and ROs of the College should be maintained regularly by the service provider for the better and timely servicing of the machines. <p>POLICY FOR MAINTENANCE OF ACADEMIC SUPPORT FACILITIES:-</p> <ul style="list-style-type: none"> Academic support facilities will include Library, Laboratories, Equipment, Classrooms, ICT infrastructure, LMS, and Human Resource in the form of Guest Experts A designated fraction of the grant should be utilized for maintenance and up gradation of the academic support facilities 	

- College should enter into service contract for servicing of equipments
- Software of the equipments should be updated periodically
- Hardware peripherals of the equipments should be periodically checked and replaced if required
- ICT infrastructure includes computers, Hardware, software and Cloud space. College would be liable for periodic maintenance of of ICT Infrastructure.
- IT Committee of the college will be responsible to provide updated ICT infrastructure to all the departments across the college. IT Committee will work in close Coordination with IQAC.
- All the departments would invite guest experts for academic activities and will provide for honorarium/ remuneration as per norms defined by DHE / UGC
- College will be liable for optimum utilization of Physical Infrastructure as well as academic infrastructure and Human Resource available in the college.
- College Classrooms could be used as activity rooms after the class schedule. Classrooms can be utilized for exhibitions, presentations and as preparatory rooms after the classes are over by reorganizing the movable furniture available in the classrooms.
- The main hall can also be reorganized to be used as multipurpose activity room as and if required. Full care will be taken to protect the furniture. Coordinator of the activity will be responsible for that. In case of Damage to the property during the activity liability should be fixed on the activity coordinator.

POLICY FOR MAINTENANCE OF LIBRARY FACILITIES:-

- Library facilities include central library , e library of the college as well as departmental libraries.
- College Librarian will be responsible for all the services related to Central library and e library, whereas departmentallibraries
- There will be a Library committee in the college, the library committee will organize regular meetings and will finalize the list of books to be purchased on the request ofHODs. Library committee will finalize the number of books to be weeded and will finalize the process related to the maintenance of books like termite treatment, fumigation of Library etc.
- Weeding of books and treatment of books should be carried out periodically in Library and in Departmental libraries to avoid spoilage of books from termites or otherpesticides.
- Entry and exit of the students and staff in the library should be monitored and the library rules are to be followed.

POLICY FOR MAINTENANCE OF SPORTS FACILITIES:-

- Sports facilities will include Sports Grounds in the College, In door games Stadium and Gymnasium facilities in the college
- Sports Officer of the College will be responsible for managing the sports facilities in the college. Sports officer will chalk out sports activities in the college not for the sake of competitions only but for the general physical fitness of students and staff. This will include organizing yoga activities with the help of Yoga foundations, self defense training for female studentsespecially.
- Sports grounds and Gymnasium will available for students and staff of the college as per time table. There will be separate hours for students and staff, so that both the stakeholders may make use of the facility for thefullest.
- Sports grounds and Gymnasium can be made available to the nearby schools and non-government organizations too for fixed hours in the morning and evening, if these organizations seek permission for the usage on their official letterheads. The permission process will be initiated by the Sports officer and the permission will be granted by the Principal of the college only in the capacity of Secretary Janabhadari.

INSTITUTIONAL STRATEGY FOR MOBILISATION OF FUNDS:-

- Funds will be utilized specifically for the scheme for which it has been sanctioned.
- M.P. Store Purchase rules as well as Financial Rules of M.P. 2015 should be taken care of always.
- Institution should try to get donations from Alumni and Philanthropists if possible.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://csapggcollegesehore.com/collagefile/Procedures_Policy/NAAC-000009/NAAC-000009.pdf

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support**

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

3016

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non-government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

09

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

231

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

231

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

08

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

289

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

01

File Description	Documents

Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

During the year 2020-21, the govt. of MP did not send a notification for Student Council elections due to Corona pandemic. Therefore, the Student Council elections could not take place in 2020-21. However, the participation and leadership of students is evident in two important functioning committees of our institution, namely the Janbhagidari Committee and the IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

In the year 2020-21, the alumni of the college has actively participated in the awareness programs and many members have given their selfless services throughout the year. They have come up with very good suggestions and motivated us to work hand-in-hand in for the development of humanity. Many students who have just

passed from the college have rendered their valuable contribution towards the society and they are still actively participating even today. Many of them have successfully qualified for jobs and services in common sector and they have assured us to continue to render their services even after achieving their goals. The city witnessed remarkable contribution by the alumni during the pandemic- social service, helping the poor, distribution of food packets, organizing health checkups, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of the college are translated through effective governance mechanisms. As the vision and mission of the college are noble aims to be realized, the governance of the institution is a viable blend of rigidity and flexibility, so as to provide the needed autonomy at some places and maintain a strict hold at others, corresponding to the stakeholders involved in the process. While the Principal remains the academic and administrative head of the college who is in charge of carrying out the major decisions of the college, sufficient autonomy is granted to the HODs of various departments enabling them to carry out their departmental activities. This autonomy pertains to areas like the choice of pedagogical techniques, extension/excursion activities, mode of internal evaluation, etc. The group comprising the largest proportion of stakeholders- the students are made an indispensable part of the governance process through direct and indirect channels. The regular feedback of the students obtained either orally or communicated in a written format acts as a beacon light for the progressive function of the college. A few former students are also invited as members of the IQAC which provides a suitable platform for the student fraternity to propose their ideas concerning the plans for academic and infrastructural expansion. In order to ensure quality, transparency, and accountability in governance, certain mechanisms are put in place. For instance, an increasing use of ICT enabled practices in day to day dealings. As providing affordable quality education is one of the bulwarks of the institute, scholarship disbursement to more than 2000 students is one of the principal tasks before the college. An effective governance set-up, laced with the democratic ideas of equity, impartiality and welfare renders it possible for the college to carry out the disbursement of scholarship and other administrative duties. Encapsulating, the vision and mission align with the governance of the institution.

File Description	Documents
Paste link for additional information	https://csapgcollegesehore.com
Upload any additional information	No File Uploaded

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

In the hierarchy of the college, the Principal remains at the helm of affairs and is involved in monitoring the implementation of plans. He/She is responsible for an effective delegation of authority at various levels. The Principal monitors the conduct of both administrative and academic staff with respect to their regularity, discipline, and conduct. Also, it is the Principal's onus to ensure that the various stakeholders fulfill the responsibilities allocated to them. He also provides the necessary guidance and support as and when required. On

administrative grounds, the Principal is followed by a Registrar. It is necessary that a responsible delegation of duties is made at the onset of an academic session for carrying out the college's academic and administrative activities. In our college, many committees are constituted so as to ensure an effective commissioning of duties and for a timely execution of the yearly plan. Many minor committees too are formed and designated duties thereof. Each of these committees are headed/presided over by a convenor who further performs decentralization practices by assigning duties to other committee members. Admission Committee and Scholarship Committee are two of the most important committees of the college while Purchase committee, Library Committee, Tutor Guardian Committee are other significant committees of the college. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of all the faculty members. The Internal Quality Assurance Cell acts as a steering force for the college as in its meetings, it rolls out the development plan of the college with regard to both qualitative and quantitative advancement. It also develops and applies the quality benchmarks, and facilitates the creation of a learner-centric environment which is conducive to providing quality education. Other stakeholders are also made a part and parcel of the college governance through different ways. Feedback is collected from the students annually and the critique given by them is duly worked upon. The parents are invited on annual TG meetings and a few parents are also given a membership of the IQAC. Their suggestion are valued and the comments aligning with the vision and mission of the college are taken into consideration. As participative management is a management method that requires the cooperation of the personnel involved, the college aims to build commitment and develop initiatives within various levels of governance. The Principal, the staff council (all faculty members are also members of the staff council), the IQAC are involved in defining policies and procedure pertaining to the administration of the college. The Janbhagidari Samiti is also an important element of college administration which executes participative management by ensuring people's participation through a bottom-up approach. The non-teaching staff make a significant contribution to the functioning of the college, especially in the technical domain. All the scholarship and admission committees have a member from the non-teaching staff to take care of the technical aspect of the process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

It has been more than fifty years since the inception of the college and a substantial growth in all aspects is seen. For the development to be sustained, formulation, communication and implementation of strategies through a perspective plan is indispensable. The plan is shaped after a thorough analysis and assessment of the strengths, weaknesses and accomplishments of the past and also the needs of the future are kept in mind. Various short term, medium term, and long term development plans are formulated and steps are taken to implement them by involving all the stakeholders. The plan is carved out through a broad, open, participatory exercise that comprises of the major stakeholders; built on the twin pillars of equity and social justice. The strategic plan is prepared keeping in focus the vision, mission and objectives of the college. Annual action plans are prepared in the meetings of the Internal Quality Assurance Cell which are held at least twice a year. It envisages to keep the college abreast with the developments in the field of academics, research, student welfare and social commitment. The financial plan is prepared by the Principal in consultation with the chief accountant. Amalgamated committee, together with the Principal and accountant chalk out the annual development plan. The meetings of the RUSA/World Bank committee are regularly organized to discuss the plans for the utilization of the fund for the development and betterment of the college infrastructural facilities. The meetings of the Janbhagidari Samiti are conducted compulsorily in every three months. All members of the Janbhagidari Samiti, the head of the samiti and the Principal put forward their suggestions and proposals for the selection of teachers, computer operators, technicians. They also discuss the

utilization of the Janbhagidari fund for the development of the institution. All the teaching faculty members (permanant positions) are members of the staff council and put forward their views and ideas for the internal affairs of the college in the staff council meetings. The planning is done under various heads; curricular aspects, teaching/learning, research, infrastructure. The Swami Vivekanand Career Guidance Cell chalks out the plan of the placement drives to be organized in the college in accordance with the Personality Development Calendar released by the department of Higher Education.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The college is a government institution regulated by the department of Higher Education, MP government and works on the guidelines issues by the state. Effective and efficient functioning of the college is governed through different administrative sections. A hierarchical setup is established from top management to the bottom level clearly demarcating the duties, responsibilities and accountability of the concerned at every stage. It has an effective organizational structure which monitors, develops, and improves the institute in every regard. The Principal is the academic administrative head of the institute and is in charge of carrying out the activities of the college and allocating responsibillities to the college staff.

The HODs coordinate with various committees- time table committee, library committee, examination cell, etc. to coordinate the departmental activities. They also identify the weak students in every class and conduct bridge/ remedial classes for them. They analyze the annual and semester results and take steps to improve the students' performance. The IQAC is an internal guiding force of the college as it chalks out the various development plans of the college under various heads - academics, administration, research, student welfare and social commitment. There's also a Janbhagidari Samiti headed by the district collector and comprising members from the society. The meetings of which are held in every three months. All the teaching faculty members (permanant positions) are also members of the staff council who participate in the staff council meetings. Several committees are constituted at the begining of an academic session so as to carry out the day to day activities of college administration. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of the staff members. The Admission Committee, Examination Committee, RUSA/World Bank Committee, Scholarship Committee and its sub divisions are the core committees of the college. Minor committees like Time table Committee, Purchase Committee, Anti ragging Committe, Library Committee are few of the minor committees of the college. There's a Woman Grievance Redressal Cell to address the issues of harassment of women/girls.

The administrative office remains in charge of fulfilling the administrative duties pertaining to the college. It constitutes the chief accountant, the head clerk, junior clerks, peons and a few computer operators. The supporting staff also perform a variety of duties.

The college also has separate NSS and NCC units for boys and girls of the college. These units regularly carry out extension activities for the students and provide the necessary leadership. They also fulfill the social commitment obligations of the college by organizing several social activities throughout the year.

The Alumni Association is an important part of the college administration. It provides the necessary guidance and motivation to the present students and also communicates the suggestions/feedback for the betterment of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://csapggcollegesehore.com/collagefile/IQAC/NAAC-000026/NAAC-000026.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college has good facilities for both teaching and non-teaching staff. The college offers the welfare schemes of the department of higher education, MP government to both its teaching as well as non-teaching staff.

The various welfare schemes available for the teaching staff are as follows:

- Medical Allowance/Reimbursement
- Maternity Benefits
- All the non-doctoral staff members are encouraged to get themselves enrolled in the PhD course
- Child Care Leave as per norms.
- Leave Encashment
- Children Education Allowance
- Retirement Benefits
- FDPs

In addition to this, Internet facility (on campus wifi) is also provided to the staff members. There is very clean campus with greenary and fully equipped office and other work place facilities with latest computers, internet facility, proper ventilation and good environment. Both teaching and non-teaching staff have facilities like medical leave, they attend training courses as per the government norms, they are issued identity cards and in addition to this, the staff gets allowances for any additional work that they perform. The college has a very good campus, canteen, a big play ground and a gym to do yoga and play indoor games for both students and staff. The college has good drinking water facilities and washrooms. The teaching staff have a membership of the 'Staff Club' which regularly organizes get togethers, farewell function and festival celebrations.

The non teaching staff is sent for regular trainings to get themselves updated with new softwares and technological developments. Regular Health camps also orgnaized in the college for them. In the vaccination camps held in the college many members of the non teaching staff and their family members got vaccinated. In the times of emergency/financial distress the college family has extended help

to them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

14

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

From time to time the Principal calls meetings to take suggestions from both teaching and non-teaching staff for smooth working of the college. The suggestions are taken and their implementations is done seriously and cautiously for achieving the goal. Every month, the Principal checks and reviews the Daily Diary and students' attendance register of each teacher. The Principal

participates in regular meetings of the District Collector, AD-Higher Education, Commissioner- Higher education through video conferencing where the Principal presents the college reports and apprises the concerned authority of the college working. At the end of every academic session, the employees have to fill the Annual Confidential Report, a report that reviews and analyses the annual performance/achievements of every employee and submit it to the IQAC. The ACR is checked by the IQAC and then it is sent to the Commissioner , Higher Education through A.D. for further appraisal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution does have its CA and the government AG office also visits the institution every year before the closing of the financial year. The CA audits all the accounts of the institution related to all the funds generated by the institution as well as the government. Most of the suggestions or objections taken by CA are resolved. The private chartered accountants do the external financial audit regularly. A team of auditors from AGMP audits the finances of the institution periodically. The suggestions given by the auditors are implemented immediately.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Under the scheme of M.P. Higher Education Quality Improvement Project (MPHEQIP), the schemes implemented for all the government colleges also exist in this institution. Under the World Bank project and RUSA, funds for infrastructural development are provided and utilized in the college. The funds received are optimally used for upgrading students tracking, improvement of classroom facilities with interactive board, laboratories, office, libraries and computers with internet and WIFI. There has been a great improvement in the overall development of the institution. The college has seen a remarkable improvement in the basic infrastructure which is an integral part in the functioning of any institution. The college dues paid by the students forms the janbhagidari fund which is used for carrying out several activities in the college - payment to faculty appointed through janbhagidari samiti, payment to class III and class IV employees and for financing a few courses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The Internal Quality Assurance Cell has built a very strong support system for coordinating all the schemes of the government and the programs introduced during the session. The suggestions given from time to time for the improvement of the teaching methodology for conducting various programs online and offline by the faculty are reviewed, analysed, implemented by the IQAC. The quality improvement of the institution is channelized by IQAC which gives suggestions and guidance in all the programs throughout the year. All the development that has taken place in the institution is done on the basis of the guidance and suggestions given by IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The IQAC reviews the college teaching learning process and learning outcomes at regular intervals and makes necessary changes and developments.

1. Remedial classes for weak students
2. Personality development courses for the students
3. Books/materials provided to the weak/needypoor students.
4. Tutor-Guardian scheme for the students which provides them academic, personal, psychological training and guidance.
5. Development and use of smart class rooms to make pedagogy technology oriented.
6. Encouraging the faculty to use audio-visual techniques in teaching.
7. Organising seminars and lecture-series on syllabus topics and other topics of relevance.
8. Encouraging the faculty to use innovative teaching methodologies in their class room and motivate the students to give class presentations to make them confident public speakers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded

Upload details of Quality assurance initiatives of the institution (Data Template)

No File Uploaded

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 year**

The college is keen towards women empowerment. In this direction, several initiatives are taken by the college to ensure gender equity and justice. The college follows the reservation policy of the government in the admissions.

Gender comparison chart 2020-21

Class

Male

Female

Total

B.A.

728

445

1173

B.Sc.

498

435

933

B.Com

272

203

475

M.Sc.

72

220

252

M.Com

55

82

137

M.A.

194

358

552

As our college is situated in a relatively backward region of Madhya Pradesh,

the people initially were not very aware on women education and empowerment owing to the fears, taboos, etc. associated with it in their societies. The college took several steps to ensure the security of the female students within the campus and highlighted the importance of education for girls. As a result, the Gross Enrollment Ratio of women has seen a considerable rise in the college. The NSS and NCC units have separate girls units which empower the girls by putting them in responsible positions. The formation of Women Grievance Redressal Cell (now Internal Complaints Committee) is a step in the direction of ensuring Women safety and security within the campus and giving them a platform to voice their complaints, if any. The present cell comprises of the following members:-

1. Dr. Farzana Rizvi - Convenor
2. Dr. Nibha Jacob - Member
3. Dr. Jyoti Mishra - Member
4. Dr. Pramila Jain - Member
5. Smt. Norah Ruth Kumar - Member
6. Dr. Arun Kumar Gautam - Member
7. Dr. Arpana Kadu - Member
8. Dr. Vandna Magarde - Member
9. Smt. Madhurima Tiwari - Member
10. Smt. Sarita Chopra - Member
11. Smt. Meenu Pal - Member
12. Miss Anita Shukla - Member

The cell organizes women centric programs throughout the year in order to celebrate women and promote women empowerment. Few of the programs organized during the year are as follows:-

1. Celebration of International Women's Day on 8 March 2021.
2. Workshop on POCSO Act and a talk on good touch and bad touch on 29 Aug. 2020.
3. Seminar on mental illness during and after Covid-19 on 14 Feb. 2021 focussing on women trauma.

It is a matter of pride and distinction that the college has more number of female staff in the teaching positions.

File Description	Documents
Annual gender sensitization action plan	https://csapgcollagesehore.com/collagefile/IQAC/NAAC-000031/NAAC-000031.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://csapgcollagesehore.com/collagefile/IQAC/NAAC-000032/NAAC-000032.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures
Solar energy Biogas plant
Wheeling to the Grid Sensor-based energy conservation
Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)
Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

In managing its waste, the three Rs are followed in the college - REDUCE, REUSE AND RECYCLE

Solid Waste Management:-

For the collection of solid waste, separate bins are kept in various corners of the college.

The garbage is segregated into wet and dry bins and disposed to the Sehore Municipal Corporation.

Both sides of the paper are used for writing/typing purpose in the administrative office.

The waste material and scrap like packaging sheets, wrappers, broken furniture are given to authorized vendors for recycling.

Liquid Waste Management:-

Regular maintenance of taps, drainage facility, pipelines is ensured for the safe disposal of the liquid waste.

E-waste Management:-

E-waste is given for reuse / resell or disposal to suitable vendors. Also, to create an awareness of e waste and its management, posters are displayed. Lectures, Exhibitions, street plays are also organised in this regard.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus

E. None of the above

recognitions/awards 5. Beyond the campus environmental promotional activities	
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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</p>	C. Any 2 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
<p>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 200 words).</p>	
<p>Under Ek Bharat Shreshtha Bharat, students of this college were taught Manipuri tradition and culture through a study of Manipuri food, language and tradition. Students participated enthusiastically and prepared some dishes, collages on the famous and historical monuments also. Students learnt new words every day and also learnt Manipuri songs. National Ekta diwas, 31st October, Gandhi Jayanti, Independence Day and Republic Day are celebrated with vigour and zeal. By celebrating these day,we learn how our leaders unitedly worked together to uphold the unity and diversity of the country. As people are increasingly becoming less tolerant and self-centered, so the celebration of these days help us to remember our national values inculcated from time immemorial. Celebration of such programs remind us that one must respect everyone and love our culture, nation and serve the country selflessly. They also facilitate the performance of the Fundamental Duties which direct us to promote the feelings of fraternity and universal brotherhood through our words and actions. Azadi ka Amrit Mahotsav, 150th Mahatma Gandhi Birth Anniverasary, and other similar programs teach us about the freedom fighters, social activists who worked for the unity of India and built a good and strong nation.. The messages propounded by freedom fighters and leaders to strive hard for the upliftment of every bondage and grow higher and higher in building a strong nation and society are celebrated through various programs. 75th Anniversary of Dandi Salt March program was organised from 12/3/21 to 5/4/21 where students through cycle rally and essay writing competition gave the message of brotherhood and patriotism. On 8th March, International Women's Day was celebrated where girls donated blood to bring a change in the mindset of people that consider women as physically and mentally inferior. Sadhbhawna Diwas ,Komi Ekta week etc are too practised wholeheartedly.</p>	
File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

Any other relevant information	No File Uploaded
7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens	
<p>Activities and programs are organized in the college to sensitize the students and employees on the constitution of India- rights, duties, responsibilities, etc. On the first of every month the national anthem, Madhya Pradesh gaan, and Vanday Matram are sung by the students and staff members. To remind everyone of their constitutional obligations and their duties towards the country, the Constitution Day is celebrated every year with enthusiasm and vigour. Essay writing competition, slogan, rangoli, nukkar natak, poster making are organized in the college to maximise students' participation and involve them in the celebration of the important day. On 26th November and 25th December respectively, oath on samvidhan diwas and good governance are taken by all. Here the importance of the role of the Drafting Committee in the framing of the constitution, the sources of constitution and their features are discussed with the students. On 25th January, on the Matdata Diwas programs like debates, quiz, speech, essay writing competition are conducted to raise awareness on rights and duties. The message exercise our right to vote in an unbiased and unprejudiced manner is share in these programs. On 10th December, Human Rights Day is celebrated in the college wherein the students participate in group discussions and seminars on human rights. The syllabus of U G foundation course has lessons that cover topics on Human values , features of constitutions and the poems written by R.N Tagore which uphold the great values of this nation.</p>	
File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil
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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above
File Description	Documents
Code of ethics policy document	View File
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	No File Uploaded
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<p>INTERNATIONAL DAYS:</p> <p>World Environment Day- 5 June</p> <p>International Women's Day- 8 March</p> <p>World Water Day- 22 March</p> <p>NATIONAL DAYS:</p> <p>1- INDEPENDECE DAY 15 AUGUST</p>	

- 2- REPUBLIC DAY 26 JANUARY
- 3- SHAHID DIVAS 30 JANUARY
- 4- CONSTITUTION DAY 26 NOVEMBER
- 5- GANDHI JAYANTI 2 OCTOBER
- 6- YUVA SANKALP DIVAS 20 MAY
- 7- RASTRIY RKTA DIVAS 31 OCTOBER

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice - 1 Title :- COMBATING THE COVID CRISIS

Activities and programs were organized at regular intervals to raise awareness on the issue at the initial stages of the onset of the pandemic. The students of the college marked an active participation in the battle against the corona virus registering as volunteers under the 'Mai bhi Corona Volunteer' campaign. These students conducted many awareness rallies and campaigns with the local population being the focus group. They held posters and placards which pictured the awareness messages and chanted slogans. In these rallies, they spread awareness on the importance of donning face masks, using hand sanitizers, frequently washing hands, and maintaining adequate social distancing. Our student volunteers visited remote villages and made an attempt to connect with the people and clear their apprehensions about getting the vaccination. A street play was also organized at the Bhopal Naka. The college students visited the villages of Avantpura and Sewaniya to exercise the Cleanliness Campaign to fight the deadly virus. The students also took a pledge and administered an oath to others to be alert, vigilant and responsible in the war against Covid-19 and abide by the necessary protocol.

Taking cognizance of the changing scenarios in the virus infested world and keeping in mind the new-normal, the college chalked out a plan for the college activities and conduct. The faculty members of the college were trained at the local CHMO centre. The college students were also trained in small batches in a two month long training program. Sanitizer machines were placed at different spots in the campus. A thermal scanner was placed at the college entrance gate and personnel employed to check the temperature of the students, staff and other visitors. Sanitizer bottles were kept in every teaching department and the administrative office.

The NCC and NSS cadets provided the necessary leadership to the college students and participated in managing the Covid-19 related extension activities.

A Corona Rescue Team was constituted in the college which was entrusted with the task of carrying out covid-19 awareness and protection measures especially catering to the local city population.

Medicinal and immunity boosting herbs like Giloy, Alovera and Tulsi were planted in the college campus to enhance self-care practices to fight Covid-19.

In a program organized in the college, the students were encouraged to indulge in yoga and meditation practices to enhance emotional control and keep stress,

anxiety and depression at

bay. The Hand Wash Day was celebrated on 9th December to increase awareness towards maintain hygienic practices to check the spread of infections.

The college is also designated as a Covid vaccination centre. Fortnightly, vaccination drives are organized in the college wherein a team of doctors from the district hospital visit the campus. The college employees, both teaching and non teaching staff, support staff, students and the kith and kin of the students and staff and the local population were administered the vaccine in these camps. Masks were distributed in the college campus to engender covid protection behavior in the people.

Best Practice - 2 Title :- BATTLE AGAINST BOTTLE

On 30th January, the staff and the students took a pledge of absolute abstinence from alcohol. A seminar was organized in the college on the ill-effects of alcohol consumption wherein the students were cautioned about the pernicious impact the baneful activity.

Rallies were organized in the college which started from the college gate and moved towards the vicinity chanting slogans and flashing placards on the prohibition of alcohol consumption and addiction.

A street play was also organized on the same theme to catch the eye of the audience and make them aware of the need to plunge into society. Several competitions - Speech, Poster making, Essay writing were organized to motivate people to abstain from / quit smoking, drinking or substance abuse.

No Drug Abuse Week and International Drug Abuse Solution Day were celebrated in the campus and the message of de-addiction was circulated. The purpose of such programs is to raise awareness on the negative consequences of drinking - psychological, physiological and social disturbances that ensue from alcohol and drug consumption.

People are also made aware of the constitutional directives against illicit drugs and drinks. The constitution of India under act 47, enjoins that.

The NSS and NCC students provide just the right leadership to other students in carrying the movement ahead.

File Description	Documents
Best practices in the Institutional website	https://csapgcologesehore.com/collagefile/Best_Practices/NAAC-000024/NAAC-000024.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

State Level NCC Camp at CSA College NCC unit of the college is an active unit dedicated towards producing not only suitable cadets for the Indian Army, but also carving socially responsible and disciplined humans who shall serve the nation in their own way irrespective of their career choice. It aims to develop discipline, character, brotherhood, spirit of adventure and ideals of selfless service in the young minds. The unit and the college has always exhibited an exemplary show and sincerity in performing it's duties towards the society and the nation. It is a matter of excessive pride and immense honour for the college that a State Level NCC camp was organized in our college which is situated in a relatively rural and backward region of Madhya Pradesh. It was a remarkable feat for our NCC wing and a mark of distinction for the college family. It was organized from February 18-22, 2021 and participants/ NCC cadets and personnel/ officers from all over the state were active participants in the camp. A three - day camp for B certificate and a 5 day camp for C certificate was organized.

Several physical activities were organized under the camp certification process- drill, parade, crossing, weapon training, map reading, social service, tent pitching, rifle loading and unloading, 1600 metre race etc. In addition to these, various psychological training activities focusing on positive thinking, leadership qualities and emotional intelligence were also organized to check and hone the mental calibre of the students. It is a reflection of distinctiveness that such a state-of-the-art NCC camp could be successfully organized in a college like ours which is located in a semi-urban set up. The cadets of our NCC wing performed outstandingly in the camp activities which reflects the sincere efforts of our NCC unit which is committed towards maximising whatever resources are available at hand. A good proportion of our NCC cadets come from poor/ uneducated families, who are then chiseled into refined humans and citizens in our institution. More than two hundred and fifty of our former students who were also NCC cadets have been chosen in the Indian Army. The college holds the distinction of sculpting the personalities of the students and making them personnel fit for the Indian armed forces. Organizing of important state level camps like this lend an impetus to cadets' interest and enthusiasm in the NCC.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1) Preparation of AQARs, Departmental Profiles for the upcoming NAAC accreditation. 2) Construction of a conference hall for important meetings with latest set-up and state-of-the-art technology. 3) Wheelchair purchase 4) Construction of disabled friendly toilets and improvement of other existing facilities. 5) Intercom facility for better connectivity between administration and students. 6) More Faculty Development Programme, Seminars and Trainings to be organized. 7) Research facilities to be improved. 8) Library facilities to be improved, complete library automation to be achieved in future.