# YEARLY STATUS REPORT - 2021-2022

## Part A

## Data of the Institution

**1.Name of the Institution**

CHANDRA SHEKHAR AZAD GOVERNMENT POST GRADUATE LEAD COLLEGE, SEHORE

- Name of the Head of the institution

  Dr. Suman Rohila

- Designation

  Principal (in-charge)

- Does the institution function from its own campus?

  Yes

- Phone no./Alternate phone no.

  07562224156

- Mobile no

  7415050794

- Registered e-mail

  hecsaglcseh@mp.gov.in

- Alternate e-mail

  pgncseh@gmail.com

- Address

  CHANDRA SHEKHAR AZAD GOVERNMENT POST GRADUATE LEAD COLLEGE, BHOPAL NAKA SEHORE MADHYA PRADESH PIN- 466001

- 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, Bhopal**

- Name of the IQAC Coordinator                **Dr. Mahendra K. Aynyas**

- Phone No.                                    **9826558339**

- Alternate phone No.                          **7415050794**

- Mobile                                        **9826558339**

- IQAC e-mail address                          **csapgiqac@gmail.com**

- Alternate Email address                      **csapgiqac@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**    www.csapgcollegesehore.com

**4.Whether Academic Calendar prepared during the year?**    **Yes**

- if yes, whether it is uploaded in the Institutional website Web link:    https://www.csapgcollegesehore.com/naac5?type=1.1%20Curricular%20Planning%20and%20Implementation

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| Cycle 1 | B++ | 78.55 | 2007 | 10/02/2007 | 09/12/2012 |
| 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 |
|---|---|---|---|---|
| NIL | NIL | NIL | NIL | NIL |

**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)**

**Successful implementation of New Education Policy.**

**A 'Help Desk' and 'Scholarship Cell' were set up.**

**Several Guest Lectures, Field Visits and Industrial Tours were organized.**

**A health check up camp for dental and eye health was organized for students.**

**Preparation for upcoming NAAC Accreditation.**

**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 |
|---|---|
| Make preparations for implementing the New Education Policy- Time Table, examination pattern, orientation program. | Induction/Orientation programs based on the New Education Policy were organized for both students and teachers. |
| Setting up a Help Desk and Scholarship Cell. | Special Help Desk and Scholarship Cell were set up. |
| Arrange/Improve parking facility for students, staff and other employees. | The entire parking space was marked, levelled and repaired for parking two and four wheeler vehicles of both students and teachers with proper signages. |
| Organizing academic initiatives like seminars, workshops, industrial visits, educational tours, guest lectures training etc.i | Various trainings, workshops, guest lectures, industrial visits and educational tours were organized by most of the department. |
| Submitting AQARs on time. | Because of NAAC visit AQAR for 2021-22 could not be submitted on time. |
| Conducting regular audits namely, green, energy, environment , finance,etc. | Green and Environment audit and Energy audit for conducted. |
| Leveling the sports ground and its maintenance. | Sports ground was levelled and racing tracks were marked. |

## 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

## Part A

## Data of the Institution

| | |
|---|---|
| **1.Name of the Institution** | CHANDRA SHEKHAR AZAD GOVERNMENT POST GRADUATE LEAD COLLEGE, SEHORE |
| • Name of the Head of the institution | Dr. Suman Rohila |
| • Designation | Principal (in-charge) |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 07562224156 |
| • Mobile no | 7415050794 |
| • Registered e-mail | hecsaglcseh@mp.gov.in |
| • Alternate e-mail | pgncseh@gmail.com |
| • Address | CHANDRA SHEKHAR AZAD GOVERNMENT POST GRADUATE LEAD COLLEGE, BHOPAL NAKA SEHORE MADHYA PRADESH PIN- 466001 |
| • 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, Bhopal** |
| • Name of the IQAC Coordinator | **Dr. Mahendra K. Aynyas** |
| • Phone No. | **9826558339** |
| • Alternate phone No. | **7415050794** |
| • Mobile | **9826558339** |
| • IQAC e-mail address | **csapgiqac@gmail.com** |
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| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| **NIL** | **NIL** | **NIL** | **NIL** | **NIL** |

| **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)**

| Successful implementation of New Education Policy. |
|---|
| A 'Help Desk' and 'Scholarship Cell' were set up. |
| Several Guest Lectures, Field Visits and Industrial Tours were organized. |
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**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 |
|------|--------------------|
| 2021-22 | 25/05/2023 |

## 15. Multidisciplinary / interdisciplinary

In our college , New Education Policy 2020 is operational since the session 2021-22 on multi disciplinary/ interdisciplinary basis. NEP 2020 envisages a holistic and multi disciplinary education that aims to develop all capacities of human beings that is, intellectual, aesthetic, social, physical, emotional and moral in an integrated manner. This policy is brought with flexible curricula, creative combination of subjects, integration of vocational education and multiple entry exit points with appropriate certification. We have tried to execute the policy as it is envisaged in the policy document. Providing an option to choose not only subjects from one stream but also from other streams is a defining element of the New Education Policy ensuring a multidisciplinary education. The various credit based courses and field projects in the diverse areas and compulsory foundation courses help in providing holistic education to the learners.

## 16. Academic bank of credits (ABC):

There is a provision in NEP 2020 to establish ABC in every higher education institution for storing academic credits earned by the students from different higher education institutions. It will be entrusted with the responsibilities of opening, closing and verifying the individual academic accounts of students . In our college , ABC has not yet been established in the absence of any notification/order/guideline in this regard from the department of higher education, Madhya Pradesh. It might be established in the following years if the government issues such guidelines.

## 17. Skill development:

It is a pressing need of the hour to develop skilled manpower for the current competition driven society. The college takes multiple steps for the skill enhancement of the students. 'Swami Vivekanand Career Guidance Cell ',an initiative of the Department of Higher Education Madhya Pradesh has been functional in this institution and it has organised several skill development programmes for the students. These skill development trainings thrust on job oriented avenues like Computer Application ,Self Grooming , Confectionery Training and Chemical cleaning products making etc. National Skill Development Council (NSDC) also held a one day workshop for students. The New Education Policy 2020 has

been implemented and vocational and skill development programmes are now an integral part of the curriculum. Most of the students of NEP 2020 have opted for Personality Development, Vermicomposting and Organic Farming as vocational subjects. Moreover, the students are also being trained for email writing ,SWOC analysis, time management, stress management, resume writing and soft skills. Field visits, education excursions and lab/field visits are also regularly undertaken by the departments to supplement  students' learning experience sharpning their physical and mental abilities. The departments also organize group discussions, talks, mock interviews, extempore, recitation for polishing the leadership and communication skills of the students. Compulsory internship in UG first year (under New Education Policy) and PG final year also gives a practical learning experience to the students.

## 18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college follows a newly crafted course curriculum formulated by the Department of Higher Education, MP. This curriculum is modeled on the New Education Policy 2020 which propounds basing of new knowledge on the vast repository of our ancient knowledge and culture .It is akin to re-creating our traditional knowledge with contemporary relevance and motivating students towards imbibing Indian cultural values and ethos. The College follows vernacular language Hindi as the medium of instruction during lectures/ seminar and workshop etc . The college provides education in Urdu, Sanskrit, Hindi in addition to English. The college also provides options to students to choose from a bouquet of generic elective subjects focusing on the indigenous culture and traditions. There is an effort to sync a continuity among the various branches of knowledge with an equal focus on character building, morality and integrity. During the annual cultural festivities, there are regional and folk dance performances based on the rich tribal culture and heritage of Madhya Pradesh.

## 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The NEP 2020 emphasizes upon the convergence of class room teaching with vocational education . Any educational endeavor should not limit itself merely to a narrow understanding of a theoretical concept but should enable students to taking a more rational & logical evaluation of a situation . This attribute of an individual enhances his employment oriented skills. Our college is running various vocational courses to enhance

employment opportunities for students viz. DTP ,Organic farming, vermicomposting etc. It also provides students with various skill development opportunities through field projects , NSS and NCC etc. College has adequate infrastructure for students for sports,NCC and NSS activities. The pedagogies adopted and the modes of assessment are designed keeping in mind the intended learning outcomes. Every department displays their program outcomes, program specific outcomes and course outcomes and shares them with other stakeholders. The feedback obtained from the students is taken into account and future strategies are accordingly devised

**20.Distance education/online education:**

The purpose of Distance education and online education is to enable an easy access to educational initiatives to students even of remote areas. The institution conducted online classes for regular courses and organised online academic counseling during and after the Pandemic. The Swami Vivekananda Career Guidance Cell conducts several job oriented online trainings for the students throughout the year. The students are encouraged to get enrolled for these online courses. The college has an adequate ICT infrastructure to enable seamless online learning. The library has an e-learning resource centre where the students can access online resources. The college faculty and the students have access to vast online repository through N-List account. The institution has 09 smart classrooms to facilitate online education. A few faculty members have contributed to creating e-content. The faculty members adopt a blended mode of learning where traditional and innovative modes are used- classes are taken Google Meet, Zoom etc.

# 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                                                                         **3733**

Number of students during the year

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | View File |

2.2                                                    **1801**

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                                                    **1039**

Number of outgoing/ final year students during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

**3.Academic**

3.1                                                    **60**

Number of full time teachers during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

3.2                                                    **00**

Number of sanctioned posts during the year

# 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 | **3733** |
|-----|----------|
| Number of students during the year | |

| File Description | Documents |
|------------------|-----------|
| Institutional Data in Prescribed Format | View File |

| 2.2 | **1801** |
|-----|----------|
| 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 | **1039** |
|-----|----------|
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|------------------|-----------|
| Data Template | View File |

## 3.Academic

| 3.1 | **60** |
|-----|--------|
| Number of full time teachers during the year | |

| File Description | Documents |
|------------------|-----------|
| Data Template | View File |

| 3.2<br><br>Number of sanctioned posts during the year | 00 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <u>View File</u> |

## 4.Institution

| 4.1<br><br>Total number of Classrooms and Seminar halls | 34 |
|---|---|
| 4.2<br><br>Total expenditure excluding salary during the year (INR in lakhs) | 8.94 |
| 4.3<br><br>Total number of computers on campus for academic purposes | 135 |

# 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 institute is affiliated to Barkatullah University, Bhopal Madhya Pradesh. The curriculum for undergraduate and post-graduate classes are designed and developed by the Board of Studies of the Barkatullah University. At the commencement of an academic session, the Department of Higher Education Madhya Pradesh, provides an academic calendar for under graduate and post graduate classes. All the instructions and provisions for conducting theory classes, internal examinations like third- and six-monthly exams, continuous comprehensive evaluation (CCE), practical exams, final and semester exams, sports activities, cultural activities, youth festival, semester and summer breaks are specified in this academic calendar. The institution implements the programs mentioned in the calender covering all the aspects related to teaching, sports, and cultural activities by designing the college time table accordingly. The heads of all departments are invited for a meeting wherein the workload is divided among the teaching staff. Individual departments**

**further design their time table accordingly and the syllabus is further divided among the teachers in every department. The time table is displayed on the notice board and is also published on the website for the students. Different teaching methodologies like lecture methods, use of ICT, video lectures, PowerPoint presentations, group discussions, field projects, experimental learning, assignments, quizzes, debates etc.**

| 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 evaluation of the students is an integral part of teaching learning process. The evaluation system for internal exam are followed once for P.G. semester exam and twice for U.G. yearly exam. The Continues Internal Evaluation encourages the students to progress continuously in the semester leading to through understanding of the course. The periodical tutorials, class tests, MCQ examinations are the different modes of continuous internal assessment to gauge the comprehension of the students. The examination results are regularly reviewed and the weaker students are taught in the remedial classes. There is a Semester Cell in the institution that takes care of the implementation of academic calendar in the activities of the college. It also holds an online record of the students' marks, which are then shared with the university. The Cell develops a structured and documented process for implementing the curriculum by preparing a time table for the internal assessment examination. The IQAC also prepares academic plans in accordance with the calendar issued by department of higher education. Continuous Internal Evaluation enhances the students abilities and skills such as creative and critical thinking, working in a team, communication skill, leadership abilities etc.**

| 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**

**B. Any 3 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**

**20**

| 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) | [View File](#) |

**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)**

**2**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | [View File](#) |
| List of Add on /Certificate programs (Data Template ) | [View File](#) |

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

**113**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | [View File](#) |

## 1.3 - Curriculum Enrichment

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

**In order to integrate the cross-cutting issues relevant to gender, environment sustainability, human values and professional ethics, the institution runs different types of courses in the curriculum.**

**Gender sensitivity - Gender sensitivity and gender sensitization are accomplished through amalgamation of theory and practice. It is integrated into the curriculum through the syllabus of languages in foundation courses. The events such as quiz, role play, rallies on women empowerment and great women personalities are conducted regularly. The women Redressal cell was constituted and has been functioning in formal sense.**

**Human values- Human values are integrated into the curriculum through foundation courses in undergraduate program. Foundation course is compulsory for all students.**

**Environment sustainability - Environment sustainability is included in a paper on environment that is taught in the undergraduate programs as a foundation course. In order to sensitize the students about the environment and sustainability**

issues, a number of activities like seminars, workshops, guest lectures, industrial visits and field excursions are organized for student of all programs.

Professional ethics - It is made a part of a curriculum through a full paper on entrepreneurship development in undergraduate course. It is part of foundation course.

| 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

15

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| 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

1324

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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**

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | Nil |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

| 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

**1654**

| 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

**710**

| 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

It is an irrefutable fact that all the students who enroll in a course/class do not learn at the same pace. While some may understand the concept within one go, others may take more time, efforts, and sessions to get a better understanding of the same course. So, in an effort to break balance this difference in the learning acumen of the students, the college has taken a step to bring in uniformity in the learning pattern for all students. In order to foster education among the learners, it is imperative that new and creative methodologies and pedagogical techniques are devised. When varied teaching techniques are used, the students are provided with a greater opportunity to learn. One such innovative step is the mutual teaching-learning method practised by all the post graduate departments. The teachers identify the advanced and slow learners at the beginning of the session and then the cooperative learning is carried out. The academically brighter students help the relatively weaker students with the curriculum, under this method of co-operative learning. Differing from the regular/usual remedial classes in which the teacher takes the lead, the teachers here perform the different roles of mentor/guide/facilitator.

This exercise is especially helpful to students who take up

teaching as their internship project during the last semester of P.G. studies. They prove to be better teachers at the place where they go for teaching, and ultimately it helps them in their Internship project performance before the external examiner.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

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

| Number of Students | Number of Teachers |
|---|---|
| 3733 | 60 |

| 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

The college believes in the adoption of student centric methods to enhance student involvement as a part of participative learning and problem-solving methodology. The ever evolving education system necessitates an integration of ICT tools with the conventional methods of teaching to enhance the learning experience of the students.

Experiential Learning

Project work and Internship

In UG and final semester of PG programs, students go for internship or field projects in various institutions.

Participation in competition at various levels

For Real time exposure, the students are encouraged to participate in various science exhibitions and seminars at National and International Level. Some educational workshops

also organized by the institution to help the students gain practical knowledge by hands on training activities.

Field Visits, Industrial Visits, Guest Lecture

Participative Learning

Role play

Teachers adopt role play method in the classes to make the students register their full-fledged participation in various activities.

Case studies

Case study method is adopted in teaching learning process to make the students develop logical thinking, critical temper, and problem solving ability.

Free internet access in the library promotes the practice of self-learning and discussion.

Group Discussions

University follows the discussion methods in many of the subjects as it makes the students think wide and come up with the opinions & suggestions to check their current knowledge. Discussions are held basically to not only hone the soft skills of the students, but also to sharpen their analytical and reasoning faculty.

| 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

ICT enabled Teaching:

Many departments of the institution have a state-of-the-art ICT

**enabled class rooms to facilitate quality education. Oral lectures are usually supplemented by video lectures curated by experts from National Institutes across the length and breadth of India. Institution uses ICT as an evaluation support tool through generation of quiz in Google forms and Google docs. Academic activities are shared and participative learning is practiced through Google docs, Google sheets and Google slides. College has adequate infrastructure available for ICT in the form of smart classrooms, classrooms equipped with devices like multimedia projectors & interactive board, virtual class rooms, high speed leased line, Wi-Fi connectivity etc.**

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

## 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

**60**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | **No File Uploaded** |
| 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

**60**

| 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**

**45**

| 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**

**167**

| 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.

The institution is an affiliated college; therefore it follows the rules and guidelines of the university regarding the assessment and evaluation of performance of students. The internal assessment is carried out by a transparent, systematic, and time bound manner for all theory courses, laboratory courses, and also for internships and projects. The IQAC in co-ordination with the examination and semester cell constitutes examination committees every year for smooth conduction of both internal and final university exams. A senior faculty members acts as center superintendent, while other teaching faculty and non-teaching staff work as members. The institution conducts the final examination as per the time table and the guidelines of the affiliating university.

Various internal examinations are being conducted throughout the semester. Some of them are- unit-tests, assignments, continuous evaluation of laboratory work by students, and project evaluations, etc.

- The question paper is prepared by individual faculty/faculty member teaching the same subject/paper.
- The H.O.D. checks and approves the final question paper.
- The assignments are given to students on regular basis by the particular faculty teaching the specific subject.
- The answer sheets are evaluated and checked carefully by the department faculty and then shown to the students for transparency and for students to check their performance, and for improvement in future.
- The faculty also carries out a comparative evaluation of the student's performance.
- Two to three continuous and comprehensive evaluation tests are undertaken to give students a chance for improving their performance.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | Nil |

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

For grievances relating to internal/external examinations, a transparent, time-bound and efficient method is being followed in the institution.

- The college's examination cell undertakes necessary steps to ensure transparency and redressal of matters related to evaluation and performance of students. Notifications are displayed on the college website and on the Notice boards to communicate information related to internal assessments to students.
- Answer script/assignment of students, after evaluation are shared with the students. If any student has some grievance, they can approach the teacher in-charge or the H.O.D. for redressal.
- The record of marks of internal assessment awarded to the students, after taking student's signature is them sent to the university through examination cell.
- Finally, if any discrepancies are noticed between marks awarded to students by teachers and those entered in the mark sheets prepared by the university the institution assists the students in getting such errors rectified.

If some students fail to appear in internal assessment exams, more chances are offered to them to appear and improve their performance.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| 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 institution due to its affiliation with the university does not have the liberty to frame its own courses, and so the programmes and courses in the curriculum are designed by the CBOS. Many teachers of the institutions are members of the Board of Studies of different subjects. The college takes full care that course outcomes are fully realized through curriculum enrichment practices during curriculum delivery.

The institution has an effective mechanism to communicate the Course Outcomes and Programme Outcomes for all programmes to the concerned stakeholders like students, teachers and parents. Learning outcomes specify what graduates completing a particular programme of study are expected to know, understand and be able

to do at the end of their programme of study.

The vision of the college to provide value based holistic education to all its students with an insight for environmental conservation is well reflected in course outcomes of all programmes.

The outcomes are measurable and a soft copy of the outcomes is uploaded on the college website, which is easily accessible to teachers, students and parents. The stakeholders are advised to go through the soft copy of course outcome of the concerned programme. Students are communicated directly about these during the various Induction programs organized at the beginning of every session. The faculty members of all subjects are present and take an active part in providing information and also in counseling the newly admitted students.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://www.csapgcollegesehore.com/collagefile/IQAC/NAAC-000021/NAAC-000021.pdf |
| 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 prescribes and monitors the teaching methodologies required for the attainment of course outcome of different programmes. Teaching methods, guided by such a framework, include: lectures supported by group tutorial work; practical and field-based learning; the use of prescribed textbooks and e-learning resources and other self-study materials; open-ended project work, some of which may be team-based; activities designed to promote the development of generic and subject-specific skills; and internship and visits to field sites, and industrial or other research facilities etc.

Some of the steps taken by the institution for the attainment of Course Outcomes (CO) are as follows:

- Remedial classes/Extra classes
- Group Based Learning (GBL)
- Counseling to academically weak students
- WhatsApp study groups for providing notes/guidance/home work
- Educational tours/Site visits/field visits, etc.
- Guest lectures
- Field training

**Progress towards achievement of learning outcomes is assessed using the following:**

- Time-constrained examinations; closed-book and open-book tests (end semester and annual examination)
- Problem based assignments (internal examination mode)
- Team project reports(internal examination mode)
- Oral presentations, including seminars, presentations, viva voce interviews(internal examination mode)
- Peer and Self- assessment etc. and other pedagogic approaches as per the context. (internal examination mode)

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | https://www.csapgcollegesehore.com/collagefile/IQAC/NAAC-000021/NAAC-000021.pdf |

## 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

**1032**

| File Description | Documents |
|---|---|
| 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://www.csapgcollegesehore.com/collagefile/SSS/NAAC-000047/NAAC-000047.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) | View File |

**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**

7

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| 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) | [View File](#) |
| 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

**Our College has taken an initiative to create an ecosystem for innovations and transfer of knowledge that promotes innovative thinking among the students and faculties. This ecosystem is created through a synergetic relationship between various stakeholders of the college i.e. industries in the field of Science, Commerce, Arts, professional bodies, government departments and the society in general. The college provides a platform for students to learn not just from text books and classroom lectures, but also through interaction with experts during the guest lectures/training programmes/group discussions. The science departments provide a platform for students to exhibit their innovative ideas by participating in science exhibitions where they get an opportunity to nurture their creativity and manifest their intuitive mind, also the interaction with experts inspires the students for further research.The faculties share their own research experiences to inspire students. New building for computer lab and biotechnology lab and new classrooms are already constructed. UG students are taken for a visit to certain scientific industries/organizations/institutes like CRISP, CIPET, and EPCO etc. Here, the students get practical and on-field exposure. Programmes on research methodology are also organized and faculty members are encouraged to participate in seminars/workshops and publish/present their research papers regularly.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File] |
| 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**

1

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

**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**

9

| 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**

0

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| 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

0

| 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

**For theHolistic development of students, they must orient towards community service and welfare along with academics. As there are many small villages nearby our collegethe task of social welfare becomes more important. The college has NCC, NSS units, and a Swami Vivekanand Carrier Guidance Cell that works with society to raise awareness about burning issues. The college lends the necessary impetus to the activities intended for social welfare through various programs wherein the students utilizing their knowledge find solutions to community problems.The most noticeable/distinct activities carried out by NCC and NSS units can be categorized under various heads- Health Awareness, Environment Protection, Traffic Awareness, Swachha Bharat Mission, Fundamental Rights and Duties Awareness, Philanthporic Activities, Adoption of a Local Village, etc. On World Environment Day, the students embark on rallies with placards chanting slogans on environmental protection. The Seevan River is the lifeline of the agricultural economy of the Sehore .Vaccination camps(COVID-19) were also set up in the college, registering the participation of people from across the**

**city. Yoga training and meditation sessions are conducted to facilitate mental health. Voter awareness rallies are also organized by the students of the college to spread awareness about voting rights.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

**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**

**9**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Number of awards for extension activities in last 5 year (Data Template) | [View File](#) |
| 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 | View File |
| 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**

150

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| 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**

5

| 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**

6

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

## 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 institution being a Lead college, has sufficient infrastructure to facilitate quality teaching and learning experience. The institute spreads across an area of about 21 acres, wherein approximatly 8357.82 square meters is the built-up area. Smart classrooms are developed to facilitate the requirements of advanced and effective teaching and learning especially during the pandemic. The college campus covers well-maintained classrooms, lecture halls, equipped science laboratories, computer labs, an auditorium and multipurpose gymnasium.

Classrooms: The College has classrooms with green boards, fans and proper ventilation for conducting regular classes. There are 24 class rooms and 09 are smart classrooms with LCD projectors and smart boards.

Laboratories: All the Laboratories of practical subjects are fully equipped with advanced equipments. Each department has its own computing facility to meet their requirements for carrying out experimental learning. Laboratories are optimally utilized through a well managed and pre-scheduled time table, announced at the beginning of academic year. Theory and practical classes are clubbed to give students hands on experience, enabling

students to connect theoretical knowledge with real life situations.

**Computing Equipments: The college has 80 computers for various PG departments, office, faculty members and students. Computers are also provided to few departments for their library. LCD projectors, smart boards, printers with scanning and Xerox facility etc. are provided to Computer, Mathematics, Physics, Chemistry, Botany, Zoology, Commerce, Hindi and English departments for ICT enabled teaching learning. All gadgets are connected with 100 Mbps bandwidth. Computer labs, various software and tools are available for facilitating the teaching and learning process.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| 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.

**Cultural Activities: A big hall called 'Kunwar Chainsingh Sabhagar' is available for cultural activities, where activities like youth festival, Annual cultural function, Azadi ka Amrit Mahotsav and other social, cultural an also academic functions are organized regularly. Sound system, lighting and curtains are also available for stage activities.**

**Gymnasium and Yoga Center: The institute's gymnasium and yoga center are proactive and support holistic grooming of students. Yoga activities including physical exercises and meditation are conducted both in open grounds as well as in yoga room.**

**Sports: In the sports department of college, the facilities of Athletics, Cricket, Football, Hockey, Kabaddi, Kho-kho and Volleyball are available in the current session 2021-22 under Outdoor Sports Disciplines. Table Tennis, Chess, Boxing, Judo, and Badminton sports facilities are available under Indoor Sports Disciplines. There are sufficient sports equipment available in the college for different games.**

**Games:**

**OUTDOOR ACTIVITIES**

**Athletics : Shot Put, Disk Throw, High Jump Stand, Long Jump, Tripple Jump,**

**Finishing Post.**

**Cricket : Bat (English/Kashmir Willow), Batting Pad, Batting Gloves (R/L), Thigh**

**Pad, Elbow Guard, L Guard, Wicket Keeping Pad, Wicket Keeping Gloves,**

**Leather Ball, Helmet (With Net), Mat.**

**Football : Football, Shinguard, Shoes, Socks, Net, Pole.**

**Volleyball : Volleyball, Pole.**

**Softball : Softball Gloves.**

**Basketball : Basketball.**

**Kho-kho : Poles**

**Kabaddi :**

**INDOOR ACTIVITIES**

**Table Tennis : Table, Bat, Ball, Net.**

**Badminton : Racket, Shuttlecock, Net, Pole.**

**Boxing : Punching Gloves, Fighting Gloves, Practice Pad, Head Guard.**

**Judo : Mat, Kit.**

**Chess : Chess Board & Men**

| 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 | View File |
| Paste link for additional information | Nil |
| 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)

**8.94**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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 is housed at the ground floor of the college premises. It has a huge and versatile collection of about 54,853 books. The books are related to the syllabus approved by the affiliating university. It also has a rich collection of reference books, general books, exam preparation guides to support the students. The library has a browsing center, and photocopy facility available. Average number of visitors in the library per day is about 100-150. The library is open every working day from 10.30 am to 5.00 pm. A systematic time table is**

prepared class wise for Issue/Return of the books.

Book purchase: Books are purchased in accordance with the Store Purchase Rules of Madhya Pradesh Government. Generally, the demand for the books is made by the respective Faculty/departments for the year. The institution has a procedure for selecting and ordering the purchase of books. The purchase is done by the open tender policy by publishing the tender in national daily newspapers. Reference book worth 50,000/- have been purchased in the year 2021-22 through World Bank project. Also, in the previous years books were purchased from UGC, Goverment, Book Bank scheme and Janbhagidari fund.

Facilities available in the library:

- 16 Computers
- 01 Reading Room
- 01 Photocopier Machine
- Current ILMS version SOUL 3.0
- Wi-Fi Facilities
- Drinking water and washroom facility
- Membership of INFLIBNET
- 05 staff members (one librarian and four assistant and helping staff)

| 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)**

0.50

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Audited statements of accounts | View File |
| 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**

100

| 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 institution has an effective IT Infrastructure with an internet bandwidth of 200 mbps. The PCs have been updated from old specification to i5 systems currently. The bandwidth has also been updated to 100 mbps from lower specifications. Many of the departments of the college have at least one computer with a printer and internet facility. Earliar, the speed of the internet was 100 mbps, which has now been increased/updated to 200 mbps. The Internet Service Provider of college are BSNL and Rail wire. The College has 09 projectors installed in different rooms and 03 state-of-the-art smart class rooms. 22 printers, 05 photocopiers and 01 separate scanner are also setup at places of prime requirement.

The computer lab of college was established in the year 2003.

The two computer labs at present have got 49 computers with the aforementioned configuration. The library E-resource INFLIBNET and SOUL 3.0 is available to the faculty and the students' username and passwords have been given to them for open access to Journals and Books for research and learning. Some of the teachers make use of E-mails to provide study material to students. The faculties make use of computer facility for supplementing their lectures with PowerPoint presentations, make use of websites related to their subject. They also make use of YouTube videos to augment the quality of the lectures delivered.

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

## 4.3.2 - Number of Computers

135

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| List of Computers | View File |

## 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|---|---|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

## 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)

8.92

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Audited statements of accounts | **No File Uploaded** |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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.

**POLICY FOR PHYSICAL FACILITIES**

- **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.**

**POLICY FOR MAINTENANCE OF ACADEMIC SUPPORT FACILITIES**

- **A designated fraction of the grant should be utilized for maintenance and up gradation of the academic support facilities**
- **ICT infrastructure includes computers, Hardware, software and Cloud space. College would be liable for periodic maintenance of of ICT Infrastructure.**

**POLICY FOR MAINTENANCE OF LIBRARY FACILITIES**

- **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 of HODs. 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.**

**POLICY FOR MAINTENANCE OF SPORTS FACILITIES**

- **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.**

**INSTITUTIONAL STRATEGY FOR MOBILIZATION 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.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | **Nil** |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

**2869**

| 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 benefited 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

**0**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Number of students benefited 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 | https://csapgcollegesehore.com/collagefile/CRITERIA/Criterion%20%E2%80%93%20V:%20Student%20Support%20and%20Progression/NAAC-000058/NAAC-000058.pdf |
| Any additional information | View File |
| 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**

**619**

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

**619**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of students benefited 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**

**A. All 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

**9**

| 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

**268**

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

**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**

**6**

| 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.**

**17**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | View File |
| 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) | View File |

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 2021-22, the govt. of MP did not send a notification for Student Council elections.Therefore, the Student Council elections could not take place in 2021-22. 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**

41

| File Description | Documents |
|---|---|
| Report of the event | View File |
| 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) | View File |

## 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

**There is a registered Alumni Association in the college which offers lifetime as well as ordinary membership. It was established in the year 2015 and was registered with the Committee of Registration with the registration no.-01/02/01/30072/15 dated- 15-09-2015. There are 45 registered lifetime members and 101 associate members in Alumni Association of this college. The college organizes the Alumni Association meetings regularly so that the alumni can share their ideas and expectations with the administration.**

**The institute has a rich history of the students' success and glory. Such record has ensured that the college alumni remain in constant touch with its alma mater. Some members of the alumni association are active participants of the alumni association who take a keen interest in the college welfare. The college contacts them and shares with them invitations and information on important college events and programs. The bond that the alumni share with their batch mates, students and senior-junior batches, teaching and non-teaching staff and the institution as a whole is worth a mention. The college organizes alumni meetings at least once a year. Such meeting helps in the sharing of ideas and expectation of the alumni from the college and administration. The feedback and suggestions of the alumni that align with the vision and mission of the college are taken into consideration by the college and acted upon. The alumni have been contributing immensely in the growth and development of the college from time to time.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

## 5.4.2 - Alumni contribution during the year (INR in Lakhs)    **E. <1Lakhs**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |

## 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 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. 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 techiniques, extension/excursion activities, mode of interal evaluation, etc. 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, transparancy, and accountability in governance 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 disbursal 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 disbursal 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://www.csapgcollegesehore.com/ |
| Upload any additional information | View File |

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 responsible for an effective delegation of authority at various levels.He ensures that the various stakeholders fulfill the responsibilities allocated to them and provides the necessary guidance and support when required. Many committees are constituted at the college level to ensure an effective commissioning of duties and for a timely execution of the plans. Each of these committees are presided over by a convenor who further performs decentralization practices by assigning duties to other committee members. 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 IQAC acts as a steering force for the college, it rolls out the development plan of the college with regard to both qualitative and quantitative advancement. Feedback is collected from the students annually and the critique given by them is duly worked upon. 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 and IQAC are involved in defining policies and procedures 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.**

| 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

**For the development of the college to be sustained; formulation and implementation of strategies through a perspective plan shaped after a thorough analysis and assessment of the strengths, weaknesses is important. 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. Annual action plans are prepared in the meetings of the Internal Quality Assurance Cell which are held at least twice a year 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. They also discuss the utilization of the Janbhagidari fund for the development of the institution. All the teaching faculty members 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 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 | No File Uploaded |

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.

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. 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 to coordinate the departmental activities. 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. Several committees are constituted at the begining of an academic session so as to carry out the day to day activities of college administration. 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.

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://www.csapgcollegesehore.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 | **No File Uploaded** |
| 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 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**
- **Child Care Leave as per norms.**
- **Leave Encashment**
- **Children Education Allowance**
- **Retirement Benefits**

**In addition to this, Internet facility (on campus wifi) is also**

provided to the staff members. There is a fully equipped office with workplace facilities with latest computers, internet facility, printers. 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 software and technological developments. Regular Health camps also organized 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) | View File |

**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) | <u>View File</u> |

**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**

8

| 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 | [View File](#) |
| 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

Under the scheme of M.P. Higher Education Quality Improvement Project (MPHEQIP), the schemes implemented for all the government colleges 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. The college dues paid by the students form 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.

The college has a well defined procedure for conducting financial audits. The audit is a dual layered mechanism- audits are conducted by a Chartered Accountant (CA) and by the office of AGMP, Gwalior. The CA called by the college audits all the accounts of the institution related to all the funds generated by the institution as well as the government funds. This private chartered accountant appointed by the principal does the external financial audit periodically at the closing of a financial year. The audits are conducted for the Janbhagidari Nidhi, RUSA and grants received for specific purposes. A team of auditors from AGMP audits the finances of the institution within a period of three to five years. The suggestions given by the auditors are taken into account and worked upon.

| 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) | [View File](#) |

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 infrastrucral 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 imporvement in the basic infrastructure which is the an integral part in the functioning the 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 for the improvement of the teaching methodology of the faculty are reviewed, analyzed, 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 in the institution is undertaken basis of the guidance and suggestions given by IQAC. It develops and applies quality benchmarks, and facilitates the creation of a learner centric environment which is conducive to providing quality education. It chalks out the development plans of the college in the IQAC meetings. . The IQAC takes the responsibilities of making available the resources necessary for carrying out its activities for quality enhancement of the college. The following are few of the initiatives taken by the IQAC:

1)Implementation of the New Education Policy by restructuring the College Time Table, inviting teachers and providing resources for vocational courses.

2)Steps taken to upgrade library facilities.

3)Construction of canteen.

4) An action plan formulated for upcoming NAAC visit- Audit committees, Criterion Committees etc.

5) Organization of Health checkup camps.

6)Organization of Field Visits, Guest Lectures and Industrial Tours.

| 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/needy/poor 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 | View File |

**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)**

B. Any 3 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 | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## 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

To address the women related issues, the college has drafted a sensitization action plan with a focus on female centric issues. The institution has initiated the following measures for promotion of gender equity:

- Women Grievance Redressal Cell – The cell caters to grievances of female students and takes necessary and prompt action.
- Counseling – A senior female faculty member acts as counselor.
- Safe and Secure campus
- Common room
- Scholarship exclusively for the female students from rural areas- Gaon Ki Beti.
- Scholarship exclusively for the female students from urban areas- Pratibha Kiran Yojna
- Separate NCC wing for girls.
- Separate NSS wing for girls.
- Equal opportunities for girls in the college admission/activities/roles etc.
- Celebration of International Women's Day.
- Self defence training for female students.
- Child Care Leave and Maternity leave to female employees.
- "College Chalo Abhiyan".
- A complaint box, where they can drop their complaints, if any and the Principal monitors these complaints.
- Washrooms, hygienic common rooms, sanitary napkins vending machine etc.
- CCTV cameras installed at key places to enhance security within the campus.
- Workshop on mental health to raise awareness on increasing suicide rates and rising cases of depression for female students.
- Topics related to women's rights and duties, human rights, gender issues, POCSO Act etc. are part of the syllabus.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://www.csapgcollegesehore.com/collagefile/CRITERIA/Criterion%20%E2%80%93%20VII:%20Institutional%20Values%20and%20Best%20Practices/NAAC-000080/NAAC-000080.jpg |
| 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://www.csapgcollegesehore.com/collagefile/IQAC/NAAC-000044/NAAC-000044.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 | View File |

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:-**

**The waste discharged from the laboratories is neutralized. In addition to this, regular maintenance of taps, drainage**

facility, pipelines is ensured for the safe disposal of the liquid waste. Radioactive materials are banned from use in conducting practical by any department. Traditional methods of waste disposal like soak-pits are also used. The dangerous/hazardous materials are stored in separate and secure locked almirahs. The HOD keeps a strict vigil on the usage and handling of acids and other harmful chemicals.

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 organized in this regard. The college has an e-waste room for storing the discarded e-waste. The college has a tinkring lab for students to practice, explore and learn about hardware devices.

| 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:**

D. Any 1of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**

3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

| 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 recognitions/awards 5. Beyond the campus environmental promotional activities**      A. Any 4 or all of the above

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | No File Uploaded |

**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**     C. Any 2 of the above

**information : Human assistance, reader,**
**scribe, soft copies of reading material,**
**screen           reading**

| 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 |

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).

**Under the Ek Bharat Shreshtha Bharat Abhiyan, students were given a taste of Manipuri tradition and culture through a study of Manipuri food and language. Days of national importance like; National Ekta Diwas, Gandhi Jayanti, Independence Day and Republic Day are celebrated with vigour and zeal. Celebrations like these teach the students how the leaders worked together to uphold the unity and diversity of the country. It helps the students and staff cherish the national values and facilitates the performance of the Fundamental Duties, which direct towards promoting the feelings of fraternity and universal brotherhood through both words and actions. The Youth Festival is celebrated annually to give the students a platform to cherish the rich diversity of the country. Har Ghar Tiranga, Azadi ka Amrit Mahotsav, 150th Mahatma Gandhi Birth Anniversary, and other similar programs give an insight to the students about freedom fighters, social activists who worked for the unity of India and built a strong foundation for the nation. On 8th March, International Women's Day is celebrated where girls donate blood to bring a change in the mindset of people that consider women as the weaker sex. Sadhbhawna Diwas ,Komi Ekta week etc are also practised wholeheartedly.**

| 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

**Activities and programs are organized in the college to sensitize the students and employees about the constitutional obligations like their rights, duties, responsibilities, etc. On the first of every month the national anthem, Madhya Pradesh Gaan,and Vanday Matram Gaan 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 maximize students' participation and involve them in the celebration of the important days. On 26th November and 25th December respectively, oath taking ceremony on Samvidhan Diwas and Good Governance are organized. 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, and essay writing competition are conducted to raise awareness on the fundamental rights and duties. The message to perform one's right to vote in an unbiased and unprejudiced manner is shared 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. Topics that uphold the great values of the nation are taught in the foundation course syllabus.**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://www.csapgcollegesehore.com/collagefile/IQAC/NAAC-000045/NAAC-000045.pdf |
| 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 | View File |
| Any other relevant information | **No File Uploaded** |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**The college organizes and zealously celebrates national and international commemorative days, events and festivals. Some of the major days of importance that regularly clelebrated are as follows:**

- **Republic Day**
- **Independence Day**
- **Gandhi Jayanti**
- **World Environment Day**
- **International Yoga Day**
- **Teachers Day**
- **Women's Day**
- **Swachhta Pakhwada**
- **Constitution Day**
- **Matdata Diwas**
- **World Ozone Day**
- **Komi Ekta Diwas**

- **National Science Day**
- **Martyr's Day**
- **Earth Day**
- **Anti Tobacco Day**
- **Hindi Diwas**
- **Madhya Pradesh Sthapna Diwas**
- **Human Rights Day**

| 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 | <u>View File</u> |
| 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 PRACTICES- I**

**Title of the practice: COMMITMENT TOWARDS COMMUNITY**

**OBJECTIVE: - To sensitize the students about their social responsibilities and cultivate in them empathy, sympathy and care for the downtrodden.**

**CONTEXT: - Inculcate selfless service and commitment towards mankind .**

**THE PRACTICE:**

1. **Adoption of local villages by NSS (Godgram)**
2. **Blood donation camp by NCC**
3. **Rallies on social issues**
4. **Awareness programs**
5. **Distribution of alms to the needy**

**EVIDENCE OF SUCCESS: The locals of the city have become more aware and alert owing to the consistent efforts of the college.**

**PROBLEMS ENCOUNTERED:**

Availing proper transportation facility .


**BEST PRACTICE - II**

**Title of the practice: CLEANLINESS IS NEXT TO GODLINESS**

**OBJECTIVE: - The College aims at cultivating the habit of cleanliness in the students through various activities carried out throughout the year and taking forward the national call for 'Swachhata' in all its aspects.**

**CONTEXT: -. Cleanliness campaigns and drives that the students participate in makes the students develop an attitude of caring for their surroundings**

**THE PRACTICE: -**

- **The NSS unit adopts nearby villages under the Godgram Scheme .**
- **Our students participate in cleanliness drives at historical places .**
- **Taking the pledge for cleanliness..**
- **Cleaning of the local water body- Siwan river.**

**EVIDENCE OF SUCCESS: - The students have developed a sense of both personal and public cleanliness. . The waste is well segregated in separate dustbins for biodegradable and non-biodegradable waste.**

**PROBLEMS ENCOUNTERED: -. It is difficult to arrange funds for the running of the program.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://www.csapgcollegesehore.com/collagefile/Best_Practices/NAAC-000046/NAAC-000046.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

Together We Learn: A Group Based Learning Initiative

.While some studernts may understand a topic taught inone go, others may take more time, efforts, and sessions to get a better understanding of the same course. In an effort to balance this difference in the learning acumen of the students, the college has taken a step to bring uniformity in the learning acumen for all students.

One such innovative step is the mutual teaching-learning method practised by all the post graduate departments. The teachers identify the advanced and slow learners at the beginning of the session and then cooperative learning is carried out. The academically brighter students help the relatively weaker students with the curriculum under this method of co-operative learning. Differing from the regular/usual remedial classes in which the teacher takes the lead, the teachers perform the different roles of mentor/guide/facilitator.

This has resulted in creating a better class ambience for the students. A distinct upside of the exercise is the development of the qualities of leadership and teamwork in the students' personality. It is heartening to see the weaker students gradually take the initiative of teaching the fellow learners. Another advantage of GBL is that the teachers get a chance of evaluating their own performance as well as the cognition level of both advanced and slow learners. A lively and active class generates interest in students for their chosen subject and the students look forward to come to class regularly.

# 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 institute is affiliated to Barkatullah University, Bhopal Madhya Pradesh. The curriculum for undergraduate and post-graduate classes are designed and developed by the Board of Studies of the Barkatullah University. At the commencement of an academic session, the Department of Higher Education Madhya Pradesh, provides an academic calendar for under graduate and post graduate classes. All the instructions and provisions for conducting theory classes, internal examinations like third- and six-monthly exams, continuous comprehensive evaluation (CCE), practical exams, final and semester exams, sports activities, cultural activities, youth festival, semester and summer breaks are specified in this academic calendar. The institution implements the programs mentioned in the calender covering all the aspects related to teaching, sports, and cultural activities by designing the college time table accordingly. The heads of all departments are invited for a meeting wherein the workload is divided among the teaching staff. Individual departments further design their time table accordingly and the syllabus is further divided among the teachers in every department. The time table is displayed on the notice board and is also published on the website for the students. Different teaching methodologies like lecture methods, use of ICT, video lectures, PowerPoint presentations, group discussions, field projects, experimental learning, assignments, quizzes, debates etc.

| 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 evaluation of the students is an integral part of

teaching learning process. The evaluation system for internal
exam are followed once for P.G. semester exam and twice for
U.G. yearly exam. The Continues Internal Evaluation
encourages the students to progress continuously in the
semester leading to through understanding of the course. The
periodical tutorials, class tests, MCQ examinations are the
different modes of continuous internal assessment to gauge
the comprehension of the students. The examination results
are regularly reviewed and the weaker students are taught in
the remedial classes. There is a Semester Cell in the
institution that takes care of the implementation of academic
calendar in the activities of the college. It also holds an
online record of the students' marks, which are then shared
with the university. The Cell develops a structured and
documented process for implementing the curriculum by
preparing a time table for the internal assessment
examination. The IQAC also prepares academic plans in
accordance with the calendar issued by department of higher
education. Continuous Internal Evaluation enhances the
students abilities and skills such as creative and critical
thinking, working in a team, communication skill, leadership
abilities etc.

| 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** | B. Any 3 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

**20**

| 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) | View File |

## 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)

**2**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

**113**

| File Description | Documents |
|---|---|
| Any additional information | [View File] |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | [View File] |

## 1.3 - Curriculum Enrichment

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

In order to integrate the cross-cutting issues relevant to gender, environment sustainability, human values and professional ethics, the institution runs different types of courses in the curriculum.

Gender sensitivity - Gender sensitivity and gender sensitization are accomplished through amalgamation of theory and practice. It is integrated into the curriculum through the syllabus of languages in foundation courses. The events such as quiz, role play, rallies on women empowerment and great women personalities are conducted regularly. The women Redressal cell was constituted and has been functioning in formal sense.

Human values- Human values are integrated into the curriculum through foundation courses in undergraduate program. Foundation course is compulsory for all students.

Environment sustainability - Environment sustainability is included in a paper on environment that is taught in the undergraduate programs as a foundation course. In order to sensitize the students about the environment and sustainability issues, a number of activities like seminars, workshops, guest lectures, industrial visits and field excursions are organized for student of all programs.

Professional ethics - It is made a part of a curriculum through a full paper on entrepreneurship development in undergraduate course. It is part of foundation course.

| 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**

**15**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| 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**

**1324**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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** | **B. Any 3 of the above** |

**syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | **Nil** |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | [View File](#) |
| Any additional information | [View File](#) |

| **1.4.2 - Feedback process of the Institution may be classified as follows** | **A. Feedback collected, analyzed and action taken and feedback available on website** |
|---|---|

| 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**

**1654**

| 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**

**710**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of seats filled against seats reserved (Data Template) | <u>View File</u> |

## 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

**It is an irrefutable fact that all the students who enroll in a course/class do not learn at the same pace. While some may understand the concept within one go, others may take more time, efforts, and sessions to get a better understanding of the same course. So, in an effort to break balance this difference in the learning acumen of the students, the college has taken a step to bring in uniformity in the learning pattern for all students. In order to foster education among the learners, it is imperative that new and creative methodologies and pedagogical techniques are devised. When varied teaching techniques are used, the students are provided with a greater opportunity to learn. One such innovative step is the mutual teaching-learning method practised by all the post graduate departments. The teachers identify the advanced and slow learners at the beginning of the session and then the cooperative learning is carried out. The academically brighter students help the relatively weaker students with the curriculum, under this method of co-operative learning. Differing from the regular/usual remedial classes in which the teacher takes the lead, the teachers here perform the different roles of mentor/guide/facilitator.**

**This exercise is especially helpful to students who take up teaching as their internship project during the last semester of P.G. studies. They prove to be better teachers at the place where they go for teaching, and ultimately it helps them in their Internship project performance before the external examiner.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

| Number of Students | Number of Teachers |
|---|---|
| **3733** | **60** |

| 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

**The college believes in the adoption of student centric methods to enhance student involvement as a part of participative learning and problem-solving methodology. The ever evolving education system necessitates an integration of ICT tools with the conventional methods of teaching to enhance the learning experience of the students.**

**Experiential Learning**

**Project work and Internship**

**In UG and final semester of PG programs, students go for internship or field projects in various institutions.**

**Participation in competition at various levels**

**For Real time exposure, the students are encouraged to participate in various science exhibitions and seminars at National and International Level. Some educational workshops also organized by the institution to help the students gain practical knowledge by hands on training activities.**

**Field Visits, Industrial Visits, Guest Lecture**

**Participative Learning**

**Role play**

Teachers adopt role play method in the classes to make the students register their full-fledged participation in various activities.

**Case studies**

Case study method is adopted in teaching learning process to make the students develop logical thinking, critical temper, and problem solving ability.

Free internet access in the library promotes the practice of self-learning and discussion.

**Group Discussions**

University follows the discussion methods in many of the subjects as it makes the students think wide and come up with the opinions & suggestions to check their current knowledge. Discussions are held basically to not only hone the soft skills of the students, but also to sharpen their analytical and reasoning faculty.

| 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

**ICT enabled Teaching:**

Many departments of the institution have a state-of-the-art ICT enabled class rooms to facilitate quality education. Oral lectures are usually supplemented by video lectures curated by experts from National Institutes across the length and breadth of India. Institution uses ICT as an evaluation support tool through generation of quiz in Google forms and Google docs. Academic activities are shared and participative learning is practiced through Google docs, Google sheets and

Google slides. College has adequate infrastructure available for ICT in the form of smart classrooms, classrooms equipped with devices like multimedia projectors & interactive board, virtual class rooms, high speed leased line, Wi-Fi connectivity etc.

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

## 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

**60**

| File Description | Documents |
| --- | --- |
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | **No File Uploaded** |
| 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

**60**

| 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**

**45**

| 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**

**167**

| 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.

**The institution is an affiliated college; therefore it follows the rules and guidelines of the university regarding the assessment and evaluation of performance of students. The internal assessment is carried out by a transparent, systematic, and time bound manner for all theory courses, laboratory courses, and also for internships and projects. The IQAC in co-ordination with the examination and semester cell constitutes examination committees every year for smooth conduction of both internal and final university exams. A senior faculty members acts as center superintendent, while other teaching faculty and non-teaching staff work as**

members. The institution conducts the final examination as per the time table and the guidelines of the affiliating university.

Various internal examinations are being conducted throughout the semester. Some of them are- unit-tests, assignments, continuous evaluation of laboratory work by students, and project evaluations, etc.

- The question paper is prepared by individual faculty/faculty member teaching the same subject/paper.
- The H.O.D. checks and approves the final question paper.
- The assignments are given to students on regular basis by the particular faculty teaching the specific subject.
- The answer sheets are evaluated and checked carefully by the department faculty and then shown to the students for transparency and for students to check their performance, and for improvement in future.
- The faculty also carries out a comparative evaluation of the student's performance.
- Two to three continuous and comprehensive evaluation tests are undertaken to give students a chance for improving their performance.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | Nil |

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

For grievances relating to internal/external examinations, a transparent, time-bound and efficient method is being followed in the institution.

- The college's examination cell undertakes necessary steps to ensure transparency and redressal of matters related to evaluation and performance of students. Notifications are displayed on the college website and on the Notice boards to communicate information related to internal assessments to students.
- Answer script/assignment of students, after evaluation

are shared with the students. If any student has some grievance, they can approach the teacher in-charge or the H.O.D. for redressal.

- The record of marks of internal assessment awarded to the students, after taking student's signature is them sent to the university through examination cell.
- Finally, if any discrepancies are noticed between marks awarded to students by teachers and those entered in the mark sheets prepared by the university the institution assists the students in getting such errors rectified.

If some students fail to appear in internal assessment exams, more chances are offered to them to appear and improve their performance.

| File Description | Documents |
|---|---|
| Any additional information | [View File]() |
| 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 institution due to its affiliation with the university does not have the liberty to frame its own courses, and so the programmes and courses in the curriculum are designed by the CBOS. Many teachers of the institutions are members of the Board of Studies of different subjects. The college takes full care that course outcomes are fully realized through curriculum enrichment practices during curriculum delivery.

The institution has an effective mechanism to communicate the Course Outcomes and Programme Outcomes for all programmes to the concerned stakeholders like students, teachers and parents. Learning outcomes specify what graduates completing a particular programme of study are expected to know, understand and be able to do at the end of their programme of study.

The vision of the college to provide value based holistic education to all its students with an insight for environmental conservation is well reflected in course

outcomes of all programmes.

The outcomes are measurable and a soft copy of the outcomes is uploaded on the college website, which is easily accessible to teachers, students and parents. The stakeholders are advised to go through the soft copy of course outcome of the concerned programme. Students are communicated directly about these during the various Induction programs organized at the beginning of every session. The faculty members of all subjects are present and take an active part in providing information and also in counseling the newly admitted students.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://www.csapgcollegesehore.com/collagefile/IQAC/NAAC-000021/NAAC-000021.pdf |
| 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 prescribes and monitors the teaching methodologies required for the attainment of course outcome of different programmes. Teaching methods, guided by such a framework, include: lectures supported by group tutorial work; practical and field-based learning; the use of prescribed textbooks and e-learning resources and other self-study materials; open-ended project work, some of which may be team-based; activities designed to promote the development of generic and subject-specific skills; and internship and visits to field sites, and industrial or other research facilities etc.

Some of the steps taken by the institution for the attainment of Course Outcomes (CO) are as follows:

- Remedial classes/Extra classes

- **Group Based Learning (GBL)**
- **Counseling to academically weak students**
- **WhatsApp study groups for providing notes/guidance/home work**
- **Educational tours/Site visits/field visits, etc.**
- **Guest lectures**
- **Field training**

**Progress towards achievement of learning outcomes is assessed using the following:**

- **Time-constrained examinations; closed-book and open-book tests (end semester and annual examination)**
- **Problem based assignments (internal examination mode)**
- **Team project reports(internal examination mode)**
- **Oral presentations, including seminars, presentations, viva voce interviews(internal examination mode)**
- **Peer and Self- assessment etc. and other pedagogic approaches as per the context. (internal examination mode)**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | https://www.csapgcollegesehore.com/collagefile/IQAC/NAAC-000021/NAAC-000021.pdf |

**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**

**1032**

| File Description | Documents |
|---|---|
| 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://www.csapgcollegesehore.com/collagefile/SSS/NAAC-000047/NAAC-000047.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) | [View File](#) |

**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**

7

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Institutional data in prescribed format | <u>View File</u> |

## 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) | <u>View File</u> |
| 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

**Our College has taken an initiative to create an ecosystem for innovations and transfer of knowledge that promotes innovative thinking among the students and faculties. This ecosystem is created through a synergetic relationship between various stakeholders of the college i.e. industries in the field of Science, Commerce, Arts, professional bodies, government departments and the society in general. The college provides a platform for students to learn not just from text books and classroom lectures, but also through interaction with experts during the guest lectures/training programmes/group discussions. The science departments provide a platform for students to exhibit their innovative ideas by participating in science exhibitions where they get an opportunity to nurture their creativity and manifest their intuitive mind, also the interaction with experts inspires the students for further research.The faculties share their**

own research experiences to inspire students. New building for computer lab and biotechnology lab and new classrooms are already constructed. UG students are taken for a visit to certain scientific industries/organizations/institutes like CRISP, CIPET, and EPCO etc. Here, the students get practical and on-field exposure. Programmes on research methodology are also organized and faculty members are encouraged to participate in seminars/workshops and publish/present their research papers regularly.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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**

1

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

**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**

9

| 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**

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| 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**

**0**

| 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

**For theHolistic development of students, they must orient**

towards community service and welfare along with academics. As there are many small villages nearby our collegethe task of social welfare becomes more important. The college has NCC, NSS units, and a Swami Vivekanand Carrier Guidance Cell that works with society to raise awareness about burning issues. The college lends the necessary impetus to the activities intended for social welfare through various programs wherein the students utilizing their knowledge find solutions to community problems.The most noticeable/distinct activities carried out by NCC and NSS units can be categorized under various heads- Health Awareness, Environment Protection, Traffic Awareness, Swachha Bharat Mission, Fundamental Rights and Duties Awareness, Philanthporic Activities, Adoption of a Local Village, etc. On World Environment Day, the students embark on rallies with placards chanting slogans on environmental protection. The Seevan River is the lifeline of the agricultural economy of the Sehore .Vaccination camps(COVID-19) were also set up in the college, registering the participation of people from across the city. Yoga training and meditation sessions are conducted to facilitate mental health. Voter awareness rallies are also organized by the students of the college to spread awareness about voting rights.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

**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**

**9**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Number of awards for extension activities in last 5 year (Data Template) | [View File](#) |
| 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 | View File |
| 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**

150

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| 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**

5

| 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**

6

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

**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 institution being a Lead college, has sufficient infrastructure to facilitate quality teaching and learning experience. The institute spreads across an area of about 21 acres, wherein approximatly 8357.82 square meters is the built- up area. Smart classrooms are developed to facilitate the requirements of advanced and effective teaching and learning especially during the pandemic. The college campus covers well-maintained classrooms, lecture halls, equipped**

science laboratories, computer labs, an auditorium and multipurpose gymnasium.

Classrooms: The College has classrooms with green boards, fans and proper ventilation for conducting regular classes. There are 24 class rooms and 09 are smart classrooms with LCD projectors and smart boards.

Laboratories: All the Laboratories of practical subjects are fully equipped with advanced equipments. Each department has its own computing facility to meet their requirements for carrying out experimental learning. Laboratories are optimally utilized through a well managed and pre-scheduled time table, announced at the beginning of academic year. Theory and practical classes are clubbed to give students hands on experience, enabling students to connect theoretical knowledge with real life situations.

Computing Equipments: The college has 80 computers for various PG departments, office, faculty members and students. Computers are also provided to few departments for their library. LCD projectors, smart boards, printers with scanning and Xerox facility etc. are provided to Computer, Mathematics, Physics, Chemistry, Botany, Zoology, Commerce, Hindi and English departments for ICT enabled teaching learning. All gadgets are connected with 100 Mbps bandwidth. Computer labs, various software and tools are available for facilitating the teaching and learning process.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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.

Cultural Activities: A big hall called 'Kunwar Chainsingh Sabhagar' is available for cultural activities, where activities like youth festival, Annual cultural function, Azadi ka Amrit Mahotsav and other social, cultural an also academic functions are organized regularly. Sound system, lighting and curtains are also available for stage activities.

Gymnasium and Yoga Center: The institute's gymnasium and yoga center are proactive and support holistic grooming of students. Yoga activities including physical exercises and meditation are conducted both in open grounds as well as in yoga room.

Sports: In the sports department of college, the facilities of Athletics, Cricket, Football, Hockey, Kabaddi, Kho-kho and Volleyball are available in the current session 2021-22 under Outdoor Sports Disciplines. Table Tennis, Chess, Boxing, Judo, and Badminton sports facilities are available under Indoor Sports Disciplines. There are sufficient sports equipment available in the college for different games.

Games:

OUTDOOR ACTIVITIES

Athletics : Shot Put, Disk Throw, High Jump Stand, Long Jump, Tripple Jump,

Finishing Post.

Cricket : Bat (English/Kashmir Willow), Batting Pad, Batting Gloves (R/L), Thigh

Pad, Elbow Guard, L Guard, Wicket Keeping Pad, Wicket Keeping Gloves,

Leather Ball, Helmet (With Net), Mat.

Football : Football, Shinguard, Shoes, Socks, Net, Pole.

Volleyball : Volleyball, Pole.

Softball : Softball Gloves.

Basketball : Basketball.

Kho-kho : Poles

Kabaddi :

INDOOR ACTIVITIES

Table Tennis : Table, Bat, Ball, Net.

**Badminton : Racket, Shuttlecock, Net, Pole.**

**Boxing : Punching Gloves, Fighting Gloves, Practice Pad, Head Guard.**

**Judo : Mat, Kit.**

**Chess : Chess Board & Men**

| 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 | View File |
| Paste link for additional information | **Nil** |
| 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)

**8.94**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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 is housed at the ground floor of the college premises. It has a huge and versatile collection of about 54,853 books. The books are related to the syllabus approved by the affiliating university. It also has a rich collection of reference books, general books, exam preparation guides to support the students. The library has a browsing center, and photocopy facility available. Average number of visitors in the library per day is about 100-150. The library is open every working day from 10.30 am to 5.00 pm. A systematic time table is prepared class wise for Issue/Return of the books.**

**Book purchase: Books are purchased in accordance with the Store Purchase Rules of Madhya Pradesh Government. Generally, the demand for the books is made by the respective Faculty/departments for the year. The institution has a procedure for selecting and ordering the purchase of books. The purchase is done by the open tender policy by publishing the tender in national daily newspapers. Reference book worth 50,000/- have been purchased in the year 2021-22 through World Bank project. Also, in the previous years books were purchased from UGC, Goverment, Book Bank scheme and Janbhagidari fund.**

**Facilities available in the library:**

- **16 Computers**
- **01 Reading Room**
- **01 Photocopier Machine**
- **Current ILMS version SOUL 3.0**
- **Wi-Fi Facilities**
- **Drinking water and washroom facility**

- **Membership of INFLIBNET**
- **05 staff members (one librarian and four assistant and helping staff)**

| 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)**

**0.50**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Audited statements of accounts | [View File](#) |
| 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

`100`

| 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 institution has an effective IT Infrastructure with an internet bandwidth of 200 mbps. The PCs have been updated from old specification to i5 systems currently. The bandwidth has also been updated to 100 mbps from lower specifications. Many of the departments of the college have at least one computer with a printer and internet facility. Earliar, the speed of the internet was 100 mbps, which has now been increased/updated to 200 mbps. The Internet Service Provider of college are BSNL and Rail wire. The College has 09 projectors installed in different rooms and 03 state-of-the-art smart class rooms. 22 printers, 05 photocopiers and 01 separate scanner are also setup at places of prime requirement.**

**The computer lab of college was established in the year 2003. The two computer labs at present have got 49 computers with the aforementioned configuration. The library E-resource INFLIBNET and SOUL 3.0 is available to the faculty and the students' username and passwords have been given to them for open access to Journals and Books for research and learning. Some of the teachers make use of E-mails to provide study material to students. The faculties make use of computer facility for supplementing their lectures with PowerPoint presentations, make use of websites related to their subject. They also make use of YouTube videos to augment the quality of the lectures delivered.**

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

**4.3.2 - Number of Computers**

**135**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| List of Computers | [View File](#) |

| **4.3.3 - Bandwidth of internet connection in the Institution** | **A. ? 50MBPS** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional Information | [View File](#) |
| Details of available bandwidth of internet connection in the Institution | [View File](#) |

**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)**

**8.92**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Audited statements of accounts | **No File Uploaded** |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | [View File](#) |

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.

## POLICY FOR PHYSICAL FACILITIES

- 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.

## POLICY FOR MAINTENANCE OF ACADEMIC SUPPORT FACILITIES

- A designated fraction of the grant should be utilized for maintenance and up gradation of the academic support facilities
- ICT infrastructure includes computers, Hardware, software and Cloud space. College would be liable for periodic maintenance of of ICT Infrastructure.

## POLICY FOR MAINTENANCE OF LIBRARY FACILITIES

- 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 of HODs. 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.

## POLICY FOR MAINTENANCE OF SPORTS FACILITIES

- 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.

## INSTITUTIONAL STRATEGY FOR MOBILIZATION 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.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File] |
| Paste link for additional information | Nil |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

**2869**

| 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 benefited 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

**0**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Number of students benefited 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 | **A. All of the above** |
|---|---|

**and hygiene) ICT/computing skills**

| File Description | Documents |
|---|---|
| Link to Institutional website | https://csapgcollegesehore.com/collagefile/CRITERIA/Criterion%20%E2%80%93%20V:%20Student%20Support%20and%20Progression/NAAC-000058/NAAC-000058.pdf |
| Any additional information | View File |
| 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**

**619**

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

**619**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of students benefited 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** | **A. All 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

9

| 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

268

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

### 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**

**6**

| 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.**

**17**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | View File |
| 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) | View File |

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 2021-22, the govt. of MP did not send a**

notification for Student Council elections.Therefore, the Student Council elections could not take place in 2021-22. 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

41

| File Description | Documents |
|---|---|
| Report of the event | View File |
| 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) | View File |

### 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

There is a registered Alumni Association in the college which offers lifetime as well as ordinary membership. It was established in the year 2015 and was registered with the Committee of Registration with the registration no.-01/02/01/30072/15 dated- 15-09-2015. There are 45 registered lifetime members and 101 associate members in Alumni Association of this college. The college organizes the Alumni Association meetings regularly so that the alumni can share their ideas and expectations with the administration.

The institute has a rich history of the students' success and glory. Such record has ensured that the college alumni remain in constant touch with its alma mater. Some members of the alumni association are active participants of the alumni association who take a keen interest in the college welfare. The college contacts them and shares with them invitations and information on important college events and programs. The bond that the alumni share with their batch mates, students and senior-junior batches, teaching and non-teaching staff and the institution as a whole is worth a mention. The college organizes alumni meetings at least once a year. Such meeting helps in the sharing of ideas and expectation of the alumni from the college and administration. The feedback and suggestions of the alumni that align with the vision and mission of the college are taken into consideration by the college and acted upon. The alumni have been contributing immensely in the growth and development of the college from time to time.

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

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** | E. <1Lakhs

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## 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 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. 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 techiniques, extension/excursion activities, mode of interal evaluation, etc. 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, transparancy, and accountability in governance 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 disbursal 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 disbursal 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://www.csapgcollegesehore.com/ |
| Upload any additional information | View File |

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 responsible for an effective delegation of authority at various levels.He ensures that the various stakeholders fulfill the responsibilities allocated to them and provides the necessary guidance and support when required. Many committees are constituted at the college level to ensure an effective commissioning of duties and for a timely execution of the plans. Each of these committees are presided over by a convenor who further performs decentralization practices by assigning duties to other committee members. 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 IQAC acts as a steering force for the college, it rolls out the development plan of the college with regard

to both qualitative and quantitative advancement. Feedback is collected from the students annually and the critique given by them is duly worked upon. 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 and IQAC are involved in defining policies and procedures 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.

| 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

For the development of the college to be sustained; formulation and implementation of strategies through a perspective plan shaped after a thorough analysis and assessment of the strengths, weaknesses is important. 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. Annual action plans are prepared in the meetings of the Internal Quality Assurance Cell which are held at least twice a year 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. They also discuss the utilization of the Janbhagidari fund for the development of

the institution. All the teaching faculty members 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 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 | No File Uploaded |

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.

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. 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 to coordinate the departmental activities. 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. Several committees are constituted at the begining of an academic session so as to carry out the day to day activities of college administration. 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.

**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://www.csapgcollegesehore.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 | **No File Uploaded** |
| 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 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**
- **Child Care Leave as per norms.**
- **Leave Encashment**
- **Children Education Allowance**
- **Retirement Benefits**

In addition to this, Internet facility (on campus wifi) is also provided to the staff members. There is a fully equipped office with workplace facilities with latest computers, internet facility, printers. 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 software and technological developments. Regular Health camps also organized 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) | <u>View File</u> |

## 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) | <u>View File</u> |

## 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

8

| 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 | *View File* |
| 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

Under the scheme of M.P. Higher Education Quality Improvement Project (MPHEQIP), the schemes implemented for all the government colleges 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. The college dues paid by the students form 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.

The college has a well defined procedure for conducting financial audits. The audit is a dual layered mechanism- audits are conducted by a Chartered Accountant (CA) and by the office of AGMP, Gwalior. The CA called by the college audits all the accounts of the institution related to all the funds generated by the institution as well as the government funds. This private chartered accountant appointed by the principal does the external financial audit periodically at the closing of a financial year. The audits are conducted for the Janbhagidari Nidhi, RUSA and grants received for specific purposes. A team of auditors from AGMP audits the finances of the institution within a period of three to five years. The suggestions given by the auditors are taken into account and worked upon.

| 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) | *View File* |

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 infrastrucral 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 imporvement in the basic infrastructure which is the an integral part in the functioning the 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 for the improvement of the teaching methodology of the faculty are reviewed, analyzed, 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 in the institution is undertaken basis of the guidance and suggestions given by IQAC. It develops and applies quality benchmarks, and facilitates the creation of a learner centric environment which is conducive to providing quality education. It chalks out the development plans of the college in the IQAC meetings. . The IQAC takes the responsibilities of making available the resources necessary for carrying out its activities for quality enhancement of the college. The following are few of the initiatives taken by the IQAC:

1)Implementation of the New Education Policy by restructuring the College Time Table, inviting teachers and providing resources for vocational courses.

2)Steps taken to upgrade library facilities.

3)Construction of canteen.

4) An action plan formulated for upcoming NAAC visit- Audit committees, Criterion Committees etc.

5) Organization of Health checkup camps.

6)Organization of Field Visits, Guest Lectures and Industrial Tours.

| 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/needy/poor 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 | View File |

| | |
|---|---|
| **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)** | B. Any 3 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 | [View File](#) |
| Upload details of Quality assurance initiatives of the institution (Data Template) | [View File](#) |

## 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

**To address the women related issues, the college has drafted a sensitization action plan with a focus on female centric issues. The institution has initiated the following measures for promotion of gender equity:**

- **Women Grievance Redressal Cell – The cell caters to grievances of female students and takes necessary and prompt action.**
- **Counseling – A senior female faculty member acts as counselor.**
- **Safe and Secure campus**
- **Common room**
- **Scholarship exclusively for the female students from rural areas- Gaon Ki Beti.**
- **Scholarship exclusively for the female students from urban areas- Pratibha Kiran Yojna**
- **Separate NCC wing for girls.**
- **Separate NSS wing for girls.**
- **Equal opportunities for girls in the college admission/activities/roles etc.**
- **Celebration of International Women's Day.**
- **Self defence training for female students.**
- **Child Care Leave and Maternity leave to female employees.**
- **"College Chalo Abhiyan".**
- **A complaint box, where they can drop their complaints,**

if any and the Principal monitors these complaints.

- Washrooms, hygienic common rooms, sanitary napkins vending machine etc.
- CCTV cameras installed at key places to enhance security within the campus.
- Workshop on mental health to raise awareness on increasing suicide rates and rising cases of depression for female students.
- Topics related to women's rights and duties, human rights, gender issues, POCSO Act etc. are part of the syllabus.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://www.csapgcollegesehore.com/collagefile/CRITERIA/Criterion%20%E2%80%93%20VII:%20Institutional%20Values%20and%20Best%20Practices/NAAC-000080/NAAC-000080.jpg |
| 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://www.csapgcollegesehore.com/collagefile/IQAC/NAAC-000044/NAAC-000044.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 | View File |

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:-

The waste discharged from the laboratories is neutralized. In addition to this, regular maintenance of taps, drainage facility, pipelines is ensured for the safe disposal of the liquid waste. Radioactive materials are banned from use in conducting practical by any department. Traditional methods of waste disposal like soak-pits are also used. The dangerous/hazardous materials are stored in separate and secure locked almirahs. The HOD keeps a strict vigil on the usage and handling of acids and other harmful chemicals.

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 organized in this regard. The college has an e-waste room for storing the discarded e-waste. The college has a tinkring lab for students to practice, explore and learn about hardware devices.

| 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** | A. Any 4 or all of the above |
|---|---|

**bodies and distribution system in the campus**

| 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:** <br><br> 1. **Restricted entry of automobiles** <br> 2. **Use of bicycles/ Battery-powered vehicles** <br> 3. **Pedestrian-friendly pathways** <br> 4. **Ban on use of plastic** <br> 5. **Landscaping** | D. Any 1of 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 recognitions/awards 5. Beyond the campus environmental promotional activities** | A. Any 4 or all of the above |
|---|---|

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | [View File](#) |
| Certification by the auditing agency | [View File](#) |
| Certificates of the awards received | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

| 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 | **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** |

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).

**Under the Ek Bharat Shreshtha Bharat Abhiyan, students were**

given a taste of Manipuri tradition and culture through a study of Manipuri food and language. Days of national importance like; National Ekta Diwas, Gandhi Jayanti, Independence Day and Republic Day are celebrated with vigour and zeal. Celebrations like these teach the students how the leaders worked together to uphold the unity and diversity of the country. It helps the students and staff cherish the national values and facilitates the performance of the Fundamental Duties, which direct towards promoting the feelings of fraternity and universal brotherhood through both words and actions. The Youth Festival is celebrated annually to give the students a platform to cherish the rich diversity of the country. Har Ghar Tiranga, Azadi ka Amrit Mahotsav, 150th Mahatma Gandhi Birth Anniversary, and other similar programs give an insight to the students about freedom fighters, social activists who worked for the unity of India and built a strong foundation for the nation. On 8th March, International Women's Day is celebrated where girls donate blood to bring a change in the mindset of people that consider women as the weaker sex. Sadhbhawna Diwas ,Komi Ekta week etc are also practised wholeheartedly.

| 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

Activities and programs are organized in the college to sensitize the students and employees about the constitutional obligations like their rights, duties, responsibilities, etc. On the first of every month the national anthem, Madhya Pradesh Gaan,and Vanday Matram Gaan 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 maximize students' participation and involve them in the celebration of the important days. On 26th November and 25th December

respectively, oath taking ceremony on Samvidhan Diwas and Good Governance are organized. 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, and essay writing competition are conducted to raise awareness on the fundamental rights and duties. The message to perform one's right to vote in an unbiased and unprejudiced manner is shared 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. Topics that uphold the great values of the nation are taught in the foundation course syllabus.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://www.csapgcollegesehore.com/collagefile/IQAC/NAAC-000045/NAAC-000045.pdf |
| 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 | View File |
| Any other relevant information | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college organizes and zealously celebrates national and international commemorative days, events and festivals. Some of the major days of importance that regularly clelebrated are as follows:

- Republic Day
- Independence Day
- Gandhi Jayanti
- World Environment Day
- International Yoga Day
- Teachers Day
- Women's Day
- Swachhta Pakhwada
- Constitution Day
- Matdata Diwas
- World Ozone Day
- Komi Ekta Diwas
- National Science Day
- Martyr's Day
- Earth Day
- Anti Tobacco Day
- Hindi Diwas
- Madhya Pradesh Sthapna Diwas
- Human Rights Day

| 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 | <u>View File</u> |
| 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 PRACTICES- I**

**Title of the practice: COMMITMENT TOWARDS COMMUNITY**

**OBJECTIVE: - To sensitize the students about their social responsibilities and cultivate in them empathy, sympathy and care for the downtrodden.**

**CONTEXT: - Inculcate selfless service and commitment towards mankind .**

**THE PRACTICE:**

1. **Adoption of local villages by NSS (Godgram)**
2. **Blood donation camp by NCC**
3. **Rallies on social issues**
4. **Awareness programs**
5. **Distribution of alms to the needy**

**EVIDENCE OF SUCCESS: The locals of the city have become more aware and alert owing to the consistent efforts of the college.**

**PROBLEMS ENCOUNTERED:**

**Availing proper transportation facility .**

**BEST PRACTICE - II**

**Title of the practice: CLEANLINESS IS NEXT TO GODLINESS**

**OBJECTIVE: -** The College aims at cultivating the habit of cleanliness in the students through various activities carried out throughout the year and taking forward the national call for 'Swachhata' in all its aspects.

**CONTEXT: -.** Cleanliness campaigns and drives that the students participate in makes the students develop an attitude of caring for their surroundings

**THE PRACTICE: -**

- The NSS unit adopts nearby villages under the Godgram Scheme .
- Our students participate in cleanliness drives at historical places .
- Taking the pledge for cleanliness..
- Cleaning of the local water body- Siwan river.

**EVIDENCE OF SUCCESS: -** The students have developed a sense of both personal and public cleanliness. . The waste is well segregated in separate dustbins for biodegradable and non-biodegradable waste.

**PROBLEMS ENCOUNTERED: -.** It is difficult to arrange funds for the running of the program.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://www.csapgcollegesehore.com/collagefile/Best_Practices/NAAC-000046/NAAC-000046.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

**Together We Learn: A Group Based Learning Initiative**

.While some studernts may understand a topic taught inone go, others may take more time, efforts, and sessions to get a

better understanding of the same course. In an effort to balance this difference in the learning acumen of the students, the college has taken a step to bring uniformity in the learning acumen for all students.

One such innovative step is the mutual teaching-learning method practised by all the post graduate departments. The teachers identify the advanced and slow learners at the beginning of the session and then cooperative learning is carried out. The academically brighter students help the relatively weaker students with the curriculum under this method of co-operative learning. Differing from the regular/usual remedial classes in which the teacher takes the lead, the teachers perform the different roles of mentor/guide/facilitator.

This has resulted in creating a better class ambience for the students. A distinct upside of the exercise is the development of the qualities of leadership and teamwork in the students' personality. It is heartening to see the weaker students gradually take the initiative of teaching the fellow learners. Another advantage of GBL is that the teachers get a chance of evaluating their own performance as well as the cognition level of both advanced and slow learners. A lively and active class generates interest in students for their chosen subject and the students look forward to come to class regularly.

| 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

- Enhancing drinking water facility by increasing the number of water coolers.
- Increasing the number of faculty members in view of the New Education Policy.
- Increasing the number of research journals in the library.
- Setting up a Reading Room in the library.
- Starting canteen facility.
- Arranging wheelchairs for the disabled.

- **Conducting Green and Environment Audit.**
- **Conducting Energy Audit.**
- **Setting up an Open Gym.**
- **Reorganizing the parking space.**