



YEARLY STATUS REPORT - 2022-2023

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)

<https://www.csapgcollegesehore.com/naac>

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/collagefile/CRITERIA/Criterion%20%E2%80%93%20I:%20Curricular%20Aspects/NAAC-000083/NAAC-000083.pdf>

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
Cycle 3	A	3.12	2023	01/05/2023	30/04/2028

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? **No**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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)

The IIQA and SSR were duly completed and submitted by the IQAC.

The Green and Environment Audit was successfully done.

The Energy Audit was successfully done.

Maintenance of the Sports grounds, Yoga room, Library, and Reading Room was accomplished.

Adequate preparations for SLNC mock visit and NAAC Peer Team visit were made by the IQAC.

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
Timely submission of the IIQA and SSR.	The IIQA and SSR duly submitted on time.
Conducting the Green and Environment Audit.	The Green and Environment Audit was successfully executed.
Conducting the Energy Audit.	The Energy Audit was successfully executed.
Maintenance of the Sports grounds, Yoga room, Library, and Reading Room.	Maintenance of the Sports grounds, Yoga room, Library, and Reading Room was accomplished.
Adequate preparations for SLNC mock visit and NAAC Peer Team visit to be made by the IQAC.	Adequate preparations for SLNC mock visit and NAAC Peer Team visit were made by the IQAC.

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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3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.csapgcollegesehore.com/naac
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• if yes, whether it is uploaded in the Institutional website Web link:	https://www.csapgcollegesehore.com/collagefile/CRITERIA/Criterion%20%E2%80%93%20I:%20Curricular%20Aspects/NAAC-000083/NAAC-000083.pdf

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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	Yes
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NAAC guidelines		
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	3	
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13. Whether the AQAR was placed before statutory body?	No
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<ul style="list-style-type: none"> Name of the statutory body
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Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	07/02/2024

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	3705
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	991
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 Number of outgoing/ final year students during the year	118
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	53
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	00
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	34
4.2 Total expenditure excluding salary during the year (INR in lakhs)	19.02
4.3 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

Chadra Shekhar Azad Government Post Graduate Lead College, Sehore (M.P.) is affiliated to Barkatullah University, Bhopal Madhya Pradesh. The curriculum and academic calender are prescribed by the 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 academic calender covering all the aspects related to teaching, sports, and cultural activities by designing the college time table accordingly. The Head of Departments then allocates the course (theory and laboratories) to the faculty members by considering their specialization and expertise besides their preference. The department prepares the time table for theory, lab courses and project work based on the credits allotted for each course. The Academic Committee spearheaded by the Principal and Heal of Departments regularly monitor the Course coverage and effective delivery of the curriculum through student feedback and performance in CCE, implements corrective measures on need basis. 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)

Assessing students is a crucial aspect of the teaching and learning process. For postgraduate semester exams, evaluation occurs once, while undergraduate yearly exams undergo evaluation

twice. Continuous Internal Evaluation fosters students' ongoing progress throughout the semester, ensuring a thorough grasp of the course material. Various methods, including periodic tutorials, class tests, and MCQ examinations, are employed to assess students' understanding continuously.

Regular review of examination results enables identification of weaker students who then receive additional support through remedial classes. The Semester Cell within the institution oversees the implementation of the academic calendar and maintains an online record of student marks, which are subsequently shared with the university. This cell also establishes a structured process for conducting internal assessment exams by creating a timetable. Additionally, the Internal Quality Assurance Cell (IQAC) develops academic plans aligned with the higher education department's calendar.

Continuous Internal Evaluation not only enhances students' academic abilities but also fosters skills such as creativity, critical thinking, teamwork, communication, and leadership.

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

C. Any 2 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)

0

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	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

Our institute includes all aspects of the cross-cutting issues like gender, environmental sustainability, human values, and professional ethics, etc. and all these issues find sufficient space in various programs offered by the college. This is achieved through class teaching, celebrating National festivals Independence Day and Republic Day, initiating social activities like health and hygiene awareness programs, etc.

In order to increase awareness about these cross-cutting issues, the college initiated a course on Environmental studies, Constitution & Constitution of India, Rights, Duties. Liberty, Equality, Kinds of Government, Democracy, in its graduation and post graduation programme. In this regard, therefore, the University has designed curriculum for environmental sustainability in foundation course that the student of every stream of college study. The college takes efforts for integration of ethical and human values through extra-curricular activities.

There are many platforms for hands-on experiences related to gender sensitivity which enable students to interface with real life situations such as field work, community outreach, gender sensitization activities under various seminars, conferences, guest lectures, events such as gender talk cum photo exhibition in collaboration with NGOs, street plays etc

Apart from it the mandatory courses, the programmes offered by the department of commerce incorporates courses relevant to Professional ethics, , Business law, Company law, Taxation, Direct tax, Indirect tax including GST, Auditing and IPR. Department of Computer Studies offers Data security and analytics, Cyber security. Department of Science incorporates professional ethics courses like Bioscience stream programmes incorporate Bioethics, Biosafety.

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

16

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

1832

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

B. Any 3 of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.csapgcollegesehore.com/collagefile/CRITERIA/Criterion%20%E2%80%93%20I:%20Curricular%20Aspects/NAAC-000081/NAAC-000081.pdf
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	https://www.csapgcollegesehore.com/collagefile/CRITERIA/Criterion%20%E2%80%93%20I:%20Curricular%20Aspects/NAAC-000081/NAAC-000081.pdf

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

1663

File Description	Documents
Any additional information	View File
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	View File
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
3705	53

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 prioritizes experiential learning, which emphasizes practical experiences such as project work, internships, and field experiences. Through engagement in real-world scenarios, students acquire practical skills and deepen their grasp of theoretical concepts. This approach is integrated into undergraduate and final semester postgraduate programs, providing students with valuable insights into their chosen fields and bridging the gap between academic knowledge and its practical application.

Encouraging students to participate in competitions at national and international levels, including science exhibitions and seminars, provides real-time exposure and networking opportunities. These events not only showcase students' skills and knowledge but also foster competition and innovation.

Field visits to industries, institutions, and guest lectures from industry experts enrich students' learning experiences by offering firsthand insights into real-world practices, trends, and expectations. This exposure prepares students for future career opportunities.

Participative learning methods like role-playing and group discussions actively involve students in the learning process, fostering engagement and exploration of different perspectives.

Integrating case studies challenges students to analyze real-life situations, apply theoretical concepts, and develop problem-solving skills. This method cultivates a deeper understanding of complex issues and prepares students for challenges in their future careers.

Providing free internet access in the library empowers students to engage in self-directed learning and research, facilitating exploration of diverse topics and collaboration with peers.

Group discussions serve as platforms for exchanging ideas, debating viewpoints, and developing critical thinking skills. Active participation enhances communication skills and encourages collaboration and the sharing of diverse perspectives, enriching the overall learning experience.

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:

ICT-enabled teaching refers to the integration of Information and Communication Technology (ICT) tools and resources into the teaching and learning process to enhance the quality and effectiveness of education. In many departments of the institution, state-of-the-art ICT-enabled classrooms are utilized to facilitate interactive and engaging learning experiences.

One aspect of ICT-enabled teaching involves supplementing oral lectures with video lectures curated by experts from prestigious National Institutes across India. These video lectures provide students with access to diverse perspectives and expertise, enriching their understanding of the subject matter.

Moreover, ICT is leveraged as an evaluation support tool through the generation of quizzes using platforms like Google Forms. This allows for efficient assessment and feedback mechanisms, enabling instructors to gauge student understanding and progress effectively.

In addition to assessment, academic activities are facilitated and shared through collaborative platforms such as Google Docs, Sheets, and Slides. These tools promote participative learning by enabling students to collaborate on assignments, projects, and presentations in real-time, fostering a collaborative and interactive learning environment.

The college boasts ample infrastructure to support ICT-enabled teaching, including smart classrooms equipped with multimedia projectors and interactive boards, virtual classrooms, and high-speed internet connectivity through leased lines and Wi-Fi networks. These resources provide students and faculty with access to a wide range of digital content and educational resources, facilitating innovative teaching methods and enhancing the overall learning experience.

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

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

2.3.3.1 - Number of mentors

53

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

53

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

33

File Description	Documents
Any additional information	View File
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

568

File Description	Documents
Any additional information	View File
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 then 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	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The college 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/collage_file/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

1072

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	View File
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-000055/NAAC-000055.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

0

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

0

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	No File Uploaded

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

3

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 the holistic development of students, they must orient towards community service and welfare along with academics. As there are many small villages near our college the task of social welfare becomes more important. The college has NCC, NSS units, and a Swami Vivekanand Career 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, Philanthropic Activities, Adoption of a Local Village, etc. We organise a free health checkup camp for the students and staff 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. The college students also organize voter awareness rallies to spread awareness about voting

rights. The traffic rules awareness activities with collaborating traffic Department. With help of The college also organized camp for making driving liscence.

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

0

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

15

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

1700

File Description	Documents
Report of the event	No File Uploaded
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

0

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

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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 approximately 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 and 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)

8.87

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. Also, in the previous years books were purchased from UGC, Government, 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	View File
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)

0.059

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

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

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

50

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	No File Uploaded
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)

10.15

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 benefitted by scholarships and free ships provided by the Government during the year

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

2879

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

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

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

6

File Description	Documents
Upload any additional information	View File
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	B. 3 of the above
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File Description	Documents
Link to Institutional website	Nil
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
138

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
138

File Description	Documents
Any additional information	No File Uploaded
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	A. All of the above
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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

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

118

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

4

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.

14

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 2022-23, the govt. of MP did not send a notification for Student Council elections. Therefore, the Student Council elections could not take place in 2022-23. 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

101

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
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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 Institute's focus and core ideology is reflected in its Vision, Mission & Objectives.

Motto:

???? ?? ??????????????

Vision:

To develop this institution into a centre of learning for rural students where a participative and comprehensive approach to education is made available to them to develop skilled human resource to compete with contemporary challenges.

Mission:

- Empowering the students with best possible quality education in an environment that promotes the growth of an individual in a holistic manner.
- Imparting learning skills and shaping conscientious minds for service to society and nation.
- Increasing skills and hands-on experience for employability and entrepreneurship.
- Equipping students with knowledge and qualities of competence, confidence and excellence, particularly those

who belong to the rural, weak and disadvantaged sections of society.

In order to ensure quality, transparency, and accountability in governance, certain mechanisms are put in place. For instance, an increasing use of ICT enabled practices in day to day dealings. In the hierarchy of the college, the Principal remains at the helm of affairs and is involved in monitoring the implementation of plans. The institution has constituted many committees are to ensure an effective commissioning of duties and for a timely execution of the yearly plan. Many minor committees too are formed and are designated duties thereof. Each of these committees are headed by a convener who further performs decentralization practices by assigning duties to other committee members.

File Description	Documents
Paste link for additional information	https://csapggcollegesehore.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.

The Principal ensures that various stakeholders fulfill their designated responsibilities and provides necessary guidance and support when required. Several committees are formed at the college level to ensure the effective execution of duties and timely implementation of plans. Each committee is chaired by a convenor who practices decentralization by assigning duties to other committee members. To ensure a balanced exposure to duties for academic and professional development, committee compositions are altered annually. The Admission Committee, Cultural Committee, and Scholarship Committee stand as integral components of the college's organizational structure. Annually, the composition of these committees undergoes alteration to guarantee a consistent distribution of responsibilities, fostering the academic and professional development of all faculty members.

The IQAC functions as a guiding force for the college, overseeing the qualitative and quantitative advancement outlined in the college's development plan. The Internal Quality Assurance Cell serves as a pivotal force guiding the college. In its meetings, it delineates the development plan concerning both qualitative and quantitative advancements. The Janbhagidari Samiti, another vital

facet of college administration, employs participative management by securing people's involvement through a bottom-up approach. The Principal, the staff council, and IQAC collaborate in formulating policies and procedures related to college administration. The non-teaching staff significantly contribute to the smooth functioning of the college.

Student feedback is collected annually, and their critiques are duly addressed. Given that participative management relies on the collaboration of involved personnel, the college endeavors to foster commitment and initiative at various governance levels.

File Description	Documents
Paste link for additional information	https://csapgcollegesehore.com/naac
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The sustained development of the college necessitates the meticulous formulation and execution of strategies derived from a comprehensive perspective plan, crafted after a thorough analysis of strengths and weaknesses. To this end, diverse short-term, medium-term, and long-term development plans are devised, and concerted efforts are made to engage all stakeholders in their implementation. The formulation of the plan is undertaken through a broad, open, and participatory exercise.

In the realm of academic, research, student welfare, and social commitment, annual action plans are meticulously prepared during the semi-annual meetings of the Internal Quality Assurance Cell. The financial plan, developed in consultation with the chief accountant, is orchestrated by the Principal, and the annual development plan is collaboratively outlined by the Amalgamated Committee alongside the Principal and accountant.

Regularly scheduled meetings of the RUSA/World Bank committee serve as forums to deliberate on plans for utilizing funds dedicated to the development and enhancement of the college's infrastructural facilities. The Janbhagidari Samiti convenes compulsory sessions every three months to discuss the utilization of the Janbhagidari fund for institutional development. All teaching faculty members actively participate in the staff

council, contributing their perspectives and ideas regarding the college's internal affairs during council meetings.

The Swami Vivekanand Career Guidance Cell strategizes placement drives within the college. These initiatives collectively contribute to the holistic and sustained advancement of the institution.

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.

In its over fifty years of existence, the college has witnessed substantial growth. Sustaining this development requires the formulation, communication, and implementation of strategies through a perspective plan aligned with the college's vision and mission. The college, an affiliated government institution under Barkatullah University, operates in accordance with the guidelines issued by the Department of Higher Education, Madhya Pradesh government. Its effective and efficient functioning is ensured through various administrative sections, structured in a hierarchical setup that delineates the duties, responsibilities, and accountability at each level.

Department Heads (HODs) collaborate with various committees to coordinate departmental activities. The Internal Quality Assurance Cell (IQAC) serves as an internal guiding force, formulating development plans across multiple domains, including academics, administration, research, student welfare, and social commitment. Additionally, a Janbhagidari Samiti, led by the District Collector and comprised of society members, actively engages in the selection process for teachers, computer operators, and technicians, with input from the Principal and Samiti head.

The administrative office, entrusted with fulfilling administrative duties, comprises the chief accountant, head clerk, junior clerks, peons, and a few computer operators. This team is supported by additional staff handling various responsibilities.

The Alumni Association plays a pivotal role by providing guidance, motivation, and valuable feedback for the college's improvement.

Adhering to UGC rules and guidelines for appointments and service staff selection, the institute selects teaching faculty through a state government-led PSC selection process, while clerical and junior staff follow state government procedures.

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

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	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 extends the welfare schemes provided by the Department of Higher Education, MP government to both its teaching and non-teaching staff.

Welfare schemes available for teaching staff include:

1. Casual Leaves

2. Medical Leaves and Reimbursement
3. Maternity and Paternity Leave Benefits
4. Child Care Leave as per norms.
5. Leave Encashment during retirement
6. Reservation in admissions for the wards of college employees.
7. Study Leave
8. Group Insurance Scheme for employees.
9. GPF advance/GPF part final
10. ICT infrastructure
11. E-Service book
12. Seminars/Workshops/Trainings for updating knowledge and providing exposure
13. Library support - access to INFLIBNET and N-LIST WIFI support on campus for academic activities
14. Gymnasium and yoga facility Secure campus Ramp facility for disabled

The welfare schemes available for non-teaching staff:

a)Casual Leave b) Medical Reimbursement c)Group Insurance d) Leave Encashment e)Loan from GPF f)Maternity benefits g)Retirements benefits h)Employment benefits to the family member of an employee in case of death

Facilities such as good drinking water and well-maintained washrooms are available. The teaching staff holds membership in the 'Staff Club,' which regularly organizes gatherings, farewell functions, and celebrations for various festivals.

Regular training sessions are provided for the non-teaching staff to keep them updated, and health camps are organized periodically In times of emergencies or financial distress, the college community has extended assistance to them.

The Principal convenes meetings periodically to seek input from both teaching and non-teaching staff, fostering a collaborative approach for the seamless operation of the college.

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)	View File

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

22

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

On a monthly basis, the Principal conducts a thorough examination and assessment of the Daily Diary and students' attendance registers maintained by each teacher. Active participation in regular video conferencing meetings with the District Collector, AD, and Commissioner allows the Principal to present comprehensive college reports and provide an overview of the institution's functioning to the relevant authorities.

Upon the conclusion of each academic session, employees are required to complete the Annual Confidential Report (ACR), a document that systematically reviews and evaluates the annual performance and achievements of every staff member. Subsequently, the ACR is submitted to the Internal Quality Assurance Cell (IQAC). The IQAC meticulously reviews the ACR before forwarding it to the Commissioner, Higher Education through the Assistant Director (A.D.) for further evaluation and appraisal.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling

audit objections within a maximum of 200 words

The college adheres to a well-defined procedure for financial audits, employing a dual-layered mechanism. The audits are conducted both by a Chartered Accountant (CA) and the office of AGMP, Gwalior. The CA, appointed by the principal, conducts periodic external financial audits at the conclusion of each financial year. These audits encompass Janbhagidari Nidhi, RUSA, and grants designated for specific purposes. Additionally, a team of auditors from AGMP conducts comprehensive financial audits within a three to five-year timeframe. Suggestions provided by auditors are diligently considered and implemented to enhance financial accountability and efficiency. Financial audits(both internal and external) for the year 2022-23 could not be conducted but it is in process.

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

Within the framework of the M.P. Higher Education Quality Improvement Project (MPHEQIP), the institution aligns with the implemented schemes applicable to all government colleges. Through the World Bank project and RUSA, funds earmarked for

infrastructural development are acquired and efficiently utilized within the college. These funds contribute significantly to enhancing students' tracking systems, upgrading classroom facilities with interactive boards, fortifying laboratories, refining office spaces, enriching libraries, and ensuring access to computers with internet connectivity and WIFI. The consequential improvement in basic infrastructure stands as an integral component of the institution's operational efficacy.

To sustain various activities within the college, the Janbhagidari fund is generated through student-paid college dues. This fund is instrumental in disbursing payments to faculty appointed through the Janbhagidari Samiti, compensating class III and class IV employees, and financing specific 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 (IQAC) serves as an essential internal guiding force within the college. It formulates and applies quality benchmarks, fostering a learner-centric environment conducive to providing high-quality education. The IQAC plays a pivotal role in outlining the college's development plans during its meetings, aiming to institutionalize quality assurance strategies and processes. Actively participating in various aspects, the IQAC has been indispensable in shaping the college's plans related to academics, infrastructure, extension activities, and more. It shoulders the responsibility of ensuring the availability of necessary resources to carry out its activities, dedicated to enhancing the overall quality of the college.

Academic Initiatives: The IQAC is dedicated to achieving academic excellence across all its undertakings. Over the past five years, numerous academic initiatives, including guest lectures, workshops, seminars, and field visits, have been organized in

various departments with the active support of the IQAC. Additionally, at the commencement of each academic session, the IQAC coordinates an induction/orientation program for students.

Feedback: In its commitment to maintaining high-quality standards, the IQAC systematically collects feedback from all stakeholders. The IQAC consistently conducts discussions and review meetings to assess the progress of each department and outline a future course of action. It takes on the responsibility of preparing Annual Quality Assurance Reports, drafting annual planners, collecting syllabus completion report from departments and contributing to the preparation of AAA reports. Additionally, the IQAC actively performs an advisory role for the general development of the institution.

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 systematically reviews the college's teaching-learning process and learning outcomes at regular intervals, implementing necessary changes and developments. The following initiatives contribute to this ongoing improvement:

1. Group Based Learning:

- Group Based Learning is an essential practice in the college where the students engage in peer learning.

2. Personality Development Courses for Students:

- Programs aimed at enhancing the overall personality and soft skills of students.

3. Provision of Books/Materials for Needy Students:

- Ensuring that necessary educational materials are

provided to students who are weak, needy, or financially disadvantaged.

4. Tutor-Guardian Scheme:

- A program offering academic, personal, psychological training, and guidance to students through a designated tutor-guardian.

5. Development and Use of Smart Classrooms:

- Integration of technology to create tech-oriented pedagogical environments for enhanced learning.

6. Encouragement of Audio-Visual Techniques:

- Motivating faculty to incorporate audio-visual techniques in their teaching methods.

7. Organizing Seminars and Lecture Series:

- Conducting events focused on syllabus topics and other relevant subjects to enhance students' knowledge.

8. Encouraging Innovative Teaching Methodologies:

- Inspiring faculty to employ innovative teaching methods in classrooms and motivating students to give presentations, fostering confidence in public speaking.

9. Academic Planner of the Departments and IQAC:

- Collaborative effort between the Departments and IQAC.
- Comprehensive framework for academic planning.

10. Syllabus Completion Report:

- Allows for targeted assessments and informed decision-making.
- Enhances transparency and accountability in the educational process.
- Enables systematic monitoring of curriculum delivery progress.

These initiatives collectively contribute to an enriched learning experience and continual improvement in the educational environment of the college.

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)

C. Any 2 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

- **Yearly Gender Sensitivity Promotion Initiatives:**
 - Initiatives begin before each session.
 - Program named "College Chalo Abhiyan" focuses on creating awareness about women's right to education.

- Support and Schemes for Female Students:
 - Women Helpline number displayed.
 - Scholarships and schemes like Gaon Ki Beti Yojna and Pratibha Kiran Yojna.
 - Complaint box for girls monitored by the Principal.

- Facilities for Female Students:
 - Separate washrooms for students and staff.
 - Common room facilities.
 - Sanitary pad vending machine on campus.

- Security Measures:
 - CCTV cameras installed at key locations for enhanced security.

- Promoting Freedom and Reducing Dropouts:
 - Syllabus includes topics on women's rights, duties, human rights, gender issues, and POCSO Act.
- Sensitization Action Plan for Women-Related Issues

- Women Grievance Redressal Cell:
 - Addresses grievances of female students.
 - Takes necessary and prompt action.

- Counseling:
 - Senior female faculty member acts as a counselor.

- Common Room:
 - Dedicated space for female students.

- **Separate NCC Wing for Girls:**
 - Provides a separate platform for girls interested in the NCC.
- **Separate NSS Wing for Girls:**
 - Offers a dedicated space for girls participating in the NSS.
- **Equal Opportunities:**
 - Equal opportunities for girls in college admission, activities, and roles.
- **Celebration of Women's Day:**
 - Acknowledges and celebrates the contributions of women.
- **Self-Defense Training:**
 - Empowers female students with self-defense skills.
- **Child Care Leave and Maternity Leave:**
 - Extended to female employees for a supportive work environment.

File Description	Documents
Annual gender sensitization action plan	https://www.csapggcollegesehore.com/collagefile/CRITERIA/Criterion%20%E2%80%93%20VII:%20Institutional%20Values%20and%20Best%20Practices/NAAC-000082/NAAC-000082.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.csapggcollegesehore.com/collagefile/CRITERIA/Criterion%20%E2%80%93%20VII:%20Institutional%20Values%20and%20Best%20Practices/NAAC-000082/NAAC-000082.pdf

<p>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</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

In the management of waste within the college, adherence to the principles of the three Rs - Reduce, Reuse, and Recycle is rigorously maintained.

Solid Waste Management: Separate bins are strategically placed throughout the college for the collection of solid waste. The collected garbage is then segregated into wet and dry bins before being disposed of to the Sehore Municipal Corporation. In the administrative office, both sides of paper are utilized for writing or typing purposes. Waste materials such as packaging sheets, wrappers, and broken furniture are handed over to authorized vendors for recycling. The college offers Vermicomposting as a subject in vocational courses. Relatedly, there is a dedicated vermicopost unit near the department of Chemistry where biodegradable waste is disposed off to enrich the quality of the compost.

Liquid Waste Management: The waste discharged from laboratories undergoes neutralization, and regular maintenance of taps, drainage facilities, and pipelines is conducted to facilitate the safe disposal of liquid waste. The use of radioactive materials in practical experiments is strictly prohibited across all departments. Traditional waste disposal methods, such as soak-pits, are employed.

E-waste Management: E-waste is either repurposed, resold, or appropriately disposed of through reputable vendors. A dedicated e-waste room is established for the storage of discarded electronic waste. Additionally, the college provides a tinkering lab for

students to engage in practical exploration and learning 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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

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

C. Any 2 of the above

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

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

<p>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</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>C. Any 2 of the above</p>
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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).

The institution is deeply committed to fostering an inclusive environment within the college, dedicated to promoting tolerance and harmony across diverse cultural, regional, and communal backgrounds. National Ekta Diwas, Gandhi Jayanti, Independence Day, and Republic Day are observed with fervor, serving as crucial moments to impart the lessons of how leaders collaborated to uphold the unity and diversity of the nation.

These celebrations play a pivotal role in instilling a sense of national values among both students and staff, facilitating the embodiment of Fundamental Duties. By promoting feelings of fraternity and universal brotherhood through both words and actions, the institution aims to contribute to a harmonious society. The annual Youth Festival provides students with a platform to embrace and celebrate the rich diversity of the country.

International Women's Day, celebrated on 8th March, is marked by a distinctive initiative where girls donate blood, challenging prevailing mindsets that perceive women as the weaker sex. Events like Sadhbhawna Diwas and Komi Ekta Week are observed with wholehearted enthusiasm, further reinforcing the institution's commitment to fostering unity and inclusivity.

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

The sensitization of students and employees to the constitutional obligations, encompassing values, rights, duties, and responsibilities of citizens, is a multifaceted endeavor at our institution. Here are key aspects of our approach:

1. Incorporation into Curriculum:

- Constitutional values, rights, and duties are integrated into the academic curriculum across

disciplines.

- Lectures, seminars, and workshops are conducted to deepen understanding and foster discussions.

2. Orientation Programs:

- New students and employees undergo orientation sessions that emphasize constitutional obligations.
- Information about fundamental rights, directive principles, and duties is shared during these programs.

3. Regular Workshops and Seminars:

- Periodic workshops and seminars are organized, featuring legal experts and scholars.
- These sessions delve into constitutional principles, legal rights, and the responsibilities of citizens.

4. Celebrate Constitutional Days:

- National events such as Republic Day, Constitution Day, and Independence Day are celebrated.

5. Interactive Platforms:

- Debates, quizzes, and essay competitions centered around constitutional themes are organized.

6. Incorporation of Constitutional Duties:

- Activities and campaigns are designed to encourage a sense of responsibility towards the community and the nation.

7. Collaboration with Legal Experts:

- Guest lectures and interactive sessions with legal luminaries are organized.

8. Regular Communication:

- Newsletters, notice boards, and digital platforms are used to disseminate information about constitutional values and obligations.

By adopting this comprehensive approach, we aim to create a culture of constitutional consciousness, fostering a deep understanding and commitment to the values, rights, duties, and responsibilities outlined in our nation's constitution among both students and employees.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://csapggcollegesehore.com/collagefile/IQAC/NAAC-000053/NAAC-000053.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	No File Uploaded
Any other relevant information	No File Uploaded

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

Certainly, while the specific events and festivals celebrated by an institution may vary, here's a general list of national and international commemorative days, events, and festivals that institutions commonly observe:

1. Independence Day: Celebrated on August 15th, commemorating India's independence from British rule.
2. Republic Day: Celebrated on January 26th, marking the adoption of the Indian Constitution.
3. Gandhi Jayanti: Celebrated on October 2nd, honoring Mahatma Gandhi's birthday.
4. International Women's Day: Celebrated on March 8th, recognizing the achievements and contributions of women.
5. World Environment Day: Celebrated on June 5th, focusing on environmental issues and sustainable practices.
6. International Literacy Day: Observed on September 8th, promoting literacy and education globally.
7. World Health Day: Celebrated on April 7th, addressing global health issues.
8. Children's Day: Celebrated on November 14th (in India), focusing on the rights and well-being of children.
9. World AIDS Day: Observed on December 1st, raising awareness about HIV/AIDS.
10. Earth Day: Celebrated on April 22nd, promoting environmental protection.
11. Human Rights Day: Celebrated on December 10th, highlighting the importance of human rights.
12. Teacher's Day: Celebrated on different dates worldwide, appreciating the contributions of educators.
13. International Youth Day: Observed on August 12th, focusing on the contributions of young people.

These are just examples, and institutions may choose to celebrate additional events based on their values, cultural diversity, and academic focus.

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

7.2 - Best Practices

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

Best Practice - I

Title of the practice: SAVING LIVES: STUDENTS AS HEALTH AMBASSADORS

Objective: The college aims to cultivate socially responsible citizens, particularly in health, amidst dynamic societal changes. It envisions alert and aware individuals prepared for emergencies, not only ensuring their well-being but extending aid to others.

Practice: Active participation in blood donation drives, Road Safety Week, and COVID-19 initiatives showcases the college's commitment. Over 3000 students vaccinated during the pandemic, regular yoga sessions, and increased road safety awareness highlight program success. However, challenges include student hesitations, social taboos, and resource limitations.

Success: Despite challenges, the college's initiatives have yielded positive results, evident in heightened student alertness, effective response to emergencies, and a commitment to public health.

Best Practice - II

Title of the practice: AVIAN DIVERSITY: A GLIMPSE INTO LOCAL BIRD SPECIES

Objective: The objective of the practice is to conduct a comprehensive survey and to identify and document the various bird species found in the Sehore region of Madhya Pradesh.

Practice: This endeavor involves the creation of artificial nesting spaces for birds within the confines of our institutional setting. This initiative provides a practical and engaging way to teach the students about the importance of avian habitats and the role birds play in maintaining ecological balance.

Success: It is heartening to witness birds flock to these birdhouses and seek refuge in these temporary spaces. It is delightful to see these local birds assemble in good numbers.

File Description	Documents
Best practices in the Institutional website	https://www.csapgcollegesehore.com/collagefile/Best_Practices/NAAC-000057/NAAC-000057.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

Institutional Distinctiveness:

Together We Learn: A Group Based Learning Initiative

Enrolling in a course doesn't guarantee uniform learning paces among students; some grasp concepts quickly, while others require more time. The college, recognizing this, aims to standardize learning patterns. To enhance education, creative pedagogical techniques are crucial. The mutual teaching-learning method in postgraduate departments identifies advanced and slow learners, fostering cooperative learning. Unlike traditional remedial classes, teachers act as guides, and students, both academically proficient and struggling, collaborate.

Students may hesitate to question teachers but freely communicate with classmates, bridging the teacher-student gap. This method, accompanied by teachers identifying challenging topics, leads to group learning sessions. Classes become more engaging through

diverse resources like posters and videos. Positive outcomes include improved communication skills, boosted confidence, and a conducive class atmosphere.

Group-Based Learning (GBL) instills leadership and teamwork, breaking economic and social barriers. It promotes acceptability, tolerance, and healthy competition. Demonstration activities cultivate research aptitude. GBL lets teachers evaluate their performance and students' cognitive levels. This approach benefits teaching interns, improving their project performance.

Departments facing faculty shortages endorse GBL, aligning with the New Education Policy. It aids undergraduates in field projects, revising and discussing topics before exams. In 230 words, this transformative approach not only addresses diverse learning paces but also fosters collaboration, inclusivity, and academic excellence.

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7.3.2 - Plan of action for the next academic year

1. Innovative Teaching and Learning:

- Introduce a blended learning model, incorporating online platforms for lectures, discussions, and collaborative projects.
- Provide faculty development programs on effective online teaching methods.

2. Student Support Services:

- Strengthen mental health and counseling services for students, especially considering the ongoing challenges related to the pandemic.
- Enhance career counseling and internship placement services to prepare students for future employment.

3. Technological Infrastructure:

- Invest in virtual labs and simulation tools to enhance practical learning experiences in various disciplines.

4. Research and Innovation:

- Encourage faculty and student research initiatives by providing grants and resources.
- Organize virtual research symposiums, allowing students to showcase their projects and innovations.

5. Community Engagement:

- Foster stronger ties with the local community through service-learning projects.
- Organize outreach programs, such as workshops and seminars, to share academic resources with the community.

6. Health and Safety Measures:

- Implement comprehensive health and safety protocols in alignment with public health guidelines.
- Provide awareness campaigns and resources to ensure the well-being of the campus community.

7. Professional Development for Faculty:

- Facilitate ongoing professional development opportunities for faculty, focusing on emerging trends in education, technology, and pedagogy.
- Encourage faculty to engage in collaborative research projects and publications.

8. Sustainable Practices:

- Implement eco-friendly initiatives on campus, such as waste reduction, energy conservation, and green spaces.

9. Student Engagement Activities:

- Organize virtual and on-campus events, including seminars, conferences, and cultural programs.

10. Monitoring and Evaluation:

- Seek feedback from students, faculty, and staff to continuously improve the institutional plan.