



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

## **CHANDRA SHEKHAR AZAD GOVERNMENT POST GRADUATE LEAD COLLEGE, SEHORE**

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

[www.csapgcollegesehore.com](http://www.csapgcollegesehore.com)

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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**November 2022**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

What began as a small step in 1956, has now grown into a well established institution successfully shouldering the responsibility of enlightening the students, dispelling darkness of ignorance from thousands of young individuals of this region. Thus, truly fulfilling the motto of the institution that says "**Tamso Maa Jyotirgamaya**".

Chandra Shekhar Azad Government Post Graduate Lead College is the only government lead college of Sehore, which provides quality education in many subjects to both boys and girls belonging to the rural areas hailing from diverse socio economic backgrounds. With its historical and geographical importance, it caters to backward as well as tribal population especially of Nasrullaganj and Ichhawar tehsils. The students of other towns adjoining Sehore like Narsingarh, Kurawar, Shujalpur, Kalapipal, Shajapur, Phanda etc. are enrolled here. The college is dedicated towards imparting value based and moral education shaping students into rational and responsible citizens; ensuring a holistic development.

The college is affiliated to Barkatullah University, Bhopal and is one of the major colleges in the state where the schemes and policies of the Department of Higher Education, Madhya Pradesh as well as the schemes of the central government are implemented. Moreover, it is the only government college in Sehore for post graduate studies in science and humanities for both boys and girls.

The students can choose from among the diverse disciplines of Science, Mathematics, Physics, Chemistry, Zoology, Botany, Computer Science in B.Sc stream, B.Com (plain) and B.Com (Computer Science) in Commerce stream, and multiple subjects including Hindi, Urdu and English literature under the Humanities. Post graduate courses are also run in Science, Commerce and Arts stream.

The NSS and NCC units are active components of the college wherein regular activities are conducted for the students. There is a cultural hall with a seating capacity of around 500 in the college where the academic and cultural activities of the college are organized. The hall is named after the famous freedom fighter Shahid Kunwar Chain Singh.

### Vision

- To develop this institution into a centre of learning for rural students where a participative and comprehensive approach to education is made available so as to make them stand at par with other students.
- To produce a pool of individuals who have humanitarian values and the spirit of service to society.
- To provide accessibility to and equity in education to the aspiring learners from all layers of society.
- To provide a solid foundation for future life and career goals.
- To impart learning skills and hands-on experience for jobs and entrepreneurship.
- To encourage originality and creativity of students and help them realize their talents, capacities and exploit their true potential.
- To create an awareness for social and environmental issues among the students through various activities- live projects, seminars, co-curricular and extra curricular activities.

- To provide employments opportunities to the students through regular career fairs.
- To provide ample opportunities for better physical and mental health through yoga and sports related activities.
- To encourage a healthy relationship between the teacher and the taught.
- To inculcate the spirit of unity and national integration among students of every strata and background.
- To infuse scientific fervor and temper among students for innovation and research.
- To motivate teachers to explore new frontiers in research.
- To develop skilled human resource to compete with contemporary challenges, like cyber crimes, human rights violatation etc.

## **Mission**

- Empowering the students with best possible quality education in an environment that promotes the growth of an individual in not only academics, but in a holistic manner so as to groom their personality.
- Accessibility to and equity in aspiring learners in education from every stratum of society.
- Providing a strong background in fundamentals.
- Imparting learning skills and shaping conscientious minds for service to society and nation.
- Increasing skills and hands-on experience for employability and entrepreneurship.
- Encouraging originality and creativity of students and helping them realize their talents and capacities through various activities like live-projects, seminars, co-curricular and extra-curricular activities.
- Creating awareness for social and environmental issues.
- Providing employment opportunities through regular career fairs.
- Equipping students with knowledge and qualities of competence, confidence and excellence, particularly those who belong to the rural, weak and disadvantaged sections of society.
- Building of team spirit, leadership skills, and sound communication skills in the students.
- Providing opportunities for physical and mental growth and development.
- Imparting ethical values for promoting harmony in society.
- Providing a nurturing and motivating environment conducive for overall development of the students.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- Inclusion of college in RUSA and World Bank funded MPHEQIP scheme.
- Qualified, experienced and dedicated faculty members.
- Infrastructure with big classrooms and laboratories.
- Disabled friendly ramps.
- Variety of UG and PG programs in Arts, Commerce and Science faculty in traditional as well as self financing modes.
- Well equipped computer laboratories.
- Learner centric teaching learning pedagogical approach.
- Active Tutor Guardian scheme to handle learner's counseling and providing assistance to slow learners.
- Remedial classes for slow learners.
- Student diversity, majority of rural learners belonging to various socio economic backgrounds.
- Research center for four major subjects, about eight faculty members involved as research guides.
- Publication of research papers of the college faculty in reputed research journals.

- Holistic development of students.
- Neat and clean, green campus.
- Wi-Fi enabled campus.
- Well equipped smart class rooms.
- A rich library having books of all relevant subjects.
- Cultural and social activities.
- A Placement Cell working towards placement of college students.
- Academic and Administrative Audit.
- A registered Alumni Association.
- Separate NCC units for girls and boys.
- Separate NSS units for girls and boys.
- A dedicated Eco Club working diligently towards environment protection.
- A large playground for sports activities and a gymnasium for the faculty and students.
- Auditorium for conducting cultural programs and academic activities.
- CCTV cameras installed at crucial places.
- Availability of parking space.
- Canteen/Cafeteria

### **Institutional Weakness**

- A lack of regular staff- teaching and non-teaching, technical as well as cleaning personnel.
- A lack of subjects relating to performing arts.
- Absence of generator/invertor.
- Lack of travel facilities from remote areas to Sehore city, makes it difficult for the students to commute and maintain regular attendance.
- Absence of a conference hall for holding meetings and group discussions.
- A lack of electronic equipment in departments-computers, printers, etc.
- Non-availability of a crèche for the babies of female teachers, employees, and students within the campus.
- A lack of a proper reading room in the library.
- ICT based teaching learning to be improved.
- Placement cell needs to be improved.
- A lack of hostel/residential facility.

### **Institutional Opportunity**

- Presence of industries like Trident and Vardhaman in the same district provides a potential job market.
- Large number of students can be a valuable human resource if they are trained well and promised employment.
- The rural background of students makes them agile and hardworking, therefore an impressive number of students get selected in sports, army and police services.
- As Sehore is situated in the midst of Bhopal Indore corridor, our students get an exposure to the opportunities offered in both the cities.
- More vocational courses pertaining to NEP 2020 can be opened.
- A scope for running short term certificate course.
- Running PSC/competitive coaching classes.

- A Language lab can be established for better language studies as we have four language departments, namely English, Hindi, Urdu and Sanskrit.
- The increased infrastructure (newly constructed labs) would enable research and advanced learning in future.

### **Institutional Challenge**

- Providing quality education despite a shortage of funds.
- High teacher-student ratio.
- Disproportionate computer-student ratio.
- Imparting practical knowledge in subjects of science stream like, computers, biotechnology, physics and chemistry, it becomes challenging to accommodate such a large number of students in the labs.
- Lack of enough regular and qualified teaching faculty in most of the subjects is a challenge.
- Back-up sources for power - generators and inverters are not available. During electricity failure/power cut, this poses a huge problem.

The college being the lead college in the district; administrative and financial responsibilities and scholarship sanctioning of private colleges is undertaken by our college which adds to the workload of the staff. This poses a big challenge for the Principal and the staff members especially for the accounts department staff.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The college is affiliated to Barkatullah University, Bhopal. The college takes efforts towards effective curriculum delivery through learner-centric methods. The faculty members strive to achieve the program and course objectives keeping in mind the academic calendar design by the university and the Department of Higher Education, Madhya Pradesh. The curriculum is addressed by adopting various pedagogical techniques; traditional lecture delivery, smart class teaching, PowerPoint presentation, seminars, quiz, laboratory exposure, online classes, library facility, educational excursions, etc. Certain faculty members of the college are members of the Board of Studies of the university, thus they are instrumental in designing or reframing the curriculum when required.

The annual examinations are conducted by the university towards the end of the academic session. The internal examinations and evaluations are, however, conducted by the institution itself throughout the session. A time table notifying the students about the Continuous and Comprehensive Evaluation is prepared by the Semester Cell of the college and is shared with the students. The notices relating to the internal examinations are timely shared with the students through college and departmental notice boards and through WhatsApp groups.

The college library has a huge collection of books relating to all the courses run in the college. The books are issued to the students as well as the faculty members for reference purpose. It is noteworthy to mention that the SC/ST students are provided free textbooks and stationary by the government.

The curriculum of foundation course in under graduate classes features issues like Indian Culture, gender sensitization and environmental awareness, along with the basics of computer skills.

There is a feedback system in place to gather continuous feedback from the teaching and non-teaching staff, students and college alumni. The feedback is regularly collected, analyzed, worked upon for the benefit of all the stakeholders.

The college integrates the elements of New Education Policy that envisage that the curriculum and pedagogy of our institutions must develop knowledge, skills, values, and dispositions that support responsible commitment to human rights, sustainable development and living, and global well-being, thereby reflecting a truly global citizen.

### **Teaching-learning and Evaluation**

At the beginning of each academic session, an Induction Program is organized for the newly admitted students of both undergraduate and postgraduate classes. In these programs, the students are given an orientation of the campus, its activities, schemes, scholarships, important events that are conducted throughout the session. This program in a way familiarizes the students with the major functionalities of the college. The students are provided mentorship through the Tutor Guardian scheme that is followed in the college. The mentors apprise the students about the college activities and perform duties like collection of admission forms, collection of examination form, scholarship forms and other documents etc. They also hear out the grievances of the students and help in resolving them. The college strives to provide a holistic learning experience to the students focusing on their all round development.

Post the pandemic period, online study groups have been made to facilitate an unbridled exchange of knowledge. It was only due to the creation of these online groups that an unhindered flow of teaching-learning was made possible during the pandemic.

Certificates, awards, and other modes of recognition are given to the students who excel in academic and non-academic activities to motivate them. Students from reserved categories are admitted in the college in accordance with the reservation rules of the government. Students from the economically disadvantaged sections, reserved categories, and meritorious students from unreserved category are all awarded scholarships of varied kinds to facilitate their education and growth.

Program and course outcomes are evaluated by the institution through merit positions and progression to Higher Studies.

Compulsory sixty-hour internship program is a part of the postgraduate curriculum, which gives the students an idea about the demands/needs of the industries and upcoming job markets and prepares them for the same. Career Counseling workshops, trainings are conducted for students in order to guide and enlighten them on suitable career prospects. Remedial classes/extra classes are also conducted to cater to the slow learners.

### **Research, Innovations and Extension**

Research opportunities and facilities are provided to students in subjects namely; Hindi, Economics, Physics, Mathematics, etc. The college conducts workshops and seminars relating to research and entrepreneurship in the college campus. Research methodology, leadership development and team building skills are the key areas of focus in these research oriented workshops.

About 57 papers of the college faculty have been published in reputed research journals and proceedings. Around 13 books and chapters in edited volumes/books have been published in national and international publications during the last five year.

Many extension activities have been conducted during the last five years. Every department of the college organizes seminars and workshops for its students for their academic enhancement.

The college has NCC and NSS units for both boys and girls, which actively organize extension activities all round the year. The institution has received an appreciation letter from a local media house. Many awards, certificates, etc are bagged by our students from various academic and non academic bodies for their services and talents.

Every year, the college organizes programs of social welfare like, Anti-Tobacco Movement, Blood Donation Camps, Women Welfare Programs, Vaccination camps, Cleanliness Drives, College Chalo Abhiyan, Beti Bachao Beti Padhao, Voter Awareness Programs, etc.

The NCC/NSS units of the college sensitize the students as well as the village communities about cleanliness, restoration of river Siwan, literacy and vaccination, etc. during the annual camps. Every year hundreds of trees are planted and distributed on Vanmahotsava. Yoga Day, Women's Day, Voters' Day, Constitution Day, Martyrs' Day, World Aids Day, etc. are observed annually and various activities are organized for students. In addition, awareness programmes on Drug Abuse, Traffic Awareness, Waste Management, Financial Management, Disaster Management, etc. also are organized.

The college collaborates with the government departments for organizing career fairs for students and for internships and Students Development Programmes. Most of the departments take students on Industrial Visits/Field Trips/Educational Tours to enhance their knowledge and expose them to the current happenings in the field of education, commerce and industries.

### **Infrastructure and Learning Resources**

The college has 8357.82 sq. feet built up land area and with two floors. There are 33 class rooms out of which 09 are smart classrooms with LCD projectors and smart boards. It has parking facility for both two wheeler and four wheeler vehicles of students and employees. The building has ramps, classrooms, computer labs, laboratories for Chemistry, Botany, Physics and Zoology departments. The college has one large hall for cultural programs, a conference room, library, common room for girls, record room, store rooms, sports room, gymnasium, and other small rooms and departments. Running water facility, electricity, toilet facilities for girls and boys, CCTV cameras at different spots, WIFI, etc. are also available. The library is equipped with computer and internet facility, journals, reference books and text books are available in the library. The college is laced with effective modern ICT resources like LCD equipped classrooms, 22 printers, 05 photocopiers, CCTV cameras, etc. A big working area for office staff and a Principal's chamber, a separate office for the college registrar is also present. The infrastructure includes a newly constructed lab for computer department and also a new building for the department of Botany. The institution also has a huge play ground for outdoor sports activities. There is a Yoga room and a Gymnasium for physical fitness purposes.

Maintenance of electronic facilities is regularly done through the contract with the supplier, and the maintenance of physical infrastructure, building, classrooms, labs etc. is done as per the government rules with the help of the PWD and Electricity Board. The departments of science follow well established procedures to

ensure proper functioning and maintenance of all laboratory equipments. The institution's stock register is regularly maintained.

### **Student Support and Progression**

Every year a huge number of students receive government scholarships of different kinds. The poor students mostly apply for post metric scholarships. It is a scholarship given to students of reserved categories of SC/ST/OBC, and amounts to about Rs five thousand per year. During the last five years many students have received the benefit of post metric scholarship. The girls from rural backward areas, who pass out from rural schools arguments a scholarship of Rs. five thousand each per year and this scheme is called 'Gaav Ki Beti Yojna' . There is merit cum means scholarships for students who are economically unsound. For meritorious students there are two other kinds of scholarships – 'Medhavi Yojna' given by the state government and 'Central Sector Scholarship' and 'Inspire Yojna' provided by the central government. During the last five years a considerable number of girls received the Gaav Ki Beti Scholarships, the meritorious students got medhavi scholarship, a select few students got the central sector scholarship.

The institution tries to provide career counseling to all the students. A special committee provides counseling to female students in the event of grievances like ragging and sexual harassment.

The college provides equal placement opportunity through placement drives called Rojgar Mela organized by the placement cell called 'Swami Vivekanand Career Counseling Cell'. Students get an opportunity to face interviews, and are exposed to the selection process, which help them in future while seeking jobs. They are also given training on personality development, resume preparation, communication skills, body language and skill development.

The NCC unit prepares both boys and girls for selection in police, military and paramilitary services. About 170 boys have been selected in these services during the last five years.

The college has a registered Alumni Association, where some of the city's noted businessmen/sportsmen/doctors/politicians are members. It has always been an effort to involve the alumni in the activities of the institution. Some of the members are a part of the Janbhagidari Samiti and also the IQAC. The alumni have been supporting the institution by providing their time, skills and suggestions.

### **Governance, Leadership and Management**

The institution practices decentralization and participative management in academia and administration. The Principal has complete authority in terms of the administration. The department heads manage the various activities related to academics and other affairs in day-to-day functioning of their departments. Various committees are formed at the beginning of each session to carry out the management, curricular activities, cultural events, sports and other activities throughout the year. The Time Table Committee designs the timetable. The Semester Cell shares the responsibility of conducting internal, external and university examination and the preparation of results. The college has an Accounts department, which deals with all the finance related matters of the college employees and students.

As per its vision and mission, the institution has moved ahead in the construction of new buildings, modernization of labs and equipments, smart class rooms, library infrastructure, updating the safety and



security of the campus, hygiene maintenance, formation of Anti Ragging Committee, Women Grievance and Redressal Cell.

The college management provides support to teaching as well as non-teaching staff for FDPs; duty leave is granted to them to attend seminars, conferences, trainings etc. Moreover, the government provides financial support and welfare schemes to its employees; some of these are:

- Provident fund and gratuity.
- Group Insurance Scheme.
- Admission to the wards of the employees.
- Maternity leave, earned leave, casual leave and child care leave.

The college manages its finances with the fee collected from students. The utilization of funds is managed by the Principal. The Janbhagidari fund is managed by the Janbhagidari Samiti and the Principal. In addition to this, the college has a Purchase Committee, an Amalgamated Fund Committee. An annual audit- both internal and external is conducted. The external audit is conducted by the AGMP Gwalior.

The IQAC is responsible for overall quality enhancement of the college. Some of the quality initiatives undertaken by the IQAC during the previous years are as follows:

- Submission of AQARs
- Organizing FDPs, seminars, conferences, trainings, webinars, etc.
- Collection and analysis of feedback.
- Designing the future plans of the college.

### **Institutional Values and Best Practices**

The college follows a specific code of conduct for the students. Every student has to abide by the code of conduct within the campus. A strict adherence to the code is expected from everyone. The state government and the central government's guidelines and policies are followed by the college. The institution also follows in its best practices the values associated with gender equity, environment protection, women empowerment, patriotism, social service and cultural ethos. It takes initiatives to instill these moral and cultural values among students, faculty, and office staff.

- Gender equity and sensitization promotion initiatives are organized for creating awareness on women's rights and empowerment.
- For an eco friendly campus- tree plantation, waste management activities, energy conservation, plastic ban activities are organized.
- For the specially abled students, the college campus has ramps at entry and exit points of the building.
- They have a fixed reserved quota in the admission process. The visually challenged students are provided with scribes during examinations. Financial assistance in the form of scholarships, etc. is also given to them.
- Ample opportunities to all stakeholders for making them imbibe the spirit of patriotism, Gandhian values, values that inspired the noble struggle for freedom in their hearts are given.
- Every session commences with an Induction Program 'Deeksharambh' to acquaint and orient the newly admitted.

Being a value- driven institute providing quality education, certain practices have become a part of institutional ethics. Some of these practices are: blood donation camps, tree plantation drives, cleaning of the local water bodies, anti drug and anti tobacco rally, street plays, etc. These activities promote an all round development of a student's personality making them well informed and dutiful citizens. A unique trait of the institution's academic endeavour is the Group Based Learning (GBL) pedagogical method practiced in the post graduate classes. The teachers identify the advanced and slow learners at the beginning of the session and then the cooperative learning is carried out.

The institution's distinctiveness lies in the fact that it is the only government postgraduate co-education college in the district. It is an umbrella institution that leads twelve government under-graduate colleges, along with forty other private colleges of this region. The uniqueness of this institution lies in the fact that majority of the students from the nearby farming/labor communities relatively economically weaker sections are provided an exposure to face future challenges.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	CHANDRA SHEKHAR AZAD GOVERNMENT POST GRADUATE LEAD COLLEGE, SEHORE
Address	CHANDRA SHEKHAR AZAD GOVERNMENT POST GRADUATE LEAD COLLEGE, BHOPAL NAKA SEHORE MADHYA PRADESH PIN-466001
City	Sehore
State	Madhya Pradesh
Pin	466001
Website	<a href="http://www.csapgcollegesehore.com">www.csapgcollegesehore.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Urmila Saluja	07562-224156	7415050794	07562-224240	hecsaglcseh@mp.gov.in
IQAC / CIQA coordinator	Mahendra K. Aynyas	091-9826558339	9826558339	-	aynyas@rediffmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

**Establishment Details**

State	University name	Document
Madhya Pradesh	Barkatullah University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	07-11-2003	<a href="#">View Document</a>
12B of UGC	07-11-2003	<a href="#">View Document</a>

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Recognitions**

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

**Location and Area of Campus**

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	CHANDRA SHEKHAR AZAD GOVERNMENT POST GRADUATE LEAD COLLEGE, BHOPAL NAKA SEHORE MADHYA PRADESH PIN- 466001	Urban	21	8357.82

**2.2 ACADEMIC INFORMATION**

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/ Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Science	36	HIGHER SECONDARY	English,Hindi	70	46
UG	BSc,Science	36	HIGHER SECONDARY	English,Hindi	50	26
UG	BSc,Science	36	HIGHER SECONDARY	English,Hindi	40	37
UG	BSc,Science	36	HIGHER SECONDARY	English,Hindi	50	25
UG	BSc,Science	36	HIGHER SECONDARY	English,Hindi	110	110
UG	BSc,Science	36	HIGHER SECONDARY	English,Hindi	90	84
UG	BA,Arts	36	HIGHER SECONDARY	English,Hindi	1	1
UG	BA,Arts	36	HIGHER SECONDARY	English,Hindi	20	20
UG	BA,Arts	36	HIGHER SECONDARY	English,Hindi	1	1
UG	BA,Arts	36	HIGHER SECONDARY	English,Hindi	123	123
UG	BA,Arts	36	HIGHER SECONDARY	English,Hindi	3	3
UG	BA,Arts	36	HIGHER SECONDARY	English,Hindi	4	2
UG	BA,Arts	36	HIGHER SECONDARY	English,Hindi	10	7
UG	BA,Arts	36	HIGHER SECONDARY	English,Hindi	58	58
UG	BA,Arts	36	HIGHER SECONDARY	English,Hindi	4	3
UG	BA,Arts	36	HIGHER SECONDARY	English,Hindi	121	121

UG	BA,Arts	36	HIGHER SE CONDARY	English,Hind i	1	1
UG	BA,Arts	36	HIGHER SE CONDARY	English,Hind i	114	114
UG	BCom,Com merce	36	HIGHER SE CONDARY	English,Hind i	90	85
UG	BCom,Com merce	36	HIGHER SE CONDARY	English,Hind i	150	116
PG	MSc,Science	24	UNDER GRADUAT E	English,Hind i	50	50
PG	MSc,Science	24	UNDER GRADUAT E	English,Hind i	50	49
PG	MSc,Science	24	UNDER GRADUAT E	English,Hind i	50	50
PG	MSc,Science	24	UNDER GRADUAT E	English,Hind i	50	49
PG	MSc,Science	24	UNDER GRADUAT E	English,Hind i	40	22
PG	MA,Arts	24	UNDER GRADUAT E	English,Hind i	70	68
PG	MA,Arts	24	UNDER GRADUAT E	English	60	57
PG	MA,Arts	24	UNDER GRADUAT E	English,Hind i	70	70
PG	MA,Arts	24	UNDER GRADUAT E	English,Hind i	70	70
PG	MA,Arts	24	UNDER GRADUAT E	English,Hind i	60	56

PG	MA,Arts	24	UNDER GRADUATE	English,Hindi	50	39
PG	MCom,Commerce	24	UNDER GRADUATE	English,Hindi	60	59
PG Diploma recognised by statutory authority including university	PGDCA,Computer Application	12	UNDER GRADUATE	English,Hindi	50	48
Doctoral (Ph.D)	PhD or DPhil,Science	48	POST GRADUATE	English,Hindi	16	2
Doctoral (Ph.D)	PhD or DPhil,Arts	48	POST GRADUATE	English,Hindi	0	0
Doctoral (Ph.D)	PhD or DPhil,Arts	48	POST GRADUATE	English,Hindi	12	7
Doctoral (Ph.D)	PhD or DPhil,Commerce	48	POST GRADUATE	English,Hindi	0	0

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	10				3				38			
Recruited	4	6	0	10	0	3	0	3	10	10	0	20
Yet to Recruit	0				0				18			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				26
Recruited	18	2	0	20
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0



<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				9
Recruited	3	0	0	3
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	4	7	0	0	2	0	3	5	0	21
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		19	8	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1525	0	0	0	1525
	Female	1131	0	0	0	1131
	Others	0	0	0	0	0
PG	Male	372	0	0	0	372
	Female	706	0	0	0	706
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	8	0	0	0	8
	Female	1	0	0	0	1
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	606	610	670	652
	Female	387	447	480	461
	Others	0	0	0	0
ST	Male	231	238	226	238
	Female	95	114	125	134
	Others	0	0	0	0
OBC	Male	703	689	781	832
	Female	716	847	932	999
	Others	0	0	0	0
General	Male	121	134	158	175
	Female	178	222	236	242
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>3037</b>	<b>3301</b>	<b>3608</b>	<b>3733</b>

### **Institutional preparedness for NEP**

1. 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.
2. Academic bank of credits (ABC):	There is a provision in NEP 2020 to establish ABC in

	<p>every higher education institution for storing academic credits earned by the students from different higher education institutions. It will be entrusted with the responsibilities such as 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.</p>
<p>3. Skill development:</p>	<p>"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 include areas like computer applications ,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 Personality Development, Vermicompost and Organic Farming as vocational subjects. For their practical exams, they are being trained for email writing ,SWOC analysis, time management, stress management, resume writing and communication skills.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Chandra Shekhar Azad PG Lead college, Sehore(MP) 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</p>

	<p>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.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The NEP 2020 emphasizes upon the convergence of class room teaching with the 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 &amp; 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.</p>
<p>6. Distance education/online education:</p>	<p>The purpose of Distance education and online education is to develop an easy access to educational initiative for students even of remote areas. The institution conducted online classes for regular courses and for online academic counseling during and after the Pandemic. The Department of Higher Education MP has introduced from the session 2022-23 an additional online study program called SWAYAM. It is for motivating students to opt for professional/ vocational online courses in addition to courses offered by the affiliated colleges. These online courses are run on SWAYAM portal of MHRD. The students are encouraged to get enrolled for these online courses.</p>

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3733	3608	3301	3037	3110
File Description		Document		
Upload supporting document		<a href="#">View Document</a>		
Institutional data in the prescribed format		<a href="#">View Document</a>		

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 60

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
60	61	61	60	58

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
17.87	58.26	125.54	87.99	43.82

NAAC



## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

###### Response:

The institute is affiliated to Barkatullah University, Bhopal Madhya Pradesh. The curriculum for undergraduate and post-graduate classes are designed and developed by the Board of Studies of the Barkatullah University. At the commencement of an academic session, the Department of Higher Education Madhya Pradesh, provides an academic calendar for under graduate and post graduate classes. All the instructions and provisions for conducting theory classes, internal examinations like third and six monthly exams, continuous comprehensive evaluation (CCE), practical exams, final and semester exams, sports activities, cultural activities, youth festival, semester and summer breaks are specified in this academic calendar. The institution implements the programs mentioned in the calendar covering all the aspects related to teaching, sports, and cultural activities by designing the college time table accordingly. The heads of all departments are invited for a meeting wherein the workload is divided among the teaching staff. Individual departments further design their time table accordingly and the syllabus is further divided among the teachers in every department. The time table is displayed on the notice board and is also published on the website for the students. An Orientation/Induction program is organized for the students to convey them information about college curriculum, assessment methods and extracurricular activities. The departments ensure an effective implementation of their plans all the year round. All the faculty members maintain a daily diary that holds a record of their teaching plan and non-academic duties. In order to enhance their teaching calibre, they also regularly attend seminars and workshops.

Different teaching methodologies like lecture methods, use of ICT, video lectures, PowerPoint presentations, group discussions, field projects, experimental learning, assignments, quizzes, debates etc. are adopted by the teachers for ensuring an effective delivery of the curriculum and providing quality education to the students of the institution. During the corona pandemic classes were taken online. The teachers learned and adopted tech-savvy modes of teaching for the benefit of students. The students are given practical knowledge in their subjects where experiential learning is indispensable. Such exercises sharpen their cognitive skills, critical analysis ability and problem solving skills. Ample number of reference books is provided to the students from the library for supplementing their comprehension. Learner centric curriculum delivery is achieved through students' participation in workshops, seminars, industrial visits, guest lectures and other excursion activities. The periodical tutorials, class tests, MCQ examinations are the different modes of continuous internal assessment to gauge the comprehension of the students. The examination results are regularly reviewed and the weaker students are taught in the remedial classes.

There is a Semester Cell in the institution that takes care of the implementation of academic calendar in the activities of the college. It also holds an online record of the students' marks, which are then shared with the university. The Cell develops a structured and documented process for implementing the curriculum by preparing a time table for the internal assessment examination. The IQAC also prepares academic plans in accordance with the calendar issued by department of higher education.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

**Response:** 7

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

**Response:** 2.3

#### 1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
100	0	65	40	181

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

**Response:**

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

professional competency while others aim to inculcate general competencies like social and ethical values, human values, environment sensitivity etc. that ensure the holistic development of students.

Gender sensitivity - Gender sensitivity and gender sensitization is accomplished through amalgamation of theory and practice. It is integrated into the curriculum through the syllabus of languages in foundation courses. The course contains stories and poems related to gender issues and problems. Gender related issues are taught in the papers of Sociology and Economics. The paper of Sociological Essay has a chapter titled 'Participation of Women in Indian Politics', the paper of Industrial Sociology has a chapter titled 'Welfare of Child and Women Labourers'. There are many platforms for providing hands on experience related to gender sensitivity which enable student to have an interface with real life situations like field work, community outreach programs and gender sensitization activities. This issue is strengthened by organizing seminars, expert lectures and book reading sessions. The events such as quiz, role play, rallies on women empowerment and great women personalities are conducted regularly. The women Redressal cell was constituted and has been functioning in formal sense.

Human values- Human values are integrated into the curriculum through foundation courses in undergraduate program. Foundation course is compulsory for all students. Some chapters in post graduation program: An Anthology of English Literature in English literature subject and Dimagi ki Gulami Sapno ki Udaan in Hindi subject deal with human values. Human values are inculcated in the students through presentations, rallies, discussions and workshops that are organized continuously by the concerned departments on the issues.

Environment sustainability - Environment sustainability is included in a paper on environment that is taught in the undergraduate programs as a foundation course. In order to sensitize the students about the environment and sustainability issues, a number of activities like seminars, workshops, guest lectures, industrial visits and field excursions are organized for student of all programs. Environment day, Earth day, water day are celebrated every year where students actively participate. Workshop and seminar on various aspects of environmental sustainability are organized periodically.

There is a paper on environment in Botany titled 'Environmental problems', that deals with the definition and types of pollution and pollutants which are taught to make the students aware of environmental degradation. This way the students are made conscious of their responsibilities and duties towards nature. These enhance good understanding of ecosystem, natural resources, biodiversity resources, pollution due to various factors and its management in the students.

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

As an integral part of student engagement in social activities during the program of studies, college also provides opportunities to students to enroll as NCC, NSS volunteers.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)****Response:** 35.47**1.3.2.1 Number of students undertaking project work/field work / internships**

Response: 1324

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**1.4 Feedback System****1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)****Response:** Yes

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Enrolment percentage

**Response:** 85.89

##### 2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3733	3608	3301	3037	3110

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

2021-22	2020-21	2019-20	2018-19	2017-18
4120	3962	3861	3780	3823

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

#### 2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)

**Response:** 100

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

2021-22	2020-21	2019-20	2018-19	2017-18
2307	2219	2162	2117	2140

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

2021-22	2020-21	2019-20	2018-19	2017-18
2307	2219	2162	2117	2140

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 62.22

## 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 using ICT tools

#### Response:

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

#### Experiential Learning

#### Project work and Internship

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

#### Participation in competition at various levels

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

#### Field Visits

- Faculty identifies and proposes academically significant field visits and educational tours.

### **Industrial Visits**

- Departments plan and organize the industrial visits for students to provide them an exposure to industrial work culture to polish their on the job dexterity.

### **Guest Lecture**

- Guest lecture by eminent experts from industry and academics from across the country are organized to supplement the teaching process and provide experiential learning.

### **Participative Learning**

#### **Role play**

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

#### **Team work**

- All Departments organize students' activities to promote the spirit of team work. A plethora of activities are organized all the year round to foster team spirit among the students.

### **Problem solving Methodology**

#### **Case studies**

- Case study method is adopted in teaching learning process to make the students develop logical thinking, critical temper, and problem solving ability.
- Free internet access in the library promotes the practice of self-learning and discussion.

### **Group Discussions**

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

### **Research Activities**

- Research activities are conducted in a few departments under the guidance of a senior faculty where the students of different semester get knowledge about emerging avenues and help them develop Research Aptitude.

### **ICT enabled Teaching**

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

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

#### 2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
60	61	61	60	58

File Description	Document
Upload supporting document	<a href="#">View Document</a>

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

Response: 74.33

#### 2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
48	48	46	40	41



File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

#### Response:

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.

The teachers also consider certain criteria like- timely submission, clarity, neatness, regular attendance etc of the students while evaluating the performance of students. For Lab experiments/practical assignment/tests (science subject) the faculty members evaluate the performance based on the instructions of the lab manual. While evaluating the Projects and Internships work of the students, the internal and external examiners both conduct the viva-voce and presentations and panel discussion are carried out as per the guidelines of the university.

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	Document
Upload Additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

#### Response:

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.

The onus of the institution is on the adoption of learning outcomes-based approach for curriculum

enrichment and execution. It is expected that higher education qualifications such as Bachelor's Degree programmes and PG Programmes are awarded on the basis of demonstrated achievement of outcomes (expressed in terms of knowledge, understanding, skills, attitudes and values measurable through Internal Examination CCE modes and experiential activity modules).

In the same regard, 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	Document
Upload Additional information	<a href="#">View Document</a>

## 2.6.2 Pass percentage of Students during last five years

**Response:** 83.4

### 2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1032	1187	968	717	662

### 2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1242	1219	1089	924	1001

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

File Description	Document
Upload database of all students on roll	<a href="#">View Document</a>

## Criterion 3 - 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 last five years (INR in Lakhs)**

**Response:** 1.75

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	0	0	.75

**File Description**

**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

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

**Response:**

The Chandra Shekhar Government Post Graduate Lead College, Sehore 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 that are organized from time to time with the stakeholders. To promote higher level of innovative and enterpreneurial activities, the Aquaculture department has initiated a vermicompost unit based on the concept of 'lab to field research'. The science departments provide a platform for students to exhibit their innovative ideas by participating in science exhibitions where they get an opportunity to come across new ideas and 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, success stories, and published research papers to inspire students.

The institute has received funds from RUSA which is channelized to upgrade more infrastructural and research facilities. A new computer lab building, a biotechnology lab building, and new classrooms are already constructed. The importance of research can not be undermined even at undergraduate level,

therefore to promote an innovative research culture, the students are taken for a visit to certain scientific industries/organizations/institutes like CRISP, CIPET, and EPCO etc. Here the students see, learn, and interact with the instructors and employees of these organizations which results in a practical exposure.

Programmes on research methodology are also organized and faculty members are encouraged to participate in seminars/workshops and publish/present their research papers. The students are encouraged to access latest online study materials available on the internet to keep themselves abreast with the latest ongoing research trends. The institute has certain faculty members who are registered research guides of the university.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### ***3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years***

**Response: 2**

#### **3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	1	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## **3.3 Research Publications and Awards**

### ***3.3.1 Number of research papers published per teacher in the Journals on UGC care list during the last five years***

**Response: 0.95**

#### **3.3.1.1 Number of research papers in the Journals notified on UGC CARE year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	3	5	26	23

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

**Response:** 0.22

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	2	3	6	2

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 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 last five years.

**Response:**

In order to ensure a holistic development of the students' personality, it is imperative that the students orient towards community service and welfare along with academic advancement. The college provides a ground for the values of social commitment and responsibility to germinate and bloom and usher in strides of community development. Such activities of societal welfare not only hone a learner's personality, but also strengthen and bolster community relationships and engagements. As the college has many small villages located in the vicinity, the onus of discharging duties of welfare and social assistance become more paramount.

The college has NCC, NSS units and a Swami Vivekanand Career Guidance Cell (SVCGC) that work in



tandem with the society to raise awareness about burning issues and bring in the waves of development and welfare. These units perform and participate in various community outreach programs by involving and motivating students and the local populace. The college lends the necessary impetus to the activities intended at social welfare through various programs wherein the students utilizing their knowledge find solutions to community problems, acquire leadership qualities and democratic attitudes, develop capabilities and skills to meet emergencies and challenges.

The most noticeable/distinct activities carried out by NCC and NSS units can be categorised under various heads- Health (Physical and Mental) Awareness, Environment Protection, Traffic/Road Safety Awareness, Swachha Bharat Mission, Fundamental Rights and Duties Awareness, Philanthropic Activities, Adoption of a Local Village, Awareness Rallies on Issues of National Importance, etc.

Every year, programs aimed at ecological and biodiversity conservation are conducted. Tree plantation drives are regularly organized in the college where the college staff- teaching and non-teaching along with the students actively participate and plant trees in college premises. On World Environment Day, the students embark on rallies with placards chanting slogans on environment protection. In a welcome move, the single use plastic was collected from around the college premises and handed over for recycling. The Seevan river is the lifeline of the agricultural economy of the Sehore District. Every year, the students of the college clean the river so as to retain the purity of the water body.

The importance of maintaining good health- physical and mental cannot be relegated. The college focuses on raising awareness on various ailments plaguing the society, especially among the uneducated strata of the society. Street plays on Covid Mitigation Methods, AIDS awareness, Awareness rallies on De-addiction, Dengue and Malaria are periodically organised. Vaccination camps(Covid-19) were also set up in the college which registered the participation of people from across the city. Yoga training and meditation sessions are conducted to facilitate mental health.

Voter awareness rallies are also organised by the students of the college to spread the word on the importance of exercising the voting rights. The formation of human chains on the issue is also a recurrent feature.

Many social evils namely child marriage, child labour, female infanticide, etc. are also addressed by the community outreach programs conducted by the college students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

#### Response:

The institution has made its presence felt in the entire Sehore district through a range of extension activities that are regularly organized in the city and adjoining villages. These pertain to certain environment centric programs, celebration of days of national importance, health and hygiene awareness activities, youth



oriented programs, etc. The district administration has recognised the efforts of the institution in organizing regular blood donation camps in the campus. Our students' contribution in blood donation activities during pre and post Covid times has been recognised by a major media house. They have been awarded an appreciation letter by this leading daily for the efforts. The NSS volunteers of our institution have been actively working in the domain of health and their efforts have been lauded by the administration. Two of our NSS volunteers (Sumit and Sharmila) have been given a certificate for his participation and active role in 'Health-Public Hygiene and Personal Health' by the state government. The local media has been applauding the efforts of the college in organizing vaccination drives and health checkup camps for the larger public good.

The NCC cadets of our college are known for their participation in extension activities all the year round. Two of our students (Akash Sinoriya and Divya Vishwakarma) have received certificates for their participation in All India Thal Sainik Camp in Delhi, and for the same they were felicitated by the district collector, Sehore. Another student (Sumit Barode) received a certificate from NIYC for participation in National Integration Youth Camp and also, received a certificate for his participation in National Integration Camp from Ministry of Youth Affairs and Sports. Sumita Barode also participated in the International Youth Leadership Camp where he represented Madhya Pradesh and received a certificate.

The faculty members have also been active in performing their duties towards the society. Dr. Dinisha Malviya has received a letter of appreciation for her immense contribution and active involvement in the Swachhata Action Plan 2021-22 from Environmental Planning and Coordination Organization, Bhopal. She has also being given an ESW Appreciation Award from Environment and Social Welfare Society, Khajuraho for support in ESW activities. Dr. Geeta Verma was felicitated by the Department of Women and Child Development (Govt. of M.P.) on Women's Day for her contribution in the field of education.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

**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 organised in collaboration with industry, community and NGOs) during the last five years**

**Response: 51**

**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., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
8	6	9	20	8

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.5 Collaboration

<p><b>3.5.1 Number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research and other academic activities during the last five years:</b></p> <p><b>Response: 5</b></p>	
File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

##### Response:

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. The infrastructure has been considerably improved, keeping in view the student's strength, curricular needs and the feedback received from the stakeholders. Smart classrooms are developed to facilitate the requirements of advanced and effective teaching and learning especially during the pandemic. Efforts have been made to make the campus green and clean through the combined efforts of the students and staff. The college campus covers well-maintained classrooms, lecture halls, equipped science laboratories, computer labs, an auditorium and multipurpose gymnasium. The college has good infrastructural facilities and resources to conduct curricular, co-curricular and extra-curricular programs and activities. Continuous development of the infrastructure, renovation and maintenance is done with the help of PIU. Most of the classrooms and sensitive places of the college campus are equipped with CCTV Cameras and Wi-Fi facilities.

##### Classrooms:

The College has classrooms with green boards, fans and proper ventilation for conducting regular classes. The rooms are well furnished and properly lit. Besides conducting regular classes, the classrooms are used for conducting remedial coaching, annual and semester examinations, mentoring sessions, association activities, indoor competitions, training programs etc. 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. In addition to the regular curriculum, students are encouraged to pursue their study/project work in the emerging areas of research. 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.

##### 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. The gymnasium has a multi-station machine in which 16 different types of exercises can be done.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>

#### **4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)**

**Response:** 82.06

##### **4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
8.94	50.33	103.47	76.55	34.38

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## **4.2 Library as a Learning Resource**

#### **4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library**

**Response:**

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. The magazines news papers etc. and other reading material are subscribed after the recommendations of the

Advisory Committee. It also has a rich collection of reference books, general books, exam preparation guides to support the students. The library of the college has partial facility of issuing books through the SOUL 2.0 library automation software. Complete automation of the library is under process. The renewal of the college library on the N-List has been done. The staff members, research scholars and students have been enrolled in the National Digital Library to access the huge resources. The library has a browsing center, and photocopy facility available. The library is well lit and properly ventilated with a big reading room. The library has also a guidance and counseling cell. 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. 02 books for UG students and 03 books for PG Students are issued at a time for a period of 14 days. A library card is issued to every student.

**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. The Purchase committee plays its part in ensuring smooth operations and transparency in the process. Reference book worth 50,000/- have been purchased in the year 2021-22 through World Bank project. Also, in the previous years books were purchased from UGC, 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
- SC/ST students are provided books & stationery worth Rs. 2000/- each as per the government's scheme.
- 05 staff members (one librarian and four assistant and helping staff)

**Future Plans:**

- An award to be given to most regular visitor/user from next session.
- Reprography services to be made available throughout the year.
- Equipping the library for research oriented studies with the latest technology.
- Collaboration/MoU with other institutions in the exchange of study materials for multidisciplinary education system as envisaged in the NEP.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

### 4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

#### Response:

IT Facilities are the backbone of the learner centric, participative pedagogy. As most of the activities of the college are increasingly done online, it has become important to upgrade the systems to bring at par with the recent technological advancements. Right from the admission of students using the e-pravesh portal to sanctioning of scholarships, many administrative and financial tasks necessitate the use of IT. The institution has an effective IT Infrastructure with an internet bandwidth of 200 mbps. At present, college has a policy to update its IT infrastructure regularly. The IT cell asks for the requirement of each department at the beginning of every year. It further evaluates the technical specifications and moves ahead with the best and optimized technical specification. 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. Earlier, 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 College also has 02 generators installed for emergency power backup. The College has kept 04 Dongles in place for emergency use of internet. College has Biometric attendance apparatus for the teachers and other staff members. The College has 04 Wi-Fi access points for students and teachers.

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.

#### • Comparative Chart Showing an Upgrade of ICT Facilities

S.N	Facility	In 2017	In 2022
1	Total Computers	97	135
2	Campus Network	Broadband with LAN and Wi-Fi in Lab, Library and office	Broadband with LAN and Wi-Fi in Lab, Library and office
3	Internet Facility	100 Mbps	200 Mbps
4	Computer Laboratory/Centers	02	02
5	ICT enabled Classrooms	07	07
6	Smart Classrooms With DTS	Nil	03
7	Printers, Scanners and Photocopiers	20	28

8	e-Journals	6000	13330
9	e-Books	97000	153872
10	Number of LCD Projectors	09	12

File Description	Document
Upload Additional information	<a href="#">View Document</a>

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

**Response:** 60.21

##### 4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 62

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

**Response:** 17.91

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

2021-22	2020-21	2019-20	2018-19	2017-18
8.92	7.91	22.05	11.42	9.42

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

**Response:** 79.3

##### 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2869	2612	2759	2515	2558

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

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#### 5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

#### 5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

**Response:** 3.97

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



2021-22	2020-21	2019-20	2018-19	2017-18
93	17	88	159	310

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

**Response:** 23.17

#### 5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
277	266	207	166	142

#### 5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1032	1187	968	717	662

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 61.9

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
6	2	4	1	0

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

2021-22	2020-21	2019-20	2018-19	2017-18
8	3	5	3	2

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 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 last five years**

**Response:** 44

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at**

*national/international level (award for a team event should be counted as one) year wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
17	0	1	10	16

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 26.8

#### 5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
41	0	34	24	35

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 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

**Response:**

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. From the past few years we have been collecting detailed contact information of the pass out students to prepare record of the former students of our college. 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 college also appraises them of the developments in the college. 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.

- They donate books to the poor and needy students.
- Family members of alumni are studying in this college and they visit college from time to time and share their valuable suggestions with teachers and students.
- In the alumni association meetings, and activities pertaining to development of the institution are planned such as-
  - Tree plantation in the college campus
  - Motivational programs for the students
  - Sharing of experiences with the students
  - Guidance for the development of students

Most of the members of the association run their own business, some work in agriculture based occupations and very few are employed in the public sector. Some alumni members have their private schools, small scale industries, while others are advocates, teachers, doctors, etc. As they are working in almost every field, they are able to extend help in various activities conducted in our college. They help students by giving them opportunity to work as an intern in their institutions. As a result, there has been a bilateral give and take relationship between the institution and its alumni.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

**6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance**

**Response:**

**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 so as to develop skilled human resource to compete with contemporary challenges, like cyber crimes, human right violation etc.

**Mission:**

- Empowering the students with best possible quality education in an environment that promotes the growth of an individual in not only academics, but in a holistic manner so as to groom their personality.
- Accessibility to and equity in aspiring learners in education from every stratum of society.
- 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.

As the vision and mission of the college are noble aims to be realized, the governance of the institution is a viable blend of rigidity and flexibility, to provide the needed autonomy at some places and maintain a strict hold at others, corresponding to the stakeholders involved in the process. The regular feedback of the students obtained either orally or communicated in a written format. A few former students are also invited as members of the IQAC which provides a suitable platform for the student fraternity to propose their ideas concerning the plans for academic and infrastructural expansion. In order to ensure quality, transparency, and accountability in governance, certain mechanisms are put in place. For instance, an increasing use of ICT enabled practices in day to day dealings. The revenue generated through the collection of fees from the students is kept in the Janbhagidari Nidhi. The fund from this nidhi is utilized for the academic and infrastructural development in the college- lab infrastructure, books etc.

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. Admission Committee, Cultural Committee and Scholarship Committee are few of the most important committees of the college. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of all the faculty members. The Internal Quality Assurance Cell acts as a steering force for the college as in its meetings, it rolls out the development plan of the college with regard to both qualitative and quantitative advancement. The Janbhagidari Samiti is also an important element of college administration which executes participative management by ensuring people's participation through a bottom-up approach. The non-teaching staff makes a significant

contribution to the functioning of the college, especially in the technical domain.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

#### Response:

The college is a government institution affiliated to Barkatullah University, regulated by the department of Higher Education, MP government and works on the guidelines issued by the department. Effective and efficient functioning of the college is governed through different administrative sections. A hierarchical setup is established from top management to the bottom level clearly demarcating the duties, responsibilities and accountability of the concerned at every stage.

The HODs coordinate with various committees to coordinate the departmental activities. The IQAC is an internal guiding force of the college as it chalks out the various development plans of the college under various heads - academics, administration, research, student welfare and social commitment. There's also a Janbhagidari Samiti headed by the District Collector and comprising members from the society. All members of the Janbhagidari Samiti, the head of the samiti and the Principal put forward their suggestions and proposals for the selection of teachers, computer operators, and technicians.

The administrative office is in charge for fulfilling the administrative duties pertaining to the college. The chief accountant, head clerk, junior clerks, peons and a few computer operators constitute the office administration staff. They are supported by other helping staff that performs a variety of duties. The Alumni Association provides the necessary guidance and motivation to the present students and also communicates the suggestions/feedback for the betterment of the college.

The Institute follows and practices the rules and guidelines of the UGC for appointments and other service staff selection. The appointment of teaching faculty is done by the state government through a selection process of the PSC. The clerical staff and other junior staff are selected through state government procedure.

It has been more than fifty years since the inception of the college and a substantial growth in all aspects is seen. For the development to be sustained, formulation, communication and implementation of strategies through a perspective plan that aligns with the vision and mission of the college is indispensable. The planning is done under various heads; curricular aspects, teaching/learning, research, infrastructure. The plan is shaped after a thorough analysis and assessment of the strengths, weaknesses and accomplishments of the past and also the needs of the future. Various short terms, medium term, and long term development

plans are formulated and steps are taken to implement them by involving all the stakeholders. Annual action plans are prepared in the meetings of the Internal Quality Assurance Cell which are held at least twice a year. The financial plan is prepared by the Principal in consultation with the chief accountant. The amalgamated committee, together with the Principal and accountant chalk out the annual development plan. The meetings of the RUSA/World Bank committee are regularly organized to discuss the plans for the utilization of the fund for the development of the college infrastructural facilities. The Swami Vivekanand Career Guidance Cell chalks out the plan of the placement drives to be organized in the college in accordance with the Personality Development Calendar released by the department of Higher Education.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.2.2 Implementation of e-governance in areas of operation

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

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

**Response:**

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

**The welfare schemes available for teaching staff:**

- Casual Leaves
- Medical Leaves and Reimbursement
- Maternity and Paternity Leave Benefits
- Child Care Leave as per norms.
- Leave Encashment during retirement



- Retirement Benefits
- Reservation in admissions for the wards of college employees.
- Study Leave
- Group Insurance Scheme for employees.
- GPF advance/GPF part final
- ICT infrastructure
- E-Service book

**Other Benefits:**

- All the non-doctoral staff members are encouraged to get themselves enrolled in the PhD course
- Seminars/Workshops/Trainings for updating knowledge and providing exposure
- Library support – access to INFLIBNET and N-LIST
- WIFI support on campus for academic activities
- Gymnasium and yoga facility
- Secure campus
- Ramp facility for disabled

**The welfare schemes available for non-teaching staff:**

- Casual Leave
- Medical Reimbursement
- Group Insurance
- Leave Encashment
- Loan from GPF
- Maternity benefits
- Retirements benefits
- Employment benefits to the family member of an employee in case of death

There is very clean campus with greenery and fully equipped office and other work place facilities with proper ventilation a good work space. Both teaching and non-teaching staff have facilities like medical leave, they also attend training courses as per the government norms. They are issued identity cards by the institution. The college has a canteen, a big play ground and a gymnasium for yoga and indoor games for both students and staff. The college has good drinking water facilities and washrooms. The teaching staff has a membership of the 'Staff Club' which regularly organizes get-togethers, farewell function and festival celebrations.

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

From time to time the Principal calls meetings to take suggestions from both teaching and non-teaching staff for smooth working of the college. The suggestions are taken and their implementations are done seriously and cautiously for achieving the goal. Every month, the Principal checks and reviews the Daily Diary and students' attendance register of each teacher. The Principal participates in regular meetings of the District Collector, AD, and Commissioner through video conferencing where the Principal presents the college reports and appraises the concerned authority of the college working. At the end of every academic



session, the employees have to fill the Annual Confidential Report, a report that reviews and analyses the annual performance/achievements of every employee and submit it to the IQAC. The ACR is checked by the IQAC and then it is sent to the Commissioner, Higher Education through A.D. for further appraisal.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

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

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

### 6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 18.34

#### 6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
13	9	25	19	9

#### 6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
22	23	21	22	21

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

#### Response:

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

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

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

### **Response:**

The IQAC is an internal steering force of the college as it rolls out plans for the advancement of the institution. It develop and applies quality benchmarks, and facilitates the creation of a learner centric environment which is conducive to providing quality education it chalks out the development plans of the college in the IQAC meetings. With an aim of institutionalizing the quality assurance strategies and processes, the IQAC has been actively taking part and has played an indispensable role in chalking out the college's plans pertaining to areas of academics, infrastructure, extension activities etc. The IQAC takes the responsibilities of making available the resources necessary for carrying out its activities for quality enhancement of the college. The following are few of the initiatives taken by the IQAC:

### **Infrastructure Development and Upgradation:-**

- Renovation of the auditorium.
- Renovation of the classrooms of the first floor.
- Construction of the ramps for the disabled.
- Construction of Girls Common Room.
- Construction of cemented approach road.
- Construction of canteen.
- Construction of computer lab above library.
- Construction of gymnasium and yoga hall.
- Whitewash/Repainting of the college building.
- Proposals for the construction of new academic block were sent through IQAC.
- Purchase of printers,UPS,fans and coolers.
- Purchase of equipments for science and computer laboratories.
- New wiring and electrification.
- Installation of CCTV cameras.
- Setting up classrooms with ICT facilities.

### **Academic Initiatives:-**

The IQAC strives for academic excellence in all its endeavors. During the last five years; guest lectures, workshops, seminars and field visits were organized in various departments with the support of IQAC. At the onset of every academic session, an induction/orientation program is organized for the students by the IQAC.

### **Feedback:-**

In a process of maintaining the quality standards of the institute, the IQAC collects feedback from all its stakeholders. It provides a feedback form (offline and online) which is duly filled by the students, staff, parents and alumni. The feedback collected is analyzed by the IQAC and it takes efforts to chalk out developmental strategies for the institute in keeping with the feedback obtained.

**Extension Activities:-**

The NCC and NSS units of the college in concurrence with the IQAC regularly organize extension activities for the students of the college. Blood donation camps, de addiction drives, anti tobacco rally, village adoption, cleanliness campaigns, street plays (nukkad natak) are some of the major extension activities. The most distinct activities carried out by NCC and NSS units can be categorised under various heads- Health (Physical and Mental) Awareness, Environment Protection, Traffic/Road Safety Awareness, Swachha Bharat Mission, Fundamental Rights and Duties Awareness, Philanthropic Activities, Adoption of a Local Village, Awareness Rallies on Issues of National Importance, etc.

**Other Initiatives:-**

- Discussions and review meetings are regularly organized by the IQAC to gauge the progress of every department and chart a future course of action.
- It prepares the Annual Quality Assurance Reports.
- It drafts the annual planners.
- It plays a role in the preparation of AAA report.
- It performs the advisory role for general development of the institution.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**6.5.2 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

**Response:** B. Any 3 of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

##### Response:

To address the women related issues, the college has drafted a sensitization action plan with a focus on female centric issues. The plan includes:

- Women Grievance Redressal Cell – The cell caters to grievances of female students and takes necessary and prompt action.
- Counseling – A senior female faculty member acts as counselor.
- Safe and Secure campus
- Common room
- Scholarship exclusively for the female students from rural areas.
- Separate NCC wing for girls.
- Separate NSS wing for girls.
- Equal opportunities for girls in the college admission/activities/roles etc.
- Celebration of Women's Day.
- Self defence training for female students.
- Child Care Leave and Maternity leave to female employees.

Each year the gender sensitivity promotion initiatives start even before the session begins. The program organized to create awareness among girl students and the public about women's right to education is called "College Chalo Abhiyan". In this program, the teachers from college visit all the schools in nearby villages and city areas from where the girls pass 12th standard. The teachers hold sessions with the girl students and their parents and give them information about Higher Education and its importance. Under the College Chalo Abhiyan, the teachers counsel the girl and the parents and try to solve their queries regarding the safety/travel and financial burden in the process of educating a girl child. This program has resulted in an increase in the number of females taking admissions in college. In order to pay respect to womanhood, an idol of goddess Sarasvati is worshipped at the commencement of every cultural activity and her blessings are sought for its successful conduct. The female students, age bar is lifted, in admissions. Self defence training is given to empower them for any unwelcomed situation. The Women Helpline number is displayed at key places in the campus. The college offers many scholarships and runs several schemes in order to support female students and increase their Gross Enrollment Ratio. Gaon Ki Beti yojna and Pratibha Kiran Yojna are key schemes. A complaint box is kept for girls, where they can drop their complaints, if any and the Principal monitors these complaints. Many female students drop out of educational institutes because of a lack of washrooms, hygienic common rooms, etc. In order to provide the girls a safe and sound space, the college not only has separate washrooms for female students and staff and common room facility available but also has a sanitary pad vending machine installed within the campus. There are CCTV cameras installed at key places to enhance security within the campus. To promote a sense of freedom while studying, and to reduce the dropout cases of female students, various programs, lectures are organized. Workshop on mental health focusing on increasing suicide rates and rising cases of depression are conducted for female students. Topics related to women's rights and duties,

also the human rights and gender issues, Posco Act of the constitution etc. are part of the syllabus.

The institution regularly celebrates several national/international days and events to promote universal ethics and brotherhood.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

#### 7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

**Response:** A. 4 or All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

#### 7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

#### 7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

**Response:**

The institution takes multifarious efforts towards creating an inclusive environment in the college so as to promote tolerance and harmony for different cultural, regional and communal diversities. Under the Ek

Bharat Shreshtha Bharat Abhiyan, students were given a taste of Manipuri tradition and culture through a study of Manipuri food and language. Days of national importance like; National Ekta Diwas, Gandhi Jayanti, Independence Day and Republic Day are celebrated with vigour and zeal. Celebrations like these teach the students how the leaders worked together to uphold the unity and diversity of the country. It helps the students and staff cherish the national values and facilitates the performance of the Fundamental Duties, which direct towards promoting the feelings of fraternity and universal brotherhood through both words and actions. The Youth Festival is celebrated annually to give the students a platform to cherish the rich diversity of the country. Har Ghar Tiranga, Azadi ka Amrit Mahotsav, 150th Mahatma Gandhi Birth Anniversary, and other similar programs give an insight to the students about freedom fighters, social activists who worked for the unity of India and built a strong foundation of the nation. 75th Anniversary of Dandi Salt March program was organized from 12/3/21 to 5/4/21 where students through bicycle rally and essay writing competition gave the message of brotherhood and patriotism. On 8th March, International Women's Day is celebrated where girls donate blood to bring a change in the mindset of people that consider women as the weaker sex. Sadhbhawna Diwas ,Komi Ekta week etc are also practiced wholeheartedly.

Activities and programs are organized in the college to sensitize the students and employees about the constitutional obligations like their rights, duties, responsibilities, etc. On the first of every month the national anthem, Madhya Pradesh Gaan, and Vanday Matram Gaan are sung by the students and staff members. To remind everyone of their constitutional obligations and their duties towards the country, the Constitution Day is celebrated every year with enthusiasm and vigour. Essay writing competition, slogan, rangoli, nukkar natak, poster making are organized in the college to maximize students' participation and involve them in the celebration of the important days. On 26th November and 25th December respectively, oath taking ceremony on Samvidhan Diwas and Good Governance are organized. Here the importance of the role of the Drafting Committee in the framing of the constitution, the sources of constitution and their features are discussed with the students. On 25th January, on the Matdata Diwas programs like debates, quiz, speech, and essay writing competition are conducted to raise awareness on the fundamental rights and duties. The message to perform one's right to vote in an unbiased and unprejudiced manner is shared in these programs. On 10th December, Human Rights Day is celebrated in the college wherein the students participate in group discussions and seminars on human rights. Topics that uphold the great values of the nation are taught in the foundation course syllabus.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

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

**THE PRACTICE:** Blood donation is one of the key practices followed in the college. The surrounding



villages/tehsils etc. depend upon the Civil Hospital at the district headquarters for all medical aid. As in all dire medical needs blood is required, the college contributes towards the same. Every year, the college staff, both teaching and non-teaching participate in blood donation drives. It is noteworthy to mention that, the students also register their participation in large numbers for the noble cause. The enthusiasm shown by the students and teachers in these drives is a reflection of their sincere commitment to their social responsibilities. Participation of girls in large numbers is a testimony to this.

Celebration of the Road Safety Week is a step towards carrying out social responsibility of the college. Our students take part in the activities of national Road Safety Week to spread awareness on the steps needed for promoting greater safety on the roads. During this week- the students work in tandem with the traffic police of the city and perform different activities for enhanced road safety. Sehore being a small city, our students thought it essential to educate people on the rules pertaining to the road.

The corona pandemic was an unprecedented calamity. The college did its part in mitigating the disaster. Our student volunteers visited remote villages and made an attempt to connect with the people and clear their apprehensions about getting the vaccination. A street play was also organized at the Bhopal Naka. The college students visited the villages of Avantpura and Sewaniya to exercise the Cleanliness Campaign to fight the deadly virus.

The college realizes the importance of a sound mental health along with good physical health. In this regard, yoga and meditation practices are organized in the college. A twenty one day Yoga Training Program under the aegis of Kaivalyadham Yoga Training Center was organized in the college from 11.01.2019 to 31.01.2019. The college staff- both teaching and non-teaching, the students of NSS, and the NCC cadets registered an active participation in the program. The trainer, Mrs. Vinita Yadav trained the attendees on the various yoga positions or asanas Makrasana, Bhujanagasana, Sarvangasana, Brajasana, Brahamasana, to name a few. Several breathing exercises like Anuloma-viloma, Pranayama, etc. were also taught to the trainees. It was an effective and a successful program as it enlightened the trainees on the importance of yoga and related practices.

Addiction and intoxication are the evils gripping the modern day youth. It is important to spread awareness among the youth of the need to abstain from alcoholism as they form the chief human resource of the country. Several activities are organized regularly in order to check and curb addiction. Rallies were organized in the college which started from the college gate and moved towards the vicinity chanting slogans and flashing placards on the prohibition of alcohol consumption and addiction. A street play was also organized on the same theme to catch the eye of the audience and make them aware of the need to plunge into society. Several competitions - Speech, Poster making, Essay writing were organized to motivate people to abstain from / quit smoking, drinking or substance abuse. No Drug Abuse Week and International Drug Abuse Solution Day were celebrated in the campus and the message of de-addiction was circulated. The purpose of such programs is to raise awareness on the negative consequences of drinking - psychological, physiological and social disturbances that ensue from alcohol and drug consumption. People are also made aware of the constitutional directives against illicit drugs and drinks. The constitution of India under act 47, enjoins that The NSS and NCC students provide just the right leadership to other students in carrying the movement ahead.

**Title of the practice II: CLEANLINESS CAMPAIGN: CLEAN INDIA-CLEAN MP-CLEAN SEHORE**



**THE PRACTICE:** - The students are made to take part in various cleanliness drives all the year round. In these drives, they clean the local river banks and other historical sites in the city. In addition to this, the students and staff also clean the college campus/premises regularly. Every once in a while, the faculty and students perform the task of cleaning the classrooms. The cleaning apparatus- brooms, mop cloth, gloves, garbage bags are distributed to them. Green and blue color dustbins are placed at various corners in the campus so as to easily segregate bio-degradable and non-biodegradable waste. In order to make the students inculcate cleanliness practices, some activities that focus on recycling the discarded materials- 'Best out of Waste' are conducted. So as to make this a regular practice, the students and staff take the 'Oath of Cleanliness' every year.

The rising number of depression and suicide cases among the students and youth is alarming. Taking note of prevailing mental issues among the youth, the institution makes an effort to strengthen the students' mental health through these activities. It is noteworthy to mention that the institution is keen at helping the students cultivate the habit of mental cleansing in tandem with the physical act of cleansing. Regular yoga training programs and meditation session are organized for the both faculty and students. Some of the primary activities that are undertaken every year are:-

- Cleaning of the local water body- Siwan river. This river is the life line of Sehore's economy and regular cleaning of its banks is important. Our students and faculty- particularly the NSS and NCC units perform the cleaning acts.
- Cleaning of the village adopted by NSS every year. Not only do the students adopt a local village but regularly monitor the areas. The local village communities are made aware of the importance of adopting cleanliness practices.
- Cleaning of the local historical sites. The ancient monuments and sites are frequented by visitors who litter the premises. Our students participate in cleanliness drives at such places and also raise awareness on protecting these sites.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

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

**Response:**

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

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.

It does happen that the students, sometimes, are reluctant in asking questions to their concerned teachers but can freely communicate their doubts and queries to their classmates and fellow learners. This method of teaching and learning, in a way, bridges the gap between the teacher and the taught. The teachers during the classroom interaction with the students identify the difficult topics or the portion of the syllabus that require revision or those which are important from the point of view of final university examination. Later, the students take up the same topics/lectures for group learning or teaching as the students are more at ease when their own friends clarify the concepts of the syllabi. The teachers facilitate the learning process by filling in wherever the students fall short. This has also helped in cultivating an academic environment in the class. In order to make the classes interesting, the students are encouraged to use posters, charts, YouTube videos, etc.

This experiment has started showcasing positive results in different ways. Not only has it improved the communication skills of the students, but has also greatly worked in helping the students shed their inhibitions and has boosted their self confidence. This Group Based Learning (GBL) has also resulted in creating a better class ambience for the students. The most distinct upside of the exercise is the development of the qualities of leadership and team work in the students' personality. It is heartening to see the weaker students gradually take the initiative of teaching the fellow learners. As most of the students belong to economically weaker backgrounds, this mode of learning gives the well-off students a chance to share their notes and books with their classmates. The barriers of religious, social, economic differences are smashed in these classes, resulting in an atmosphere of acceptability, tolerance and fraternity. It also leads to healthy competition among the students. An academic environment like this which involves demonstration activities facilitates the development of research aptitude in the students. Another advantage of GBL is that the teachers get a chance of evaluating their own performance as well as the cognition level of both advanced and slow learners. A lively and active class generates interest in students for their chosen subject and the students look forward to come to class regularly.

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.

Most of the P.G. departments encourage this practice and it has helped especially those departments where there is a lack of faculty members. Sometimes, projects are given to a group of students, especially in New Education Policy. The Group Based Learning has enabled under-graduate students to complete their field projects in a better way. Before the final examination, the topics are revised and difficult topics discussed in these classes. It helps the students to perform better in their final examination.

<b>File Description</b>	<b>Document</b>
Appropriate web in the Institutional website	<a href="#">View Document</a>

NAAC

## 5. CONCLUSION

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### Additional Information :

Chandra Shekhar Azad Govt. P.G. Lead College is one of the premier institutions catering to the needs of the rural students of about 25 to 30 villages near an around Sehore district. It holds the distinction of being the lead college of the Sehore district. As the parent body, it has under its aegis many government & private colleges of the district whose administrative, academic and financial matters fall in the purview of this institution. The following are some notable features/information about this institution:-

- Scholarships disbursement (various types) of govt. and private colleges (more than 50 colleges)
- The NEP 2020 introduced recently is functional here.
- Construction of new computer lab.
- Construction of new Biotech lab.
- Renovation of old building roof.
- Smart classes increased.
- N-List facility in library.
- New canteen facility.
- National and International seminars.
- Inspection of govt. schools by faculty (Pratibha Kiran Parv).
- About 170 Army selections of NCC Cadets.
- About 09 NET/SLET selections
- Study Centre for Bhoj Open University
- 02 village adoptions under Godgram scheme by NSS students
- Construction of a modern new college building through RUSA funds
- Research centres in 04 subjects
- Faculty as subject experts and research guides
- Examination centre for PSC and other govt. exams including Barkatullah university exams
- Faculty as members in Central school selection boards
- Admission and examination centre for B.Ed. course of colleges of entire Sehore district
- MoUs with local industries
- Vaccination camps for the college students, staff, and local populace
- Career fairs in collaboration with district administration
- Participation in energy awareness (URJA) Campaign
- An active Janbhagidari Samiti
- Performance of electoral responsibility and duties by both student and staff
- Excellent performance in the area of social responsibility like cleanliness, traffic management, deaddiction drives, social evils, etc.
- Special recognition by Department of Health and social media for Blood donation
- Regular educational tours, field visits and guest lectures
- Environmental initiatives and plantation drives
- Active participation in philanthropic activities
- Efforts towards women empowerment through various efforts

### Concluding Remarks :

The institution is a centre of a combination of holistic value based education and ICT based teaching pedagogy for students. Students not only excel in academics but also in cultural, social, sports and yoga activities. Annual cultural festivals, youth festivals, sports events and science exhibitions etc. are organised every year. The unique selling proposition of this institution is that it has separate wings of NCC for both boys and girls, and also has separate wings of NSS for both boys and girls. Therefore, a large number of extension activities related to health, hygiene, literacy, RDC training camps and examination are a regular feature. Programs like Ek Bharat Shreshth Bharat, Hindi diwas, Ozone day, Chandrashekhhar Azad diwas etc. are organised annually.

Environmental Ethics are an indispensable part of culture and due emphasis is given to conservation of water and energy. Green audit, Energy audit and Financial audits are periodically conducted in the institution.

The institution already has a green and clean campus along with a huge play ground, a gym, yoga room and a big parking area. However, the increasing number of students and NEP 2020 demands an expansion of campus and academic foresight. Therefore, the science departments and few other laboratories would be moving to the newly constructed college building. A plan to make the institution a study center for IGNOU is in the offing. It is an heartening effort of the institution that free competitive examination coaching is being provided to the students of the college. With most of the students having rural and farming background and having studied in rural schools, it will take the institution to go an extra mile to bring these students at par with the policies of NEP 2020. It is hoped that the institution shall fulfill this expectation in future.