IQAC Submission

Academic Year to which AQAR has to be submitted : 2015-2016

Yearly Status Report - 2015-2016

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT AUTONOMOUS GIRLS P.G. COLLEGE OF EXCELLENCE**
Name of the head of the Institution	**DR AKHILESH KUMAR PATERIYA**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**

Phone no/Alternate Phone no.	**07582404480**
Mobile no.	**9425451546**
Registered Email	**heggpgcsag@mp.gov.in**
Alternate Email	**naveengideon@gmail.com**

Address	**NEAR BUS STAND KRISHNAGANJ WARD SAGAR MP**
City/Town	**SAGAR**
State/UT	**Madhya Pradesh**
Pincode	**470002**

2. Institutional Status

Autonomous Status (Provide date of Conformant of Autonomous Status)	**01-Mar-2002**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR. ALOK SAHAI**
Phone no/Alternate Phone no.	**07582404480**
Mobile no.	**9425170600**
Registered Email	**heggpgcsag@mp.gov.in**
Alternate Email	**neeralok84@gmail.com**

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	**http://www.heggpgcsag.com (http://www.heggpgcsag.com)**
4. Whether Academic Calendar prepared during the year	**Yes**

if yes,whether it is uploaded in the institutional website: Weblink :	http://www.heggpgcsag.com (http://www.heggpgcsag.com)

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.86	2009	16-Sep-2008	15-Sep-2013
2	A	3.02	2014	05-May-2014	04-May-2019

6. Date of Establishment of IQAC	01-Dec-2006

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
NATIONAL DIGITAL LITERACY MISSION	10-Aug-2015 1	600

View File
(https://assessmentonline.naac.gov.in/public/Postacc/Quality_Initiatives/9171_Quality_Initiatives.pdf)

8. Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
GOVT AUTO GIRLS PG COLLEGE OF EXCELLENCE SAGAR MP	AUTONOMOUS	UGC	2002 1825	750000

View File (https://assessmentonline.naac.gov.in/public/Postacc/Special_Status/9171_Special_Status.pdf)

9. Whether composition of IQAC	Yes

as per latest NAAC guidelines:	
Upload latest notification of formation of IQAC	**View File (https://assessmentonline.naac.gov.in/public/Postacc/Formation/9171_Formation.pdf)**
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)
1. NATIONAL DIGITAL LITERACY MISSION. 2. DISTRICT LEVEL DIVISION LEVEL ORGANISATION OF CHESS COMPETITION. 3. DIVISION LEVEL ORGANISATION OF VOLLEYBALL COMPETITION. 4. PARTICIPATION OF NCC CADET IN INDEPENDENCE PARED MARCH PAST. 5. 21 DAYS TRAINING WORKSHOP FOR GIRLS.
No Files Uploaded !!!

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

Plan of Action	Achievements/Outcomes
WIFI CAMPUS	**IMPLEMENTED**
WATER COLLER PURIFIER	**IMPLEMENTED**

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	No
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization
BA	BA	ARTS
BSc	BSC	SCIENCE
BCom	BCOM	COMMERCE
MA	MA	ARTS
MSc	MSC	SCIENCE
MCom	MCOM	COMMERCE

| BBA | BBA | MANAGEMENT |
| BCA | BCA | COMPUTER APPLICATION |

| View File (https://assessmentonline.naac.gov.in/public/Postacc/Syllabus_revision/9171_Syllabus_revisi |

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code
	Nil		

No file uploaded.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Da
	Nil	

No file uploaded.

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/El
	Nil	

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Stud
Nil		

No file uploaded.

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Proj
BA	ARTS	442
BSc	SCIENCE	648
BCom	COMMERCE	419
MA	ARTS	251
MSc	SCIENCE	195
MCom	COMMERCE	58

BBA	MANAGEMENT	29
BCA	COMPUTER APPLICATION	22

View File (https://assessmentonline.naac.gov.in/public/Postacc/Projects_undertaken/9171_Projects_undert

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	
Teachers	
Employers	
Alumni	
Parents	

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

No Data Entered/Not Applicable !!!

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application recei
BA	ARTS	677	813
BSc	SCIENCE	972	1200
BCom	COMMERCE	519	650
MA	ARTS	314	450
MSc	SCIENCE	264	350
MCom	COMMERCE	213	325

| BBA | MANAGEMENT | 29 | 50 |
| BCA | COMPUTER APPLICATION | 17 | 40 |

View File (https://assessmentonline.naac.gov.in/public/Postacc/Demand_ratio/9171_Demand_ratio_16

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in institution teaching only PG courses
2015	5556	1412	4	85

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart cla
89	10	50	0	1

No file uploaded.

No file uploaded.

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Government Autonomous Girls' P.G. College of Excellence, Sagar was established in 1964 and was taken over by the Government of Madhya Pradesh i four streams – Arts, Science, Commerce and Home Science. Presently, this institution offers BBA, BCA, B.Lib.Sc and M.Lib.Sc courses also. The college h irrespective of caste, religion and financial background. Many of our students from rural areas lack proper academic background and financial back-up. Ow entertain the hopes and aspirations of these students to fulfil the underlying principle of the institution of imparting quality education to one and all. Thus feature to render equitable service to all our students having varied background. Student-mentorship has the following aims: 1. To enhance teacher-stud academic performance and attendance of the students 3. To minimise student drop-out rates 4. To identify and understand the status of slow learners ar render equitable service to students The college has followed the suggestion made by IQAC and the Department of Higher Education, Govt. of Madhya I

system. The importance of integrating the system for enhancing students' performance is a common resolution adopted by a committee of the teaching f
effectively put into practice after it was first resolved in 1996. With a wide variation in the student population in regard to educational and economic b
provide a better understanding of individual students and bring out their highest potential. It also appears to be the most effective method or weapon for
are vulnerable to drop-out from studies. Design Implementation The IQAC had taken the initiative of implementing the mentoring of students. Students ar
studies and also according to their core subjects. They are divided into groups of 100 to 150 depending on the number of students. Each group is assigned
mentoring duties. A Mentoring Format with guidelines is prepared by the IQAC to ensure uniformity. 1. Mentors maintain and update the Mentoring Form
particulars and performance of students such as internal assessment, scholarship and specific problems, etc. 2. After collecting all necessary information, I
and counselling as and when required. 3. It is the practice of Mentors to meet students individually or in groups. 4. In isolated cases, parents are called fo
the Principal at the suggestion of the Mentor. 5. If a student is identified as being weak in a particular subject, it is the duty of the Mentor to apprise

Number of students enrolled in the institution	Number of fulltime teachers
6967	89

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year
83	83	0	0

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, re

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, receive
	Nil		

No file uploaded.

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of se
MSc	MSC	SEMESTER	23/05/2016	30/0
MCom	MCOM	SEMESTER	20/05/2016	28/0
MA	MA	SEMESTER	26/05/2016	01/0
BCA	BCA	SEMESTER	23/05/2016	30/0
BBA	BBA	YEAR	20/05/2016	06/0
BSc	BSC	YEAR	23/05/2016	01/0

BCom	BCOM	YEAR	26/05/2016	01/0'
BA	BA	YEAR	26/05/2016	12/0

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination
253	6967

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in we weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in
MSC	MSc	SCIENCE	170	141
MCOM	MCom	COMMERCE	236	232
MA	MA	ARTS	240	219
BCA	BCA	COMPUTER APPLICATION	28	28
BBA	BBA	MANAGEMENT	28	28
BSC	BSc	SCIENCE	652	569
BCOM	BCom	COMMERCE	421	280
BA	BA	ARTS	444	379

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as v

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No		
Name of the teacher getting seed money	The amount of seed money	Year of receiving grant

No file uploaded.

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award
	Nil		

No file uploaded.

3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amo
Minor Projects	540	UGC	1.2	
Minor Projects	540	UGC	1.65	
Minor Projects	540	UGC	2.9	
Minor Projects	540	UGC	1.9	

View File (https://assessmentonline.naac.gov.in/public/Postacc/Research_Fund/9171_Research_Fund_1

3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.
Nil	

No file uploaded.

3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date o
Nil			

No file uploaded.

3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	
Nil					

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarde
Nil	

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Averag
National	SOCIOLOGY	16	
National	POLITICAL SCIENCE	14	
National	HINDI	6	
National	PSYCHOLOGY	3	
National	ECONOMICS	16	
National	HOME SCIENCE	10	
National	ZOOLOGY	5	
National	CHEMISTRY	7	
National	COMMERCE	5	
National	SPORTS	3	

View File (https://assessmentonline.naac.gov.in/public/Postacc/journals_notified_on_UGC/9171_journals_notifi

3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publio
POLITICAL SCIENCE	2
HINDI	5
HOME SCIENCE	1
ECONOMICS	9
COMMERCE	1
CHEMISTRY	9

BOTANY	1

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	
Nil			

No file uploaded.

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citatic

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Nu
Nil						

No file uploaded.

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affili
Nil						

No file uploaded.

3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	Nat
Attended/Seminars/Workshops	0	3
Presented papers	0	1
Resource persons	0	

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenu
Nil			

No file uploaded.

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rup

Nil			

No file uploaded.

3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations throug (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of
NIC 1st Raiwala Haridwar	NCC National Camp	1	
Bandal Hoggle W.B. Sikkim	NCC National Camp	1	
TSC New Delhi	NCC National Camp	1	
Digital Literacy	NSS	10	
International Youth Day	NSS	6	
Rakhi Mela	NSS	15	
Lamp making workshop	NSS	6	
Deepawali Mela	NSS	10	
General Knowledge Exam	NSS	20	
Sadbhavna Divas	NSS	15	

View File (https://assessmentonline.naac.gov.in/public/Postacc/Extension/9171_Extension_16133

3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number
Nil			

No file uploaded.

3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bha during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number
NSS	NSS	Swachh Bharat	4	
NSS	NSS	Aids Awareness	6	
NSS	NSS	Gender Issue	6	

View File (https://assessmentonline.naac.gov.in/public/Postacc/Students_in_extension/9171_Students_in_ext

3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support
Nil		

No file uploaded.

3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duratio
Nil			

No file uploaded.

3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participate
Nil			

No file uploaded.

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure
10000000	9669966

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added

No file uploaded.

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version
SOUL	Partially	2.0

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		
Text Books	4799	148562	0	0	4

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platformon which module is developed	Date of laun
Nil			

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Availabl
Existing	75	2	1	0	0	6	14	
Added	14	0	0	0	6	0	0	
Total	89	2	1	0	6	6	14	

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recor
Nil	()

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incu
6000000	5981404	4000000	

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, (information to be available in institutional Website)

The college takes adequate measures for the correct and optimum utilization of the physical, academic and sup their timely maintenance. Regular inspection and upgradation of the furniture, electrical fittings, electronic labs, books and periodicals in the library and the college building is done. Cleanliness of the whole campus i: building, lawn, garden, classrooms, staff rooms, office, toilets, labs, library, etc are cleaned and kept fre students and staff are also encouraged to follow healthy and hygienic habits to promote cleanliness in the camp use of polythene inside the college campus. The water coolers are also cleaned regularly. Dustbins are provi disposal of garbage. These bins are cleared daily. Effective waste management methods are followed by separati

waste and dry waste. The toilets are provided with wash basins, running water in the taps, hand wash bottles, d
hand wash bottles are refilled from time to time and hand towels are changed regularly. The toilets are cleane
with phenyl and other disinfectants. Care is taken to ensure that taps are not left open after use and water
building is whitewashed every year and the necessary repairs, wherever needed, are done. Pest control treatmer
done annually. Cleaning of the water drains is done on a regular basis. The furniture of each classroom is tal
repairing them annually. Damaged furniture is removed and replaced by new furniture. Electrical fittings are
danger and necessary changes are made wherever needed. Wiring is also checked. The teaching aids like black bo
boards, etc are also checked. Care is taken to ensure that the black boards are fit enough to write upon and
quality are available in abundance. Worn out maps are withdrawn and replaced by new maps. The lab equipments a
the annual stock taking apart from any day to day damage or wear and tear. Redundant material is removed and re
A study of the damaged equipments, material out of stock and new equipments and material needed for the experir
labs is maintained. The annual report is submitted by the HOD to the Principal. The labs have their indi

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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of stude
Financial Support from institution	Poor Scholarship	74
Financial Support from Other Sources		
a) National	All Scholarship	4397
b) International		

View File (https://assessmentonline.naac.gov.in/public/Postacc/Scholarships/9171_Scholarships_16

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	
Computer Training	11/01/2016	65	
Physical Fitness Training	03/11/2015	60	
Textile Printing Training	25/08/2015	45	
Computer Training	25/08/2015	75	

View File (https://assessmentonline.naac.gov.in/public/Postacc/Development_Schemes/9171_Development_Sch

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have pass exam
	Nil			

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for g
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus	
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students parti
Nil				

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined
	0	Nil		

No file uploaded.

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Servi

Items	Number of students selected/ qualifying
	0

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	
Wrestling	State	
Judo	State	
Badminton	State	
Cross Country	State	
Kho-Kho	West Zone Inter University	

Vollyball	West Zone Inter University
Basket Ball	West Zone Inter University
Hockey	West Zone Inter University
Football	West Zone Inter University
Cricket	West Zone Inter University

View File (https://assessmentonline.naac.gov.in/public/Postacc/Activities_Organised/9171_Activities_Orga

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should b

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number
2015	Gold	National	3		
2015	Silver	National	3		
2015	Yuva Utsav	National		17	
2015	Yuva Utsav	National			
2015	Yuva Utsav	National			
2015	Yuva Utsav	National			
2015	Yuva Utsav	National			
2015	Yuva Utsav	National			
2015	Yuva Utsav	National			

View File (https://assessmentonline.naac.gov.in/public/Postacc/awards_in_activities/9171_awards_in_activ

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

In order to nurture potential leadership skills and to protect the genuine interest and welfare of the students
student union body. The Principal is the chairman of the students union. A constituted group of faculty members
who has the responsibility to conduct all its related activities. Students of our college are the active member
student office bearers are president, vice president, secretary and joint secretary all these office bearers
students of our college through a proper well orgranised electoral procedures with transparency at each lev
regulations. All the departments of the college have their proper representation in this student body they prov
for voice of the students. They help to share ideas, concerns, interests and issues with our administrative bo

work with in the framework of well formed constitution and by laws. Our student union plays a significant role
among the students. They are activity involved the organising cultural programme, teachers day celebrations,
international womens day. Youth festival commemoration of great poets, scholar and national leaders are regu
platform help students to identifies and acknowledge the different dimensions of their persona their by providi
self expression and our increasing amount of self direction. Through its wide range of activities, it helps to
and encourage them make well informed, honest, interested and active citizenship. Our student union provide
college programmes organised by different departments. They help to bridge the gap between the students and tl
bodies. They provide a helping hand in managing all the inter college academic, sports and cultural activitie
academic session. Our orientation programme is conducted, which explains the various rules, regulations, policy
and the amenities available in the college professors engaged in different schemes and scholarship are introdu
can easily contact. Due to these initiatives, a healthy bond develops.

5.4 - Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Creating our engaged, supportive alumni network is council to our institution success. Once students leave du
with institution no longer survives. It is important to be associated with ex-students of college. We should
and concern required for the progress of the college. Good Healthy relationship with alumni our bring
institution and alumni as well. They are the most loyal and best supporters. effacing invaluable marketing an
our alumnai have great experience and expertise of skills to share with current students which provides gui
building. Our alumni donate their valuable time to offer career support and financial support. Financial dor
students with facilities. We also use social media, extensive to engage with our alumni celebrate the suc

technology to increase connectivity between current students and alumni. We also take their help to manag
practical post of the course. We also call them when we organise some event like seminars, competitions annua
alumni have contributed books, coolers, fans and other amenities to institution to institution. Some of th
services extended by college for unprivileged families which their by provide a social platform to raise
Alumni are taken the messengers of our college. They pass on a positive feedback to the society and the bene:
to raise and maintain high standards of education by interaction and commerce.

5.4.2 – No. of registered Alumni:

5407

5.4.3 – Alumni contribution during the year (in Rupees) :

540700

5.4.4 – Meetings/activities organized by Alumni Association :

2 Meetings organized by Alumni Association.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Our college practices participative management and decentralization of power and central following collective
traditions. Our organizational structure provide extensive delegation of authority to the heads of different
The managerial responsibilities of departmental heads are as follows - • Overseeing the teaching plan of the c
• They are empowered to make adjustments in routine and to allot teaching, evaluation and examination duties.
departmental meetings in order to discuss the issues and execution plans of the different programmes for the
lead planner for seminar, workshop, carrier counseling sessions, remedial classes, inter-departmental and
exercises, departmental excursions and study tours. • They departments has library to introduce creative and

benefit of students. Social Science department along with the staff of the college and in collaboration with R

traffic rules and help them get their driving license in mass. Computer science department and BBA, organizes

students in order to develop their speaking and preventative skills. • They conduct parent-teaching meetin

progress of the students is communicated to their guardians. • The head of the department oversee the pap

evaluation and mark submission of all external examinations of the department. For other administrative a

activities, we have different committees. There is an autonomous cells headed by controller examination and (

overseen at the examination related activities, the evaluation process and declaration of result. There in

Officer who communication with high authorities and maintains all official records and correspondences of tl

Janbhagidari Sameeti responsible for taking decisions regarding different financial issues and disbursement a

fund. The specific features ensures participative management in true with our organizational structure

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The admission of the students is done at the government level on the epravesh portal. The proce after the results of the 12th standard are declared at the state and central level. The total college is 12, 000 students approximately. Every year, about 5, 000 students take admission in t college. The college has reservation quota for SC (16), ST (20), OBC (14), EWS (12), Sports q fighters and children of employees of Higher Education (2 each).
Industry Interaction / Collaboration	The college takes its students to various factories and industries to give them a direct expe involved in the industries. They tour the various divisions of the factory or industry and prepa year, the college is visited by many companies to select the students for placement. Experience various organizations are invited to give lectures and answer to the queries of the students as process.
Human Resource Management	The college provides adequate facilities to the employees to keep them comfortable and happy ar working atmosphere. The departmental staff rooms are equipped with good furniture, electrical f: water coolers and good toilet facilities for the staff. The staff members get a tea break and hours. Various welfare measures are adopted to support them like GIS, EPF and pension. They g reimbursed on producing authentic bills of treatment from any government hospital and Governmen selected private hospitals and medical colleges. The female staff members get three months mate leave. All the staff members are entitled for three months advance salary in case of emergency.

	with basis medical kit and two doctors are available on call.
Library, ICT and Physical Infrastructure / Instrumentation	The college has a huge air conditioned library with a proud collection of books, magazines, reference material along with internet facility, printer and photocopier. The e-library has a online magazines and journals, online encyclopaedia and dictionaries and much more to provide a the staff and students to carry on their academic activities. The ICT Department has 100 compute facility, printer and photocopier. All the computers have been installed with antivirus softwar in all the latest developments in the field of information technology. The infrastructure of the double storied building with 32 classrooms, a few extra rooms, departmental staff rooms, off: reception, toilets, laboratories, canteen, hostel, garden and other facilities needed to run tl The maintenance of the infrastructure is done regularly.
Research and Development	The college is a registered Research Centre of the university for eight (08) subjects. About 7 college are registered guides for research. The college had well equipped state-of-the-art lal computer department. The library (including e-library) is well equipped with books, reference m dictionaries, foreign publications, magazines, research journals, and internet to assist the relevant material. The library is associated to INFLIBNET which is the centre for all research i experienced and competent faculty further assists and guides the students to pursue their re: dynamic and every day, new fields of study are being invented and discovered to bring about spe Our college conducts discussions and seminars for the students on current topics of study and that the students are aware of the latest in their filed. Also any new development in the profe for vocational training in the college. The college publishes its own Research Journal called platform to the teachers and students to publish their research papers and dis:
Examination and Evaluation	The college conducts examinations for the Undergraduate and Post graduate courses regularly. For quarterly and six monthly exams are held as a part of internal assessment and then the annual university level. The science students appear for their final practical examinations along wit Third year, the students have to prepare a project which is assessed and marks are added to th this, the students are assessed on the basis of their performance in field trips, field survey, Post Graduate program is of two years. It is divided into four semesters. For these courses al done and annual exams are conducted in the second and fourth semester. In the fourth semeste:

	project which is assessed and marks are added to the final result. Every semester has the (Comprehensive Evaluation system). Some students prepare a dissertation also. During the final programs, 50 of the evaluators come from jurisdiction of the university and 50 from Sagar. (Th Maharaja Chhatrasal Bundelkhand University, Chhatarpur which has six districts under :
Teaching and Learning	Teaching Methods The main teaching and learning methods adopted by the college are: • Lectures. and accepted method of imparting education. Especially at undergraduate level, the students : regular classes than study on their own. • Seminars and tutorials. • Independent study. • Labora • Field trips. • Problem-based/enquiry-based learning. • Projects. • E-lea
Curriculum Development	Curriculum development is a process of improving the curriculum. Our college has a committee c (BOS) which uses various approaches in developing the curricula. Its meeting takes place twice following points. 1. Analysis (need analysis, task analysis) 2. Design (objective design) 3.Sele learning topics/teaching methods and appropriate assessment methods) 4. Implementation 5. Review in the curriculum

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	The college administration is governed by the government rules. The Budget, Cashbook, Service E etc. are done online on e-budget, e-cashbook, e-service book, etc. of the government portal. A through email. In case the college needs to purchase any item, the portal GeM (Government e Mar needed item is searched and a request for requirement is place. The dealers concerned with those and the lowest quotation is then selected and the order is placed. The payment is done online developments are done through e-tendering. The procedure of admission is also done online. no tr

	table.
Planning and Development	Planning to give office staff to use the e-governance tools in handling of files and di:
Finance and Accounts	Most of the financial transaction including fee payment by the students is done online. The bil the Government Treasury and the payment is made by the Government Treasury through server. All t in the server. Only the amount allotted to the local committee is kept in the bank. All accounts of hard copy as well as soft copy. The soft copy is maintained on Tally. Audit is conducted at Committee, Treasury Committee, Departmental Audit is conducted by the committee from Bhopal, Accountant and above all, these audits are counter checked by the Auditor General of Madhya Prad data of the Cash Book is on Tally, the audit is also done on Tally.
Student Admission and Support	All the admission process is done on the government portal called e-pravesh. Soon after the res declared, the portal is opened and the students can download the admission form. They fill up details of choice of subject and the necessary credentials. The form is submitted online. Th documents is done at various levels and finally the merit list of the deserving candidates is college allotted. This list is also uploaded online. The list of the selected students is rele: list, 2nd list and 3rd list. The students then approach the college allotted to them for the fin: All payments of admission and the fee are paid online. The payment of scholarships to the studen also done online. All the details pertaining to the admission are given on the e-pravesh portal. portal and submit their application from anywhere.
Examination	All the examinations are conducted offline. But the results of the final examination are declare mark sheets also are provided online. However, the examination fees and other formalitie:

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which member
2015	Dr. Bhavna Yadav	MP History Congress Session	Madhaya Pradesh Itihas Pa
2015	Dr. Anjana Nema	Soura Art	M H College Jabalpu:
2015	Dr Naveen Gideon	MP History Congress Session	Madhaya Pradesh Itihas Pa
2015	Dr Sanjay Khare	MP Sociological Council Session	MP Sociological Counc
2015	Dr Anjali Dubey	MP History Congress Session	Madhaya Pradesh Itihas Pa

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of (Teachi
2015	Computer Awareness Programme		07/09/2015	12/09/2015	4
2015		Financial Accounting	21/09/2015	26/09/2015	

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Devel

Title of the professional development programme	Number of teachers who attended	From Dat
Refresher Course	1	03/09/20
Training Programme Financial Management Process	1	06/06/20
Training Programme Financial Management Process	1	01/06/20
Refresher Course	1	20/04/20
Refresher Course	1	20/04/20

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	
	20		

6.3.5 – Welfare schemes for

Teaching	Non-teaching
GPF, GIS, Study Leave, Maternity Leave, NPS	GPF, GIS, Maternity Leave

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

External and Internal Audit Govt. Auto. Girls P.G. College of Excellence, Sagar has a mechanism for internal our own internal audit mechanism where internal audit is an ongoing continuous process in addition to the exte certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. Qualifie Accountant General of Madhya Pradesh have been appointed and a team of staff under them do a thorough check vouchers of the transactions that are carried out in each financial year. Likewise an external audit is also

way on yearly basis by the experienced Charted Accountants. The institutional accounts are audited regular
statutory audits. So far there have been no major findings or objections. Minor errors of omissions and comm
the audit team are immediately corrected or rectified and precautionary steps are taken to avoid recurrence of
institute regularly follows Internal external financial audit system. Govt. Auto. Girls P.G. College of Excel
Audit Committee for the purpose of coordination with the External and Internal audit process: Audit committee
1. Reviewing and approving audit strategies, policies, programs, and organizational structure, including selec
auditors or outsourced internal audit vendors. 2. Establishing schedules and agendas for regular meetings w
auditors. 3. The committee will meet at least four times a year. 4. Supervising the audit function directly
external auditors are independent and objective in their findings. 5. Working with internal and external au
institution has comprehensive audit coverage to meet the risks and demands posed by its current and planned
input into hiring senior internal audit personnel, setting compensation, reviewing annual audit plans/sche
internal audit manager's performance. 7. Retaining auditors who are fully qualified to audit the kinds of act
engaged. Functions of Internal Audit 1. Independent and objective evaluation and testing of a institution's
system (i.e., operational and administrative controls beyond those associated with financial statement prep
safeguarding and proper recording of a institution's assets, and 3. Determining compliance with laws, regu
organisation's policies and practices. Functions of External Audit 1. The main responsibility is to verify
company and make all other essential inquiries from the management of the college. It helps to determine the r
situation and the financial situation, which further provides the basis for managerial decisions. 2. Examine
records to find out if there is any misstatement in the college's record because of fraud, error, or embezzle
authenticity and credibility of financial statements as the financial statements of the c

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.
Janbhagidari Samiti	22154009

View File (https://assessmentonline.naac.gov.in/public/Postacc/Funds_or_Grants/9171_Funds_or_Grants

6.4.3 – Total corpus fund generated

37296300

6.5 – Internal Quality Assurance System

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

Audit Type	External		
	Yes/No	Agency	Yes/No
Academic	Yes	IQAC	Yes
Administrative	Yes	IQAC	Yes

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The Parent Teacher Association plays an important role in the functioning of the college. It is a platform for exchange ideas regarding the progress of children, various social and educational issues and to share the feedb the institution and the issues faced by the teachers while dealing with the students. Thus, the intervention c dealing with various issues that affect the academic and psychological life of the students. The Parent Teache the following activities: 1. Takes interest and active participation of the parents in the parent teacher meet members of the PTA encourage the inactive parents to visit the school and discuss the progress of their ward w: helps in decision making in the meetings of the Jan Bhagidari Samiti and IQAC as one parent of the PTA repres meetings. The parent puts up the suggestions of the parents regarding the functioning of the college, teach: response, social events which might have an impact on the students, etc and these points are considered in t committee. 3. The parents of the PTA are in touch with the other parents in the society. They get their feedb pass them on to the college authorities who then make a note of the feedbacks and consider them in their futur PTA acts as a bridge between the college and the society.

6.5.3 – Development programmes for support staff (at least three)

The college takes care of the well being of the support staff. It offers extra facilities to encourage them an of the development programs for the support staff are: 1. Promotion Policy: If any of the support staff learn the post of LDC after some time. If any of the support staff wishes to enhance his or her qualifications, h college library for reference. The college teaching staff also extends their help in giving coaching and trai: to the support staff. 2. The members of the support staff get an annual bonus at the time of Diwali. 3. All t: entitled for festival advance.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Number of toilets increased. Class rooms increased. Library automation.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal

b)Participation in NIRF

c)ISO certification

d)NBA or any other quality audit

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To
2015	Soft Skill Development	11/01/2016	11/01/2016	12/01/2016

| 2016 | Seminar on Green Technology | 27/01/2016 | 27/01/2016 | 28/01/2016 |

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To
Reb Ribbon Club District Level Workshop	25/03/2015	25/03/2015
Rakhi Mela	26/08/2015	26/08/2015
Kanya Bhoj	30/10/2015	30/10/2015
Distribution of Sanitary Napkin	30/01/2016	28/02/2016
International Women Day	08/03/2016	08/03/2016

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

College has very short of space as open area although we have flower beds and flower pots (gamle) for green programme for plantation through NSS, NCC in various places. We have well managed drainage system th

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Num
Ramp/Rails	Yes	
Rest Rooms	Yes	
Any other similar facility	Yes	

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	a
2015		1	03/11/2015	1	Social Cause	
2015		1	06/11/2015	1	Cultural	Cu
2015		1	12/11/2015	4	Cultural	Cu

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Be Inspired Inspire	01/07/2015	The institution follows the codes of conduct as framed by the statutory body of the State teaching and non teaching staff are bound certain moral values which determine the quali institution. Only a teacher with strong moral values can impart values to the students, both by example. The students are taught to be truthful, honest, hard working, responsible, res teachers keep a strict watch on the conduct of the students in the college as well

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	
Blood Donation Workshop	12/01/2015	12/01/2015	
Surya Namaskar	12/01/2015	12/01/2015	
Blood Donation Camp	12/01/2015	12/01/2015	
Voter ID Card	27/02/2015	28/02/2015	
Animal Health Camp	22/03/2015	22/03/2015	

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plantation 2. Polythene Free Campus 3. Organizing the Eco Friendly Technology Seminar 4. Water Saving

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Skill Development Programme for Students : Being the leading Girls College of Sagar Division. Our vision encom through women empowerment, we tend to achieve a balanced between academic practices and skill development. We abilities in students to make them empower. In this area we have ananged several training course. With the p levels of those already on the labour force being very low, it would be major challenge for Indian to reap its challenge becomes enormous as the recent studies indicate that employers found just about 25 of Indian gradu organized sector the informal sector which comprise 93 of the workforce her no skilling mechanism on duet skil the job. Skill Development Programme for Organized by Colleges : 1. Fitness Training 2. Computer Training 3. Fitness Training : Physical activity improve our health and reduces the risk of developing several diseases an term health benefits. Most importantly regular activity can improve quality of life. There is direct relation activity and health. A sedentary life style is usually associated with an increased risk of chronic disease lo immune health. To prevent this physical activity and movement are extremely important. Fitness of Girls are also a strong and healthy girls can only lead to safe motherhood. Keeping this in mind we have designed 21

fitness local gym trainer was invited to give training like aerobics exercise, yoga and use of various gym equ

This training programme not only enable girls to enjoy fitness and good health but also gain the knowledge skilled for their future career. 2. Computer Training Computers are an integral part of our world, and a coll

In fact, many colleges started requiring students to have computers in the 1990s. Computer skills are impo students may be required to participate in web-enhanced courses, conduct research online and use basic comput online with classmates and the college itself is another reason it is important for college students to have and computer devices have grown to hold key roles in schools, college. Many students acquire basic skills in c to operate a computer. In addition, students learn skills such as sending emails, conducting Internet researc documents and creating presentations. These basic computer skills help students achieve success in college v processing and presenting information. Word processing is a basic skill that involves typing and formatting college require you to present information in a word processed report format. It is not only important to gatl but it is also important to present information in a readable and attractive layout. Many instructors give stu or reports specifying margin set-up or line spacing. Knowing how to manipulate word processing software will s

when preparing college essay or reports. If student attend online college/classes, you need basic email s assignments. Many college instructors from traditional college also prefer that work is submitted through ema as how to access an email system and inputting your username and password, receiving, reading, composing, and important for college success. Internet research is an essential skill for college students. Many courses textbook to gather in-depth research about a topic. Knowing how to use the Internet to navigate the web is a must understand how to launch a browser before conducting searches. Understanding how to go to a specific w webpage, click on a link and use search engines will help you locate information quickly and easily. Keeping h computer training programme for skill development. 3. Textile Printing Training Our mission is to facilitate development to young women belonging to different socio-economic background and to provide them wide range o: ensure self reliance. Textile design is the process of creating designs and structure for fabrics dyeing and great influence in fashion designing. Installation of Sanitary Napkin Vending Machines Skill Development Progr

has successfully installed Sanitary Napkins Vending Machine – 'Freedom Vending Machine' in Girl's Hostel witl vending machines were installed to ensure an effective, safe and convenient mode for any time access to sanit to promote safe and hygienic- sanitary practices among women and girls. Whenever any girl in the college would

would either have to ask the Faculty in charge or rush to a nearest medical store to purchase a pack of sanita the college said that a social taboo was observed to be attached with sanitary napkins, wherein a majority of go to medicine outlets to buy them. This results in unsafe practices and the use of unhygienic materials dur: This is in line with "Swatch Bharat" scheme as well as the "Beti Bachao" scheme and also in line with maintena the female staff and students. After installation, a small demonstration in English Hindi was given to the fer Teaching staff. Females from the Housekeeping Security also attended the session. The Demonstration video is awareness and easy accessibility. Using a sanitary napkin vending machine is no rocket science. A girl requir

put a Rs. 5 coin in the machine and outcomes the sanitary napkin. Dr. Bhavna Yadav NSS Officer said that this will ensure hygienic practices among girl students. It is likely to bring down absenteeism during menstrual infections and promote hygiene.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.heggpgcsag.com (http://www.heggpgcsag.com)

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more

Women empowerment through education and physical fitness in our prime motive. We provide education diversified and Home Science. We have organized 30 days Yoga Camp and 31 Days Karate Camp in two rotation. We have organse college to promote involvement of students in sports activities. Karate camp is organised for women defense. women defense, and girls participated with enthusiasm and we repeat the same training programme again

Provide the weblink of the institution

http://www.heggpgcsag.com (http://www.heggpgcsag.com)

8.Future Plans of Actions for Next Academic Year

1. Automation of Library 2. Introduction of B Lib Course 3. Excursion Tour 4. To involve students in Communit infrastructure including furniture. 6. Programme initiatives to facilitate career opportunities for student: infrastructure for academics and accommodation including departmental buildings. 8. Skill development cou: students. 10. Strengthening the activities under Alumni Association(s). 11. Strengthening the place

here by declare that all the data entered are true to my knowledge. ☐

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