YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	GOVT GIRLS P.G. COLLEGE VIDISHA
• Name of the Head of the institution	Dr. Manju Jain
• Designation	Principal(in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07592234553
• Mobile no	9425432304
• Registered e-mail	heggcvid@mp.gov.in
• Alternate e-mail	neetapandey16@gmail.com
• Address	Sanchi Road Idgah Chauraha Vidisha M.P.
• City/Town	VIDISHA
• State/UT	Madhya Pradesh
• Pin Code	464001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**BARKATULLAH UNIVERSITY BHOPAL**
• Name of the IQAC Coordinator	**Dr. Neeta Pandey**
• Phone No.	**07592234553**
• Alternate phone No.	**9425432304**
• Mobile	**9425432304**
• IQAC e-mail address	**heggcvid@mp.gov.in**
• Alternate Email address	**neetapandey16@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.mphighereducation.nic.in/InstitutePortal/Public/AQARReports.aspx?DT=MQ==&InstId=Mjc2
4.Whether Academic Calendar prepared during the year?	**No**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**71.65**	**2007**	**31/03/2007**	**31/03/2012**
Cycle 2	**B**	**2.22**	**2016**	**19/01/2016**	**18/01/2021**

6.Date of Establishment of IQAC	**01/07/2019**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
BOTANY	**PROJECT**	**MPCOST**	**2016 , 1825**	**523000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	3
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Organised various webinars

Organised lecture series

Organised various online workshops

Organised online Yoga training

Organised Start up programs

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

Plan of Action	Achievements/Outcomes
Construction of class rooms and smart class rooms	Partially achieved
Introduction of new courses	Achieved per plan

13.Whether the AQAR was placed before statutory body?	No
• Name of the statutory body	

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	27/01/2022

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	31

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	5435

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	3520

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	1708

File Description	Documents
Data Template	[View File](#)

3.Academic	
3.1 Number of full time teachers during the year	**22**

File Description	Documents
Data Template	[View File]

| 3.2

Number of sanctioned posts during the year | **24** |

File Description	Documents
Data Template	[View File]

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**28**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**3250947**
4.3 Total number of computers on campus for academic purposes	**60**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institute ensures effective curriculum delivery through a well planned process. The college follows the academic calendar prescribed by Barkatullah University and Department of Higher Education, M.P. Bhopal. All the programmes taught in the college are affiliated to Barkatullah university and all the departments of the college implement the syllabus prescribed by the university. The induction programme is conducted for the fresher students in the beginning of the session and they are introduced to the entire curriculum and the faculty members. All the departments chart out

academic plan for the students and educate students about their role in teaching- learning process and what they expect from the students,. The class time table is planned by the time table committee headed by the Principal and the time -table is framed according to the availability of the faculty members. The heads of the departments conduct the meetings to distribute classes, allot subjects, plan the activities of the departments and review the completed syllabus. The principal monitors the effective implementation of the calendar through formal meetings with heads of the departments and if necessary informal discussion with faculty. Teaching plans and diaries are maintained by all the faculty members. Teaching plan is prepared by every faculty member. They record the conduct of teaching theory and practical classes in the diary. There is optimum utilization of well-equipped laboratories for curriculum delivery of practical classes. The NSS and NCC unit of the college organize workshops and seminars to enlighten students in different areas of practical utility. The learning progress of the students is evaluated through assignments and internal exams and further doubts are cleared by conducting remedial classes for weak students. The library of the college has a very good collection of the books. The students have the facility to issue books from the library and they fully avail it. Various academic and co-curricular activities are organized by the NSS and NCC unit of the college. Swami Vivekananda career guidance cell organize

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	00

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

The College, affiliated institution of Barkatullah University, Bhopal follows all the guidelines of Internal assessment prescribed by the university/Department of Higher Education. There is a provision of internal assessment of 10 marks in each paper at UG 1st, 2nd and 3rdYear Level and 15 marks in each paper at PG Level. The Internal assessment is done by adopting different evaluation techniques such as project file, multiple choice questions, Classroom presentations, etc. The schedule of the internal evaluation of students is prepared in advance and notified on the notice board of the department well prior to the date of assessment. College has a committee to adhere strictly to the schedule of

assessments. It approves all the internal assessments of all departments and then it is sent to the university through online mode. The Hard Copy of Award sheets of internal assessment is also sent to the university.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	00

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

00

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

00

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

1.3 - Curriculum Enrichment

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

Our College, GOVT. GIRLS P.G. COLLEGE VIDISHA is a Government College, affiliated to Barkatullah University. So, We have some limitations in introducing relevant topics in the curriculum. However, there are contents in the syllabus of Barkatullah University integrating issues relevant to gender, human values and environment. All the Under Graduate Courses have compulsory paper

Foundation Course- 'Moral Values and Language'. This Course goes a long way in making the students acquainted with Indian culture and human values. Foundation Course II year includes Environmental Studies which inculcates awareness regarding environmental issues.

In addition, different topics regarding gender, human values and environment have also been included in the different subjects at UG and PG Level. For example-

B.A. I Sociology, Paper- Indian Society discusses gender inequality at length.

B.A. II Sociology, Paper Social Processes and change enumerates various special laws relating to women's safety.

B.A. II Sociology, Paper- Rural, Urban and Tribal Society contains myriad issues related to Indian women.

B.A. I, Geography, Paper- Introduction to geography and human geography includes significant perspectives of the relationship between humans and environment. In the paper- Environment and Resource analysis the interdependence of resource and environment is analyzed and it deals with issues like biodiversity and sustainable development.

In addition to the curriculum, different workshops/seminars/quizzes are also organized to encourage education related to gender, human values and environment.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

10

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

516

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	https://drive.google.com/file/d/1amArCBY8rMQ TrnkKRtaiA39X3Gao_nPX/view?usp=sharing
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/file/d/1amArCBY8rMQ TrnkKRtaiA39X3Gao_nPX/view?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2318

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1791

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Slow learners and advanced learners are identified by the various teaching departments of the college. The identification is done through academic performance of the previous year, personal

interaction, Question[1]Answer Session, Quiz, interviewing and marks in C.C.E..

The steps taken for the enhancement of the intellectual capability of slow learners are special lectures, doubt-solving sessions, individual guidance and use of ICT tools. All Departments offer remedial classes to help overcome learning difficulties in regular class. Remedial classes are scheduled after regular classes. The students who are identified as advanced learners are given opportunities to excel by ensuring their participation in National, University and District level Competitions. They are also given special trainings to augment their skills. Brain storming, text book reading, debates, discourses; group-discussions have proved to be significant milestones in enhancing cognitive abilities and enriching the intellectual curiosity of both slow and advanced learners.

File Description	Documents
Paste link for additional information	[00](00)
Upload any additional information	View File

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

Number of Students	Number of Teachers
5457	22

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The progress, quality and standard of a college vastly depends on the student centric methods adopted by the institute. With the paradigm shift in higher education, it is the need of the hour to place learners at the heart of learning process.The College has a personality development cell that makes different arrangements for personality development to broaden the horizon of learning and to enhance intellectual capabilities of the students.Departments useICT tools, Remedial Classes and Virtual Classes to enhance the quality

and relevance of learning and strengthen inclusion. Depart of Commerce uses question-answer sessions, students presentations in the class, provide then with video lectures of the reputed experts of the subject.

The college organizes a string of activities like debates, field trips, quiz, role play, poster presentation, group work, slogan-writing, workshops, industrial exposure visits, and participation in career fairs visits to enhance learning and nurture creativity

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	[http://www.mphighereducation.nic.in/InstitutePortal/Public/WorkShop_and_Seminars.aspx?InstId=Mjc2](#)

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

Information and Communication Technology has an enormous scope to support, enhance and optimize active and participative learning. It is a robust and dynamic tool which can immensely help the teacher to augment learner motivation and engagement. The various Departments of the college have been assiduously using diverse set of ICT tools to communicate, create and disseminate knowledge. Their attempt is to make learning more effective through Power Point Presentations, individualized instructions, accessing online resources and fostering student interaction, departmental blogs, graphs, e-notes, online C.C.E., drawing and graphics programmes. The college has smart classrooms and virtual class. E content materials are made available to the students to supplement class room teaching. Zoom, Google Meet and networking sites are meticulously used for online teaching. Expert lectures and webinars are held regularly. The college has a vibrant culture of engendering creativity; hence emphasis is given to update and diversify teaching methodologies.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

2.3.3.1 - Number of mentors

22

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

13

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

343

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Evaluation is an integral part of teaching-learning process and is of paramount significance in achieving learning outcomes as it plays key role in measuring educative effectiveness. The Department of Commerce conducts Internal Evaluation through online quiz, individual question-answer sessions, classroom presentations etc. Department of Physics adopts different methodology such as project work, lab experiment, viva for the inernal evaluation

File Description	Documents
Any additional information	View File
Link for additional information	00

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

Govt. Gils P.G. College is affiliated to Barkatullah University. College exams are conducted by the University. The grievances and queries of the students regarding exams are forwarded by the Principal to the concerned Examination Controller for redressal. Examination related grievances are redressed on the basis of the records maintained in the Examination Control Room. The non-teaching staff from the office have also been assigned the responsibility to contact the University and present the maintained records to facilitate and ensure speedy redressal of the grievances.

File Description	Documents
Any additional information	View File
Link for additional information	00

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college has been consistently striving to achieve intended learning outcomes through concerted efforts at every level. Introduction program is organized at the commencement of each session so that the students can map the course outcome. The course outcome is shared with the students in classroom discussions. The faculty members and students are encouraged to attend workshops, seminars, conferences and FDPs to keep them updated. The Alumni Meets are organized regularly. They share their experiences and valuable insights. These Meets certainly help the students in being better prepared for the professional world. The interaction with former students regarding the skills required in a particular sphere and the challenges go a long way in giving the students a concrete and clear picture of the programme outcome, thereby helping them to plan their careers in a better way.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.mphighereducation.nic.in/InstitutePortal/Public/WorkShop_and_Seminars.aspx?InstId=Mjc2
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The course outcomes and programme outcomes are constantly measured by assessment and evaluation done by the faculty members of the concerned department. The IQAC committee regularly monitors the attainment of course outcome. The assessment of course outcomes is done on the basis of Continuous Comprehensive Evaluation (CCE). Several methodologies are adopted by the faculty members for CCE which are as follows: (i) Written assignments (ii) Class tests (iii)

Quiz (iv) Project. Students are also encouraged to give class presentations and participate in group discussions. University exams are held at the end of each semester/year to evaluate the academic attainments of course outcomes. Effective measures are taken to improve the academic standards. Student feedback is also obtained and shared with the faculty members. There is also a robust system of student tracking, which helps in assessing course outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	00

2.6.3 - Pass percentage of Students during the year

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

1708

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.mphighereducation.nic.in/InstitutePortal/Public/AnnualReports.aspx?DT=MQ==&InstId=Mjc2

2.7 - Student Satisfaction Survey

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

https://drive.google.com/file/d/1amArCBY8rMQTrnkKRtaiA39X3Gao_nPX/view?usp=sharing

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects /

endowments in the institution during the year (INR in Lakhs)

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

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

03

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

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

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

01

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://mpcost.gov.in/

3.2 - Innovation Ecosystem

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

The Institution has built a robust innovation ecosystem for innovation and transfer of knowledge through the various activities. It organizes seminars, workshops, lecture series on recent and relevant topics to keep the students updated with the latest trends and motivate the students for self-employment. The college encourages faculty to publish their papers in journals notified by UGC and journals of national and international repute. Swami Vivekananda Career Guidance Cell organize Rojgar Melas, various short term self employment training course and job oriented programs which help in giving exposure to employment opportunities. Induction programme, Remedial Coaching Classes and training on Personality Development and Communication skills are organized for the transfer of knowledge to the students. Teachers of the college frequently use ICT enabled tools and resources in classes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.mphighereducation.nic.in/InstitutePortal/Public/WorkShop_and_Seminars.aspx?InstId=Mjc2

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

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

02

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

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

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

3

File Description	Documents
URL to the research page on HEI website	http://www.mphighereducation.nic.in/InstitutePortal/Default.aspx?InstId=Mjc2
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

01

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

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

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

01

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

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College organizes a number of extension activities to sensitize the
students towards community needs in which students actively
participate. The NCC and NSS units of College organized various
extension activities like rally on corona awareness, Rally on Azadi
ka amrit mahotsava, digital india compaign, rally on Kargilm Vijay
diwas, Plantation program, Blood Donation Camp, Anti-Tobacco Rally,
Lecture on Road Safety Rules, Voter awareness campaign etc. These
outreach and extension activities have sensitized the students
towards social issues. During the COVID-19 pandemic, the volunteers
of NCC and NSS created awareness among the people to wear mask,
maintain social distancing, use sanitizers and wash hands frequently
as preventive measures from getting infected. These activities
imbibed leadership, self-confidence, community relationship thus
adding a multi dimension to personality.
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File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/InstitutePortal/Public/Photo_Gallery.aspx?InstId=Mjc2
Upload any additional information	View File

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

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

07

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

and NGOs) during the year

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

04

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

196

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

00

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate infrastructure and physical facilities to provide good quality learning experience to the students. It has twenty six classrooms, one virtual room, twelve labs, six smart class rooms, one Girls common room, and one canteen, one dedicated room for scholarship department, one indoor gym and two libraries. The Library has around 30000 text books, 3000 reference books, 50 e-books, and subscription for ten magazines & 5 newspapers and e-resources like membership of N-List. The campus is LAN enabled with 24/7 internet facility. The college provides ICT support and technical equipment to encourage effective, efficient and engrossing methods of learning. Some of them are Smart Boards, latest Software's, Computer systems, white boards, ejournals, LAN facility, 02 Digital Boards and mini projector. The Institution has adequate

facilities for cultural activities and sports. The college is endowed with lush green campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	00

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

The College has one indoor gym, one room for indoor games, one big playground for outdoor games, one Yoga centre and one dedicated room for cultural activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	00

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

06

File Description	Documents
Upload any additional information	View File
Paste link for additional information	00
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

143.40597 Lacs

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The library of college is partially automated with SOUL software (Version 2.0) on october 2015 and full automation is in progress.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	00

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

656093

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

30

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The College frequently updates its IT facilities including Wi-Fi by local vendors on contract basis.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=Mzk0NA==&InstId=Mjc2

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	`C.10 - 30MBPS`

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

143.40597 Lacs

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has its own internal procedure and policies for maintaining and utilising its physical academic and support facilities. The maintenance of departmental building, lab, electrical facilities, furniture, plumbing works etc are done by internal operating procedure under the directions given by the concern head of the department. The status/ condition of departmental lab facility computers, batteries, fans etc are recorded in the log book of each department. The replacement / maintenance are done by following internal operating procedure of college and executed by external people on contract basis. The functioning of internet facility, etc is monitored and maintained by computer technicians of the college. The upgradation / modification of existing network model is carried out by external agencies

following the purchase procedures of college. Issues related to telephones, computer printers, photocopiers, computer hardware etc are done by external staff on contract basis. The maintenance of the benches, chairs, fans, blackboards and lights are done under the guidance of the Head of the Institute. The sport items in the sport room are recorded in the log book and items are maintained under the guidance of sports in-charge of the college. The book- record is maintained in the stock registers of the library and the verification of books in the library is done by each department on yearly basis. The books which are not in good conditions are either sent for binding or write -off after the permission from write off committee

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=Mzk0NA==&InstId=Mjc2

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

4938

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

00

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above

File Description	Documents
Link to Institutional website	http://www.mphighereducation.nic.in/InstitutePortal/Default.aspx?InstId=Mjc2
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

40

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

40

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

1634

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

during the year

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

00

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

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

The institution has consistently facilitated student's representation and engagement in various co-curricular and extra-curricular activities. Students participate actively in various co-curricular and extracurricular activities like in Yuva Utsav, Cultural programs , Sport programs, Annual day celebrations, tree plantation, cleanness drive, awareness drives, rallies, NSS & NCC activities etc. Volunteers of NSS and other departments are also actively engaged in social, literary and cultural activities throughout the session.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/InstitutePortal/Public/Photo_Gallery.aspx?InstId=Mjc2
Upload any additional information	View File

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

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

participated during the year

`00`

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

There is no registered Alumni association in the college but every year Alumni meet is organised by the institute. The financial contribution by the Alumni is just nominal only. The Alumni"s supports to juniors by providing study materials and other necessary materials.

File Description	Documents
Paste link for additional information	00
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Mission

Our Mission is to initiate curiosity about higher education among the girls of nearby and remote area surrounding Vidisha.

The Government Girls College Vidisha offers 32 courses in Arts, Science, Commerce and Home Science. The Girls of Vidisha city and its surrounding areas come here for higher studies. The institute has well qualified teaching staffs who delivers their best knowledge to students in a well planned manner.

Our college is a lead college of vidisha and it has 10 government colleges and 12 aided colleges in its jurisdictions. Principal of college collects information from these colleges and submits reports to Additional director, Bhopal division and commissioner of Madhya Higher education department.

Our college is a permier institute of Vidisha district. It provides best educative and student friendly environment to students and it has highest number of admissions in the Vidisha district.

To enrich value addtion and provide best quality education, IQAC team of college prepares plan for organising seminars, workshops, lecture series, yoga classes and various programs at the start of every academic year. This IQAC team analyses the outcomes of these plans and submits its reports to Principal Of collge. The Principal of college discusses the reports of these plans with IQAC teams and Head of Departments of college. Finallyprincipal provides the necessary guidance and take actions

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/InstitutePortal/Public/About_Institute.aspx?InstId=Mjc2
Upload any additional information	View File

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

The success of an Institution is the result of the combined efforts of all who work towards attaining the vision and mission of the College. In Govt. Girls (Nodal) PG College Vidisha, decentralization and participatory management are an interrelated pair of processes

intended to promote collective leadership. The Principal is the sole authority of the institution. He is the DDO (Drawing Disbursing Officer, duly authorized by the Dept. of Higher Education, Govt. of M.P) of the College and draw salary from the treasury. But, all the members of staff play significant roles to participate in the decision making system of the college. Two important interventions were made for decentralization and participative management can be understood in following way. 1. The first was the formation of committees in the college. There are Deans on faculty level and Head of Department on department level to take decisions regarding academic innovations and other related activities in consultation with other staff of the college. Heads of the department also ensure the functioning of the departmental activities. All Committee headed by convenor helped by the members of the committee. All activities are monitored by the Internal Quality Assurance Cell. Convenor and members of the committee report to the principal and IQAC about the planning and implementation of the decision. They get the feedback from all the stakeholders of the institution and take steps for further improvement within the capacity. There are different committees in which faculty member participate and take decisions and conduct various activities. Faculty members are given representation in various committees. The Committees are as follows:- Scholarship committee, IQAC, Cultural fest committee, Eco Club, Career Guidance Committee Admission committee, University examination committees, committee for games and sports, Student disciplinary committee, Canteen committee, Journal and publication committee, Cultural committee, Internal Complaints Committee, Counselling and Career Guidance and Placement Unit, Grievance Redressal Cell, Anti-Ragging Committee. Every year, the composition of committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. 2. There is a Staff Council which is chaired by the Principal. Staff Council records minutes of the meeting. All the members of the staff participate in the proceedings and important decisions regarding staff, students and the Institution are taken. Thus, Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. The institution promotes the culture of participative management at the strategic level, functional level and operational level. Strategic level-: The Principal, Teachers and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to internal examination, code of conduct-discipline, grievance, support services, finance etc. Functional level-: Faculty members share knowledge among themselves, students and staff members while working for a committee. Faculty members are involved in joint research and

have published papers. Operational level-: The Principal and faculty members interact with officials of Higher Educationof M.P and external agencies faculty members maintain interactions with the concerned departments of affiliating university.

File Description	Documents
Paste link for additional information	[00](00)
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Curriculum Development

The college does not have the freedom to develop its own curriculum, since it is affiliated to Barkatullah University, centrally imposed syllabus is required to be followed by the college.

2. Teaching and Learning

The college has always aimed at effective curriculum delivery through a well-planned and documented teachinglearning process. Teaching plans are based on an academic calendar. To address the issues of individual student, personal guidance to the needy students and additional classes for slow learners are conducted from time to time. Issues related to the course are resolved by mentoring the students. Additional periods are allocated in the time table based on the criticality of subject. Mentoring and guidance given to the faculty for a course handled earlier by senior faculty members. Inputs from IQAC and various feedback mechanisms are considered for improving the Teaching Learning.

3. Examination and Evaluation

The different departments of the college are required to prepare their students according to the universityprescribed syllabus, to write for examinations according to the university-recommended schedule. The pattern and nature of questions and tutorial/practical assignments set by the college are in accordance with the criteria or pattern prescribed by the University. Theory examination and practical/oral examinations are conducted as per University schedule and norms. The faculty contributes in the examination work like-question paper setting, invigilation of theory examination,

evaluation of answer scripts, and internal examiner for the University examinations assessment of theory examinations' answer books.

4. Research and Development

The college has always believed that the quality of academic research not only gets reflected in the quality of classroom teaching, but may also be helpful in addressing problems in the world at large. Accordingly, the college encourages faculty members to present and publish research papers and attend conferences. Well-equipped Research Labs are developed to improve quality of the research. The institute motivates the faculty and students to file patents for the research work.

5. Library, ICT and Physical Infrastructure / Instrumentation

Library of the college is well developed and updated. Suggestions from students' committee for Library are used for improvement in quality of library resource. New books/journals are purchased every year to update the library. College regularly increases ICT facilities for classrooms, tutorial rooms, seminar halls and Laboratories. College regularly enhances the Internet connectivity facility. College regularly enhances the power backup facility for laboratories. Physical infrastructure is increased to meet the demand of recent trends, new regulation and increase of intake.

6.Human Resource Management

This college has always encouraged its faculty members to grow in the workplace, and this is achieved by encouraging new staff members to avail themselves of opportunities to attend orientation programmes. In-service teachers are also encouraged to apply for refresher courses, FDPs and major/minor research projects and their progress and achievements are duly put on record. At the end of every year, performance evaluation of the staff is done by principal of the Institution. This is used for deciding promotions and increments. Self-performance evaluation is done by the faculty.

7. Industry Interaction / Collaboration

Since the College is located in a small town, so industries are almost negligible here, but nearby Industrial visits to companies are organised to understand the real time scenario. Orientation programmes and guest lectures are conducted for the students by the Industry experts. At the time of Alumni meet, alumni placed at

reputed industries are invited for dialogue about industrial trend and need with the students. Entrepreneurship orientation activities are organized for the students.

8. Admission of Students

The Admission Committee of our College, comprising our Principal and senior faculty members as well as a few senior non-teaching staff members work tirelessly to ensure fair and hasslefree admission of students. The process of admission is decided by the Department of Higher Education, M.P and the College follows that procedure righteously.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	00
Upload any additional information	View File

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

Our college follows completely all rules and regulation of the department of Higher Education and the office of Additional Director, Bhopal-Hoshangabad region. being the Nodal college of Vidisha, orders received from the higher level are sent to the government/government aided and private colleges under the jurisdiction.

The Principal is the head of the institution and there are head of department (HOD) for every department. Academic decisions are taken on the advice of HODs, senior faculty members and IQAC. The Principal prepares different committees at the start of each academic year. The In-charge of these committees executes the given task and submits report to Principal.

Our college is a government institution of Mp Higher education department and all permanent teaching faculties, guest faculties against sanctioned posts and nonteaching staffs are recruited and appointed by MP higher education department. The service rule & procedures of these employees are as per the department of Higher Education M.P.

The college appoints teaching guest faculties and also non-teaching staffs under Janbhagidari Samiti and provides the service rule and procedure of these Janbhagidari employees.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/InstitutePortal/Public/Departments.aspx?InstId=Mjc2&CID=MQ==
Link to Organogram of the institution webpage	http://www.mphighereducation.nic.in/InstitutePortal/Default.aspx?InstId=Mjc2
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The welfare schemes for teaching and non-teaching staff are provided by Madhya Pradessh government and the welfare schemes are Group Insurance Schemes (GIS), New Pension Schemes(NPS), General Provident Fund (GPF) and medical assistance for treating serious problems.

File Description	Documents
Paste link for additional information	00
Upload any additional information	View File

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

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

00

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

03

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

MP higher education department prescribes self appraisal for teaching faculties. Each faculty member submits their Self-Appraisal Report describing work assigned, achievements, and additional tasks performed with respect to the academic calendar to IQAC. They also describe participation in various committees, seminars and conferences, conduct of examination, publication of Research papers, functioning as research Guides, etc. The IQAC assess these forms of teaching faculty on four categories i.e. Teaching-learning, co-curricular activities, research activities, academic performance and then forward to the Principal for writing his final comments. The Principal forwarded the report to Additional Director of Education and the Commissioner of Department of Higher Education.

Similarly, for class three non teaching staff, Self Appraisal report is obtained in their respective prescribed forms by the Principal for giving his assessment report. The institution evaluates non-teaching staff based on performance in technical work and administration related activities, co-curricular, professional, development related activities, academic contributions, general conduct and qualities. The performance of Non-teaching staff is monitored by the Principal of the institution. A confidential self appraisal report of each non-teaching staff is prepared by the

principal and entered in the service book.

File Description	Documents
Paste link for additional information	[00](#)
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

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

The college conducts internal financial audits on regular basis and this audit is done by IQAC Committee of college. The audit report is submitted to the Principal.

File Description	Documents
Paste link for additional information	[00](#)
Upload any additional information	[View File](#)

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

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

00

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

The College receives salary of permanent teaching staffs, non-teaching staffs & UGC guest faculties and scholarship and freeship

for students by the Madhya Pradesh government. The salaries of employees and sholarships are disbursed directly intotheir bank accounts. In addition to salaries and scholarships, the institutes recieves funds from MP governmentand grants from RUSA and World Bank. The funds received is utilised for the purpose assigned by the government. The grants received has been utilised for infrastruture augmentation and apparatus purchased in the institution.

The college alsoreceives funds from self financed courses feesrunning under janbhagidari Samiti and this fund is utilised for infrastructure augmentation, books for students, purchasing lab instruments, development of institution etc. with the due approval of janbhagidari Samiti.

File Description	Documents
Paste link for additional information	00
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC prepare plans for the quality improvement of institution at the start of each academic year,executes the plan and analysed the outcomes.These are the some palns prepared and executed by the IQAC.

1- Opened new courses at UG and PG levels

1- Organised online Webinar on Importance and relevance of Human rights.

2- Organised Essay competition on International Literacy day

3-Organisedonline District level Yuva Utsava

4-Organisedn online Yoga training

5-Organised webinar on Dandi March Yartra

6-Organised online workshop on Financial workshop

7-Organised Induction program for newly admitted students

8-Organised online discussion on Mother tongue and Mahatma Gandhi in National education policy 2020

9-Organised online Special lecture series

10-Organised webinar on Values and principles of Indian constitution

11-Organised online workshop on international Cancer day

12-Organised webinar on International biodiversity day

13- Encoureaged teaching staffs to use ICT tools for teaching

14-Encoureaged faculties to attend seminars, workshops,faculty development programs, refresher and orientation courses etc.

File Description	Documents
Paste link for additional information	00
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Enhancement of student potential through training programes

IQAC committee organizes various seminars, webinars, workshops, lecture series and many other academic activities. A large number of students participate in these academic activities. Some of the activities organized by the IQAC are:-

1. Organised online Webinar on Importance and relevance of Human rights.

2- Organised Essay competition on International Literacy day

3-Organisedonline District level Yuva Utsava

4-Organisedn online Yoga training

5-Organised webinar on Dandi March Yartra

6-Organised online workshop on Financial workshop

7-Organised Induction program for newly admitted students

8-Organised online discussion on Mother tongue and Mahatma Gandhi in National education policy 2020

9-Organised online Special lecture series

10-Organised webinar on Values and principles of Indian constitution

11-Organised online workshop on international Cancer day

12-Organised webinar on International biodiversity day

The Personality development cell of the college organizes various skill development programs like Yoga and meditation, communication skill development program, financial literacy, soft skill development program etc. I these skill development programs teaching staffs and students actively participate.

The Vivekanand career guidance and placement cell also organizes skill development programs and Rojgar mela for students. This year this cell organized a online short term self employment training program in collaboration with RCVP Noronha academy of administration.

1. Academic Review

The IQAC committee reviews the various documents, Academic Calendar, Time Table of each department & individual faculties, Syllabus, Plan of Action and Action Taken Report, Field and Educational Trips, Annual Confidential Report, Feedback System, student tracking data, documentation of records of teaching practices, curricular and co-curricular activities etc. IQAC takes regular meetings with head of the departments to monitor conduction of classes and encourages to use of ICT and smart classrooms for teaching and learning. Also arrangesremedial Classes for slow learners and advance learners are motivated for peer learning and go for extended learning.

File Description	Documents
Paste link for additional information	00
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.mphighereducation.nic.in/InstitutePortal/Public/AnnualReports.aspx?DT=MQ==&InstId=Mjc2
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Though our college is a Girls college, to maintain safe, secure and healthy atmosphere in the campus, the college has taken various measures like installation of CCTVs in all class rooms and entry and exit points of every building. The college has active Discipline Committee and Women Grievance Redressal Committee, which take appropriate action to ensure safe and healthy environment in the campus. The college organizes various lectures, various competitions like Rangoli, wall painting, speech and debate competitions etc. to inform students regarding gender equity, gender laws and gender sensitive issues. It also celebrates Poshan maah and breast feeding week every year to promote women health and empowerment. International Day for Women is celebrated by creating awareness on gender equality, sensitivity, and justice. The IQAC committee organized special talks on gender sensitization and cybercrime every year.

File Description	Documents
Annual gender sensitization action plan	00
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	00

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid Waste Management

The college has banned plastics in the campus and promotes use of paper files and disposal cups in place of plastics files and cups. To collect solid waste, dustbins have been placed at classrooms, corridors, office rooms, principal's chamber, departments and several other locations in the campus. These dust bins are cleaned, sanitized and disposed daily by Sweeper. Solid wet waste from the canteen is disposed off in a proper way. Concrete steps are taken to reduce use of paper - both sides printing for assignment, notices, reports, submission etc. is practiced; official communication is through E mails, what's app, pdf files, PPTs, word files, Xcel etc. Old newspapers and stationery are sold to scrap dealers after tendering process. Non-biodegradable materials such as plastic waste, polythene, metallic waste, glass, etc. are segregated; sold through the process of tender as per govt. procedure

Liquid Waste Management

The discharge from washrooms or college canteen is drained through well-laid channels into pits. Left over water from bottles and bucket etc. is used for watering plants.

Biomedical Waste Management

No biomedical waste is produced

E-Waste Management

The college has adopted a separate procedure for e-waste management. Floppies, pen drives, USB cables, keypad, mouse, switches and regulators, Out-of-use computers and printers are disposed through proper tendering procedure.

Hazardous Chemicals and Radioactive Waste Management

Our campus does not produces hazardous chemicals and radio activewaste materials.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:	C. Any 2 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5.

D. Any 1 of the above

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Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The faculty members of our college hail from various cultural backgrounds of Madhya Pradesh and other states of India bringing a mini-India into the campus. The non-teaching staffs and students are belonging to various social, cultural and religious communities of Madhya Pradesh. Our college believes in equal treatment to all irrespective of caste, creed, religion or cultural beliefs enshrined in our constitution.

Our college follows the reservation policies laid down by the govt. for admission of students; ensure transparency during admission process, fee concession, financial assistance, and scholarships. Books are provided from library to students of SC/ST category. Induction programmes help students to shun their initial hesitation. Under 'Ek Bharat Shreshtha Bharat' program and activities of its club, students learn about culture, traditions, and practices of institutions of the paired state Manipur creating inter-state bonding and promoting national integrity.

Faculty members, non-teaching staff and students from all backgrounds take part in festivities during National days celebrations and social and cultural events like World Hindi Day, National Youth Day, International Girl Child Day, International Women's Day, International Labour Day, World Health Day, World Environment Day, Earth Day, Kaumi Ekta Week, etc. Students pay reverence to their teachers on Teachers Day and New Year. Teaching and non-teaching staff celebrates Vasantosava, Diwali, Eid, Makar

Sankranti etc.

Career and Placement Cell organizes activities for entrepreneurial skill development NSS volunteers spread communal harmony, exhibiting greater responsibility, compassion, and helpfulness towards the needy through Nukkad Nataks, folk music, tree plantations, swachchta drive, blood donation camps, health checkups etc. involving all sections of people.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Govt. Girls P.G. College Vidisha organizes various activities that strengthen constitutional values, rights, duties and responsibilities of students. The Constitution of India assigns high values and responsibilities on citizens through fundamental duties enshrined in the constitution under article 5 1A like respect for the National Flag and the National Anthem, renounce practices derogatory to the dignity of women, uphold and protect the sovereignty, safeguard public property and promote education unity and integrity of the country, render national service when called upon, promote harmony and the spirit of common brotherhood, , value and preserve the rich heritage and environment of the country. Our college celebrates Independence Day, Republic Day and Constitution Day every year with sensitization of students on accountability towards the constitutional values, rights, duties and responsibilities of citizens. The institution organizes seminar, speech competition, rangoli, poster and debate competitions every year on Constitution Day and National Voters Day to make students aware towards their democratic rights and duties.

At UG level, curriculum in Foundation Course deals with environmental issues to sensitize students for preserving ecosystem and environment. They also learn about rights and duties, liberty and equality, justice, welfare state, power and authority, Indian National Movement, Fundamental Rights and Duties in political science and history classes at UG and PG levels.

To inculcate moral and human values in our students, our college celebrates every year birthday of moral thinkers Like Gandhi Jayanti, Vivekananda Jayanti and Teacher's Day etc.

The ECO club of our college sensitizes students about need for protection of environment through numerous programmes carried out throughout the year for cleanliness and tree plantation.

The NCC and NSS teams of our college organize blood donation drive and road safety rallies to help the needy people and spread the awareness about the road safety.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.mphighereducation.nic.in/InstitutePortal/Public/Photo_Gallery.aspx?InstId=Mjc2
Any other relevant information	http://www.mphighereducation.nic.in/InstitutePortal/Public/View_Documents.aspx?InstId=Mjc2

| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized | D. Any 1 of the above |

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Our college celebrates all national and international days, events and festivals and organises various activities like lectures, seminars, speech, sports, quiz, rangoli, poster presentation, dabates, wall paintings etc on Gandhi Jayanti, Vivekanand jayanti , Teachers day, Sushashan day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

As this period is a COVID-19 time that requires lots of attention towards the hygiene, sanitation specially mask, hand sanitization and social distancing. For maintenance of this protocol our institute is continuously awareing the various community by organizing various educational rallies and webinars. As well as in our campus vaccination centre is established.

Sanitizer dispencer machine is allocated at various walls which are basic entrance either for floors or office, departments and

classrooms.

File Description	Documents
Best practices in the Institutional website	http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=NDMwOA==&InstId=Mjc2
Any other relevant information	00

7.3 - Institutional Distinctiveness

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

The staff of the college uses one sided paper for the official work to save the waste of paper which ultimately avoids the exploitation of the environmental resources. The used papers are stored in a box and kept for further use in future.

The students and the staff of the college prefer local and fresh food instead of packaged food which is not healthy and equally the disposable stuff is not good for the environment. The crockery and other utensils are used for serving the eatables to avoid the use of plastic material.

The campus of the institute is lashed with lush green trees and the institute plants all the varieties of trees in the campus every year making the institute distinguished with good environment zone.

The botanical garden has "tulsi udhyaan" and some other medicinal plants for eg. Giloy, bel, arjun etc.

The institute has developed the culture that every member of the staff has to plant a tree and look after it.

The institute facilitates the guest in the college by giving a plant as a token of respect, even on the occasion of birthdays and retirement of the staff or any other events organized in the institute We felicitate with a plant as a token of respect.

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

7.3.2 - Plan of action for the next academic year

1. Construction of new class rooms and smart class rooms.
2. Development of research lab
3. Registration of Alumni cell