

# SELF STUDY REPORT



## **AMBAH POST GRADUATE COLLEGE, AMBAH**

(An Autonomous College Affiliated to Jiwaji University, Gwalior)

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## **PREFACE**

I am pleased to bring out the SSR of this college meant for the second cycle for accreditation of this institution. The SSR has been compiled, prepared and designed as per the guidelines and directives of the National Assessment and Accreditation Council, Bangalore. Presenting the college for accreditation for the second time, is a matter of great satisfaction and re-imposing faith in ourselves that we have been treading the right path, though many hardships and handicaps are there. Within our limited resources and limitations, we are trying to put in our best efforts to deliver as good as the society needs. It also gives us an opportunity to re-introspect within ourselves and analyze our endeavors in the context of present day academic scenario of the country and the world. The SSR, in fact, presents the true picture of the college. Let the NAAC decide whether this college continues to deliver for what it is aimed at.

It is only a formality to show our gratitude to Dr.O.P.Shukla, Chairman, and the Governing Body as the entire work is carried out under their supervision and guidance. They have ever been the source of inspiration for all of us.

I owe this opportunity to express my sincere thanks to all those who are directly or indirectly involve in shaping the SSR.

(Dr.R.K.Tewari)

Principal

## **Executive Summary**

**(Inclusive of the SWOC analysis of the institution)**

The day when the college was founded, none could have any inkling that it would one day transform the whole structure of society of this town Ambah. One of the contributory factors of the development that we see in the town is the result of incessant hard work of the teachers of this college. The region which was known for its antisocial activities has been transforming rapidly due to the impact of the endeavors put in by the faculty of the college. All round development in the town is the result of self-less and result- oriented efforts made by them. The main credit for shaping this college goes to the founder members of this college. Now, their fore-sight, advanced thinking ahead of their time, can only be thought of. They did what they could do with their limited resources to realize their dream into the real shape. Their main aim was to provide education - primary and higher- to all who were deprived of it being poverty ridden. Largely the society of this town is agriculture based and hence affluence level is comparatively very lower and to make education available to them was a very challenging task, however, accepting challenge was in the nature of these founder members. That's why they designed their mission taking account of these factors. The first fruit of their incessant labor was culminated in the form of Higher Secondary school, Kila that helped them in translating their aims into the formation of this college. Since they were ahead of the times, they could not get satisfied with this effort only. The work went on and the seed became to grow into a sapling. Now there was a need of the people who could provide a support to them to help it grow with rapid pace. The dictum where there is a will, there is a way; proved true to this college. Donators from all walks of life came forward to provide large base to their mission. The donation provided by Shrimant Maharaja Jiwaji Rao Scindhia proved to be a milestone in the process of development. Encouraging by this generosity, prominent figure of the town, Seth Kanhaiyalal Mangal came forward and donated his club house with open handedness to provide

sheltering to the college. The club house became the arche-type of the college consisting of four small rooms, one hall and two verandahs along with 30,713 sq. feet of open land.

It was the auspicious occasion of Basant Panchami when on march 9, 1959, Late Smt. Indira Gandhi, the then President of All India Congress Committee and the Ex-Prime Minister of India, laid foundation stone down of the present premises. Since then, the sapling of that time has been transforming into a big and huge tree, providing shelter to scores of teachers and thousands of students in the domain of knowledge sharing. It would not be an exaggeration to say the college is a knowledge tree.

The decade of eighties was proved to be a boon for the growth, development, name and fame of the college. The college drew the attention of the state govt. and in 1988-89, it was considered as an ideal college for its excellence by the department of higher education, Govt. of M.P. Happiness prevailed over the campus and accordingly complete set-up was changed. The college started to get more thrust for its advancement. As a result, the faculty of the college started to make efforts to update themselves to meet the new challenges. They started to use teaching aids. It was proved to be a revolutionary step as the students became more conscious about their learning processes. University grants commission granted COHSSIP to the college in 1988-89. Accordingly, the college adopted new methods of teaching. More emphasis was given on the applied aspects of the subjects and how they could be made more impactful in career orientation. In aid to the direct lecture method, the teacher started to use discussions, debates, quizzes etc. so that retaining capacity of the students might be enhanced. The college also realized the role of library in teaching and learning processes, and accordingly it was started to be enriched with latest edition of books along with new reference books that could support research.

During the some decade, the University Grants Commission, viewing its contribution to and delivering education in the region, granted autonomy to it on the recommendation of the Jiwaji University and concurrence of the

State Govt. This was again a great recognition of the college. Autonomy with it, brought many changes to its functioning. According to the provisions provided for autonomy, many academic statutory bodies were formed to act for different purposes. University Grants Commission provided more help in the form of autonomy grant that helped in further enhancement of developmental activities. Infrastructure was modified to meet the new requirements getting financial assistance from various corners including UGC. The college exercised a rigorous homework for focusing on academic aspects. Decade after decade past on, and the sapling grew up into a huge tree. A span of more than 50 years passed on. Meanwhile the entire academic scenario has been changed. New requirements, new demands and new systems are emerging out with the use of new technology in all the academic spheres. To meet out them, the college redefined its goals and objectives introducing new technology. The new goals are associated with personal grooming up of the students. These are related to the intellectual awaking of students in the modern context; preparing them to make themselves fit in the exiting global context; familiarizing them with new approaches how to become more effective in their deliberations; inculcating in them a fellow feeling that can add to their outreach activities; training for effective leadership; discouraging discrimination among various sections of society; encouraging them how to groom up their own personality; contributing to the community and national development; creating awareness to their surroundings- environmental conditions, ecological balance, green house effect, disturbances in ozone layers etc. The ultimate aim is to make them salable in the modern context. Naturally, such things cannot be achieved through miracles. This kind of change needs incessant hard work, quality work and positive attitude. The college always proves itself to be of its worth. The faculty adopts different mechanism to encourage students to introspect themselves and come to know their strong as well as weak points. This is necessary to make them fit and helps them adapt in the modern setup. The college takes up many activities to prepare and train them for the challenges they are going to face after leaving the college.

The value added programs and courses like Functional Hindi, Computer Application and Language lab work have been initiated for skill development and employability. Due to lack of financial resources, the course for computer cartography has to be postponed to the present five year plan. Self financing programs in various disciplines are introduced to upgrade its value level. It is in the agenda of the college to initiate some new programs like Home Science and Computer Application in Commerce in the forthcoming sessions. The college always tries to maintain transparency in all its affairs leaving a few, related to examinations work. The institution publishes its prospectus annually which contains all the important facts and information about the college like academic calendar, rules and regulations, admission process, fee structure, scholarship, intake of the students, subject combinations, different committees meant for different purposes and the entire staff list. It is supplied to each student in the beginning of the session for his and his guardian's information.

Admissions are done online by the state entity, the department of Higher education, the Government of Madhya Pradesh. The basis of the admission is merit in the qualifying examination according to the filled up status of the students. At present the total strength of the college is 1,182 which contain 647 girls and 535 boys. The percentage of the girls is 54% which shows how the college cares for them. The number of SC and OBC student is 118 and 165 respectively. This again shows how the interests of weaker sections of society are taken care of.

The main task of the college is to deliver quality education. Each and every member of the faculty on the roll of college is whole-heartedly devoted to this task. Regular classes are ensured all round the year. Substitute teaching is in practice to cause least loss to the students. Completion of the entire course by all the teachers is ensured. Remedial classes are provided to those who are lacking behind in their subjects due to their weak background. The students feel free in consulting their difficulties with the teachers of the subjects concerned. Every effort is made to make them self-confident, reliant

and good performer. Opportunities of exposure are provided to them through various programmes/platforms. Additional reading material is made available to the advanced learners. If any of the students achieve something of worth bringing to the notice of all, his/ her name appears on the notice board, thus encouraging others. The college makes all its efforts to generate in them a feeling of competitiveness so that they can put in their labor in right directions.

The entire teaching programme of the session is planned on the basis of academic calendar of the college provided in the prospectus, which is designed taking in to account the calendar provided by the Higher Education Department of the State Government.

Teachers are encouraged to use modern teaching aids in delivering their classroom instructions. Almost all the P.G. classes are equipped with smart/ interactive boards and LCD projectors along with computers with internet connections to make teaching more lucrative. The faculty continuously updates through the literature – books/journals and newspapers and with the use of network etc. to keep pace with the modern trends and to deliver it to its students. Expertise is provided through inviting experts in various subjects to share with their experiences. The focus of the teachers is not on merely finishing the course, but also on making concepts clear. Emphasis is laid on practical/ applied aspects. The college has 13 permanent faculty members on the roll and 31 management faculty to support them. Permanent faculty members have been selected as per the then provisions of M.P. Uchha Shiksha Anudan Ayog and the UGC. All the permanent teachers have Ph.D. as their highest qualification leaving one who is M. Phil. the college has 20% women teachers on its roll. Self-appraisal, feedback sought from the students and other stakeholders, and the examination results are the basis of the teachers' evaluation which is done by the principal and the management.

Students are monitored through their performance in CCEs, practical sessions, class assignments, projects works, group discussions and the participations in extension and other extra-curricular activities. The evolution

scheme is centrally planned by the office of the examination-controller. After each semester, Guidance and Counseling Cell gives them directions for further improvement and enhancement.

The examination results are generally declared in the month of January for the odd semesters and in the month of June for even semesters. Mark-sheets are issued to the students to their respective addresses so that their parents be made acquainted with their outcome. 15% weightage is given to assignments/seminars/project work/field work and class tests. The processing of the result is done through computers by Indira Gandhi Computer center of the college to maintain confidentiality and reliability. The average result of the last semesters is more than 80%.

Diary is maintained by each teacher to record his academic assignment which is audited by the supervisor teacher after each semester. The college is known for its discipline, and the responsibility of maintenance of discipline goes to the Proctorial Board, which is consisted of eight members –some from teaching and other from non-teaching staff.

The main and ultimate task of the institution of higher learning is to contribute to the research. The college is conscious about this fact. To monitor research activities, a Research Committee has been instituted, which works for providing necessary assistance to researchers and to collect feedback to determine needs and requirements in the context of the changing times. Many members from the faculty and researchers are engaged in research work. Total no. of research publication has reached above 90 and is still in progress. Some faculty members got their books published. Being situated in remote area and handicapped by its financial input; research work is generally confined to local region. One minor research project is in progress. The college procures more than 15 research journals. Most of the faculty employed by management is engaged in research work, a few have been awarded Ph.D. during last five years span. To encourage research work, students are encouraged to opt for project work so that they can learn various processes involved in research

work. Surveys and field works are also taken up to enhance research activity and to acquaint them with research methods.

To make the students' campus experience rich, extension activities are organized. Through Red Cross Society camps and meetings are organized to create awareness about diseases like HIV, Hepatitis B etc. The girls are also told of their rights and about legal processes to safeguard their interests. NCC plays a different role; the college has two wings of it- boys' wing and girls' wing. Two units of NSS are helpful in organizing these outreach activities. Many of the sportsmen attain university level, zonal level and national level. In the same manner, performers in cultural activities qualify up to the university level.

The main funding sources of the college are UGC, the State Government, Students (through their fee) and MP/MLAs. The college takes care to make optimum use of the grants/funds received through these agencies. These funds are chiefly incurred on the development of infrastructure, equipping laboratories and libraries (central as well as departmental) and the salary part of the staff.

The college library has a collection of more than 40,000 books. The college procures latest editions and titles of books as suggested by departmental heads. Research journals, popular magazines and newspapers are also subscribed to help students preparing for various competitions. Library is also equipped with computers, internet connection and the facility of INFLIBNET. To use all such facilities a spacious reading room is also available for the students and staff.

The college has established a network resource center provided with a server of its own. Externally, it is providing internet connection to almost all the departments with BSNL connectivity. At present, the college has more than 100 computers and a well furnished computer center, almost all the faculty members are provided with PCs to make use for enhancing their

knowledge level. Departments along with office and the library are interconnected through LAN so the flow of information could be made easy.

The college is keen to take care of health problems of the students. There are two cells in the college – Health Center and the Youth Red Cross wing – that shoulder the responsibility of their regular health check up and arrange to provide them proper treatment, and in complicated cases, guidance. The cells also help in providing blood to the needy when ever such demands comes in. The youth Red Cross wing maintains a blood directory for this purpose. This acts as a catalyst in generating them a sense of belonging and fellow –feeling.

There is a provision of various scholarships, free ships to provide assistance and help in some financially hard-pressed cases, so that they cannot feel handicapped in getting their education complete. Schemes like Gaon-ki-Beti scholarship, Sitaram Jindal memorial foundation scholarship, personal scholarship provided by eminent citizens, and government scholarship for SC/ST/OBC student are in operation. All the sports facilities that exist in the college are available to them and they are free to achieve and enhance their expertise level. Enough infrastructure is available for organizing sports events.

In spite of its financial handicap, the college provides all the necessary facilities, which it thinks, are essential for overall development of its students without any hitch. Special attention is paid to make them responsible citizens and eminent leaders. They are made to understand and participate in the programmes related to community development. As a result of the joint ventures, many village development programmes have taken place. Various programmes have been organized to support different government schemes. In all such programmes, the college is assisted by local government authorities. Many national and state level schemes have been taken up and extended to grass root level.

The students of the college, through various platforms, extended their cooperation in national literacy programme, national health program, social

awareness programs etc. The facility of computer learning is open to all, through UGC network resource centre and Indira Gandhi computer centre; however, learners have to observe certain norms.

Specific attention is paid to maintain the ambience of the college. Greenery in the front lawn adds to its beauty. Trees, plants and colorful flowering create an alluring panorama. Water coolers with ROs are there to provide fresh drinking water to the students. Fire fighting equipments like gas cylinders are installed in each lab and the department. Well-secured premises equipped with CCTV ensure safety and security to girls students. The college tries to provide peaceful atmosphere all through the sessions. Ragging or harassment of any kind is strictly prohibited. The college takes stern action, if any violation is there. No discrimination is allowed.

The chief role of the leadership is assigned to the Principal as everything goes under his supervision and care. He handles all the affairs relating to academics, administration and the maintenance of campus. To maintain everything smooth, he has formed a number of committees and has handed over them different responsibilities. Senior teachers are assigned important duties to perform for him. In this way, the entire functioning of the college is decentralized, though the final say is of the Principal. Possible efforts are made to enrich all departments so that they can provide what they deem fit visualizing market needs and requirements. All the local administrative authorities, eminent citizens of the town, MLAs and MPs are kept in constant touch by inviting them to the college time to time. This helps in seeking their help and cooperation besides their feedback.

One of the chief tasks of the higher education is to contribute to the national development, which is possible only through qualified, well trained and skilled citizens. Preparing such type of citizen is the aim of the college and hence, it provides its students necessary assistance so that they can play their roles in a positive way. They are acquainted with all the necessary processes that have much significance in the global perspective. The world is heading fast on the path of progress, and if we produce less skilled people, the

country will lack behind. Therefore, the college has assessed its role to function as a catalyst helping its pupils to polish themselves. ‘The Quest for excellence’ is the main motto of the college. Every teacher tries his/her best to inculcate this feeling in the students; they are always inspired by quoting the lines that always inspired Pt. Jawaharlal Nehru, the ex-prime minister of India –“I have miles to go before I sleep”.

Just recently, in the year 2009, The College celebrated its golden jubilee and at that time, each of its stakeholders took oath to go ahead with the times, though restricted by so many external factors. Thousands of students who stepped out of this college, having completed their education, are all contributing to the national development in the roles they have assigned to themselves.

The strengths of the college:

1. The Sincerity of the teachers, their devotion to the institution, doing hard work for the name and fame of the institution, their honesty to the self and guardian like affection to the students,
2. Well maintained discipline among the students and the sense of belonging,
3. Holding of regular classes, other campus activities, and the students’ involvement in them.
4. Cooperation of all stakeholders,
5. Maintaining its academic stature intact.

The weaknesses of the college:

1. Lack of freedom in designing own curriculam,
2. Lack of funding resources, which are necessary for starting new courses,
3. Lack of infrastructure especially for outdoor sports activities like cricket, football and hockey grounds,
4. Below average intake of admission seekers and

5. Absence of industries in the region, which makes it difficult to establish rapport with the industrial sector, which is the need of time.

The opportunities:

1. To create more educated manpower to enhance employability,
2. To design curriculum in accordance with the market needs,
3. To encourage optimum use of sustainable resources,
4. To enhance research to make it more relevant to the existing demands,
5. To institute new subjects relevant in getting jobs.

The Challenges:

1. Discouraging policy of the State Government not to support Grant-in-Aid colleges in the matters of salary and academic enhancement,
2. Due to lack of finances, the college finds it difficult to link with external academic world,
3. More funds are required to provide competent and qualified faculty with expertise,
4. To motivate students to acquire more skills as they are not sure to get jobs,
5. To give students a hope that their future is bright is the biggest challenge in the existing circumstances.



## Profile of the Institution

### **B. Profile of the Institution:**

1. Name and address of the College:

Name: Ambah Post Graduate College, Ambah (Morena) M.P.

Address: Morena Road Ambah

City: Ambah (Dist. Morena)                      State: Madhya Pradesh

Website: www.ambahpgcollege.org

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	e-mail
Principal	Dr. R.K. Tewari	O: 07538-275635 R: 07538-275864, 65	9826627364	07538-275635	principal.pgc.ambah@gmail.com
Steering Committee Co-ordinator	Dr. J.K. Jain	O: 07538 – 275635 R: 07538 – 275336	9926255456	07538-275635	principal.pgc.ambah@gmail.com

3. Status of the Autonomous College by management.

- i. Government
- ii. Private
- iii. Constituent College of the University

4. Name of University to which the College is Affiliated **Jiwaji University, Gwalior**

5. a. Date of establishment, prior to the grant of 'Autonomy' (dd/mm/yyyy)

**: 09/03/1959**

b. Date of grant of 'Autonomy' to the College by UGC: (dd/mm/yyyy)

**:15/08/1988**

6. Type of institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

b. By shift

i. Regular

ii. Day

iii. Evening

c. Source of funding

i. Government

ii. Grant-in-aid

iii. Self-financing

iii. Any other (Please specify)

7. Is it a recognized minority institution?

Yes

No


If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

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8. a. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	08/08/1988	UGC Cert. enclosed
ii. 12 (B)	08/08/1988	UGC Cert. enclosed

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

- b. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE,NCTE,MCI,DCI,PCI,RCI etc.)

Under Section/clause	Day, Month and Year (dd-mm-yyyy)	Validity	Programme / institution	Remarks
i.				
ii.				
iii.				
iv.				

(Enclose the Certificate of recognition/approval)

9. Has the College been recognized

- a. By UGC as a 'College with Potential for Excellence'(CPE)?

Yes  No

If yes, date of recognition : ..... (dd/mm/yyyy)

- b. For its contributions/performance by any other governmental agency?

Yes  No

If yes, Name of the agency ..... and

Date of recognition: ..... (dd/mm/yyyy)

10. Location of the campus and area:

Location *	Semi-urban
Campus area in sq. mts or acres	5.1 acres
Built up area in sq. mts.	14000 sq.mts. (aprox.)

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Does the College have the following facilities on the campus (Tick the available facility)? In case the College has an agreement with other agencies in using such facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex :
- Sports facilities
  - \* play ground
  - \* swimming pool
  - \* gymnasium
- Hostel
  - \* Boys' hostels
  - \* Girls' hostels
- Residential facilities
  - \* for teaching staff
  - \* for non-teaching staff
- Cafeteria
- Health centre –
  - First aid facility
  - Inpatient facility
  - Outpatient facility
  - ambulance facility
  - emergency care facility
- Health centre staff –
  - Qualified doctor  Full time      Part-time
  - Qualified Nurse      Full time      Part-time
- Other facilities : (All the following facilities are available at adjacent to the college)
  - Bank
  - ATM
  - post office
  - book shops
- Transport facilities
  - \* for students
  - \* for staff
- Power house : **Backup power generation through generators/ Inverters.**
- Waste management facility

12. Details of programmes offered by the institution: (Give data for current academic year)

S. No.	Programme Level	Name of the Programme/ Course	Duration In years	Entry Qualification	Medium of instruction	Sanctioned/ approved Student intake	No. of students admitted
1	UG	B.A. B.Sc.	3Year 3Year	10+2 10+2	Hindi Hindi	600 505	150 566

		B.Com. B.C.A.	3Year 3Year	10+2 10+2	Hindi Hindi/English	180 40	95 31
2	PG	MA Hindi MA Econo. MA Geog MSc.Zool MScChem MScMaths	2Year	UG	Hindi Hindi/English Hindi/English Hindi/English Hindi/English Hindi/English	60 60 60 30 30 30	12 13 14 29 20 22
3	Integrated Masters	--	--	--	--	--	--
4	M.Phil.	--	--	--	--	--	--
5	Ph.D.	Economics Geography Chemistry Sociology	3Year 3Year 3Year 3Year	PG PG PG PG	Hindi/English Hindi/English Hindi/English Hindi/English	-- -- -- --	08 06 01 01
6	Integrated Ph.D.	--	--	--	--	--	--
7	Certificate	--	--	--	--	--	--
8	Diploma	--	--	--	--	--	--
9	PG Diploma	PGDCA	1Year	UG	Hindi/English	40	02
10	Any other (please Specify)						

13. Does the institution offer self-financed Programmes?

Yes  No

If yes, how many?

14. Whether new programmes have been introduced during the last five years?

Yes  No

If yes

Number

15. List the departments: ( Do not list facilities like library, Physical Education as departments unless these are teaching departments and offer programmes to students)

Particulars	Number	Number of Students
Science:		
<u>Under Graduate</u>	09	
1. Computer Application		89
2. Chemistry		568
3. Mathematics		207
4. Physics		416
5. Botany		148
6. Zoology		148
7. Electronics		48
8. Microbiology		18
9. BCA		31
<u>Post Graduate</u>	04	
1. Chemistry		20
2. Mathematics		22
3. Computer Science		--
4. Zoology		29
<u>Research centre(s)</u>	01	
1.Chemistry		01
Arts		
<u>Under Graduate</u>	09	
Hindi		109
F.Hindi		15
English		28
Sanskrit		12
Sociology		50
Pol.Sc.		83
History		64
Geography		60
Economics		30

Particulars	Number	Number of Students
Post Graduate	03	
Geography		25
Hindi		12
Economics		13
Research centre(s)	02	
Geography		06
Economics		08
Commerce		
Under Graduate	01	95
Post Graduate	-	-
Research centre(s)	-	-
Any Other (please specify)PGDCA		
Under Graduate	-	
Post Graduate	01	02
Research centre(s)	-	

16. Are there any UG and/or PG programmes offered by the College, which are not covered under Autonomous status of UGC? Give details. : **None**

17. Number of Programmes offered under (Programme means a degree course like BA, MA, BSc, M Sc, BCom etc.)

a. annual system

b. semester system

- c. trimester system
18. Number of Programmes with
- a. Choice Based Credit System
- b. Inter/multidisciplinary approach
- c. Any other ( specify) **Unified**

19. Unit Cost of Education

*(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled )*

- (a) including the salary component
- (b) excluding the salary component

20. Does the College have a department of Teacher Education offering NCTE recognized degree programmes in Education?

Yes  No

If yes,

- a. How many years of standing does the department have?  
..... years

b. NCTE recognition details (if applicable)  
Notification No.: .....

Date: ..... (dd/mm/yyyy)

- c. Is the department opting for assessment and accreditation separately?  
Yes  No

21. Does the College have a teaching department of Physical Education offering NCTE recognized degree programmes in Physical Education?

Yes  No

If yes,

a. How many years of standing does the department have?  
 ..... years

b. NCTE recognition details (if applicable)  
 Notification No.: .....

Date: ..... (dd/mm/yyyy)

c. Is the department opting for assessment and accreditation separately?

Yes  No

22. Whether the College is offering professional programme?

Yes  No

If yes, please enclose approval / recognition details issued by the statutory body governing the programme. : **B.C.A., P.G.D.C.A.**

23. Has the College been reviewed by any regulatory authority? If so, furnish a copy of the report and action taken there upon. : **Autonomy Review Committee, NAAC Peer Team**

24. Number of teaching and non-teaching positions in the College

Positions	Teaching faculty						Non- teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government	5		--		24		13		13	
<i>Recruited</i>	2		--		10	01	09	01	05	
<i>Yet to recruit</i>	3		--		13	--	03	--	08	

Positions	Teaching faculty				Non- teaching staff		Technical staff		
Sanctioned by the Management/Society or other authorized bodies					21	11	19	02	06
<i>Recruited</i>					21	11	19	02	06
<i>Yet to recruit</i>					--	--	--	--	--

**\*M-Male \*F-Female Note: The above information does not include the post of the Principal, Librarian and the Sports Officer. All these three posts are sanctioned by the govt.**

25. Qualifications of the teaching staff

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	02	-	-	-	09	01	12
M.Phil.	-	-	-	-	01	-	01
PG							
Temporary teachers							
Ph.D.	-	-	-	-	07	02	09
M.Phil.	-	-	-	-	01	-	01
PG	-	-	-	-	14	07	21
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

26. Number of Visiting Faculty/ Guest Faculty engaged by the College.

27. Students enrolled in the College during the current academic year, with the following details:

Students	UG		PG		Ph.D.		D.Litt./ D.Sc.		Certificate		Diploma		PG Diploma	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
From the state where the College is located	431	421	29	85	11	05	-	-	-	-	-	-	1	1
From other states of India	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NRI students	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Foreign students	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	431	421	29	85	11	05	-	-	-	-	-	-	1	1

\*M-Male F-Female

28. Dropout rate in UG and PG (average for the last two batches)

UG

PG

29. Number of working days during the last academic year.

30. Number of teaching days during the last academic year

31. Is the College registered as a study centre for offering distance education programmes for any University?  Yes  No

If yes, provide the

a. Name of the University

b. Is it recognized by the Distance Education Council?

Yes  No

c. Indicate the number of programmes offered.

32. Provide Teacher-student ratio for each of the programme/course offered :

Course/Programme	Teacher-Student ratio
B.A.	1:10
B.Sc.	1:30
B.Com.	1:60
B.C.A.	1:7
P.G.D.C.A.	1:1
M.Sc.(Chemistry)	1:9
M.Sc.(Maths)	1:8
M.Sc. (Zoology)	1:8
M.A.(Economics)	1:3
M.A.(Hindi)	1:6
M.A.(Gography)	1:5

33. Is the College applying for?

Accreditation : Cycle 1  Cycle 2  Cycle 3  Cycle 4

Re-Assessment:

34. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: **29/01/2009** (dd/mm/yyyy) Accreditation outcome/results :  
**Grade B (CGPA 2.31)**

Cycle 2: ..... (dd/mm/yyyy) Accreditation  
outcome/results

Cycle 3: ..... (dd/mm/yyyy) Accreditation  
outcome/results

\* Kindly enclose copy of accreditation certificate(s) and peer team report(s)

Cycle 1 refers to first accreditation; Cycle 2 and beyond refers to reaccreditation

35. a. Date of establishment of Internal Quality Assurance Cell (IQAC)  
.....(dd/mm/yyyy)

b. Dates of submission of Annual Quality Assurance Reports (AQARs).

(i) AQAR for year 2009-12 on 19/09/2013 (dd/mm/yyyy)

36. Any other relevant data, the College would like to include. (Not exceeding one page)

- The College has planned to introduce 6 new courses, if the finances permit in the future
- The College has planned to construct 3 new lecture theatres during the XII plan.



## **CRITERION I: CURRICULAR ASPECTS**

### **1.1 Curriculum Design and Development**

#### **1.1.1 How are the institutional vision / mission reflected in the academic programmes of the College?**

The vision of the founder members was to make higher education easily accessible in this region enveloped under the darkness of illiteracy and to educate and generate awareness in the youth of the region and make them respectable citizen of the society. Since female higher education was a distant reality in those times, the vision was to provide them opportunity to go for higher education. Keeping this spirit in view, the college undertakes only those programmes that may be beneficial to the surrounding society. Today the enrollment of girls has surpassed the enrollment of boys in the college. The mission of the society was to serve the academic cause of the people with selfless devotion. Though handicapped with the policy of the state government, the academic fraternity of the college is whole-heartedly devoted to their mission. In all the academic programmes, the college tries to involve local youth and the upcoming generation.

#### **1.1.2 Describe the mechanism used in the design and development of the curriculum? Give details on the process. (Need Assessment, Feedback, etc)**

In Madhya Pradesh, the core agency responsible for the design and development of the curriculum is the Department of Higher Education, which drafts the same in the form of the unified syllabus. The focus of the entire curriculum is on the promotion of value education/social citizenship. The college, being an autonomous college, at the local level redefines it as per the need and level of understanding of our students taking into consideration their performance in Continuous

Comprehensive Assessment and annual feedback from them. After each assessment, a group of teachers holds discussion on how the contents may be made more alluring.

The institution also involves internal and external academics in the process of approval of various curricula as the members of Board of Studies and Academic Council and Finance Committee incorporate their valuable suggestions, within limitations of the college, for the betterment and improvement of the curriculum. The curriculum development aspect related database is regularly received from faculty, students, alumni, employees and academic experts. This is discussed in the meetings of the statutory academic bodies like BOS and AC

**1.1.3 How does the College involve industry, research bodies, and civil society in the curriculum design and development process? How did the College benefit through the involvement of the stakeholders?**

Up to the postgraduate level, the colleges not at its liberty to design and develop its own curriculum. However, it involves various stakeholders at various levels to make these contents beneficial to the society. The college organizes industrial tours in the subjects fit for; conducts surveys and organizes fieldwork in coordination with various agencies and camps as per the themes. Involvement of stakeholders makes the college to tread on the right track. Through different forums, the college seeks their guidance and support to enrich students' salability. The college also seeks their support in making the research output of the college as per the need and requirement of the time. So, the ultimate purpose of higher education is served.

#### **1.1.4 How are the following aspects ensured through curriculum design and development?**

- \* **Employability**
- \* **Innovation**
- \* **Research**

In each of the semester of undergraduate courses, the college has a subject in the form of core paper which actually a group of subjects which are important to enhance employability. This paper is a combination of language component (Hindi or English) and a subject of utility ( Environmental studies or computers or science in use). In other subjects too, the college focuses on applied aspects which have their own relevance in enhancing employability. Out of class, it is in the college, a prevalent practice to conduct discussions. In such discussions, they are taught how to make their approach more practical and commercially meaningful and earning. Most of the departments of the college are equipped with modern tools of ICT, and hence, they are made acquainted with presentation methods. All such practices help them enhance their employability. Taking students on field work help them to know field requirements of their chosen subjects. When they interact with the local folks, they come to understand how they better use of their skills; how they can add to new ideas and new approaches which can increase productivity. In this way, they use to learn analyzing things in the changing perspectives and how their analysis gives way to new researches.

Through the design of curriculum the faculty of the college prepares/guides the students with various skills which are required to make them eligible for various competitions, This employability is ensured through various active societies like Scientific, Cultural, Literacy, IETE Students Forums, etc. The institution makes all efforts to make the students multi-skilled.

**1.1.5 How does College ensure that the curriculum developed address the needs of the society and have relevance to the regional / national developmental needs?**

As an institution, the college is aware of the fact that it is the intellectual awakening of the students that can bring a change in the social outlook and hence, the goal of the college is to make them academically sound; our endeavour is to train them for the leadership and citizenship; our efforts are to make them generous so that they can deliver the benefits of education to the grass root level to disadvantaged group of the society; we try to inculcate in them fellow feeling that can discourage discrimination and to provide equity to all sections of the society; we also put in our best efforts to encourage them for self developmental processes relating to community and nation; to make them aware of the ecological balance and to improve the environmental conditions and to provide them necessary know-how regarding various employment opportunities.

In short the curricula developed by the State Government and adopted by the college with only necessary minor changes fulfills the needs of the society and has the relevance to the regional and national developmental needs, if it delivered in its modified form as told earlier in this section. The entire curricula are felt to be drawn in accordance with the curriculum being taught at all over the country.

**1.1.6 To what extent does the College use the guidelines of the regulatory bodies for developing or restructuring the curricula? Has the College been instrumental in leading any curricular reform which has created a national impact?**

As an autonomous college, we earnestly desire to have our own curriculum which we can design and develop keeping focus on ongoing global trends and requirements. But, we are handicapped upto a great extent. However, within our own limits, we follow cent per cent guidelines of the Department of higher Education, Govt of

M.P. and Jiwaji university, Gwalior. Since we are not free, it is difficult to bring such a reform. At the level of research, the researchers of the college are trying hard to bring forth such reforms.

## **1.2 Academic Flexibility**

### **1.2.1 Give details on the following provisions with reference to academic flexibility**

- a. Core / Elective options**
- b. Enrichment courses**
- c. Courses offered in modular form**
- d. Credit transfer and accumulation facility**
- e. Lateral and vertical mobility within and across programmes and courses**

The Core subjects are compulsory at the Graduate and Post graduate level, while for other papers we have the option of elective papers. There is no supportive or allied course is available at present. A degree along with a Certificate course in Computer programming and applications option is available in our institution. This option is available to all students be a graduate or a post graduate.

The following value added courses are introduced to develop skills and offer carrier training for students:

Functional Hindi

Computer Application

A new value added course in Computer Cartography was planned to be introduced, but it is still pending for want of sanction of permanent and qualified faculty.

The institution provides facility for credit transfer, if the student migrates from one institution to another within or outside the country provided the eligibility criteria is fulfilled.

**1.2.2 Have any courses been developed specially targeting international students? If so, how successful have they been? If 'no', explain the impediments.**

Keeping in view the fact that no students from abroad came to study here in this institution till now, the college has devised no such courses. The main impediment is the location of the college. It is situated at a far off distance from both the adjacent big cities- Agra and Gwalior. Again living conditions are not very conducive to such type of students.

**1.2.3 Does the College offer dual degree and twinning programmes? If yes, give details.**

The college, at present, does not offer any dual degree programmes as the present act does not permit to do so as regular student. A student has freedom to combine conventional courses with the courses through distance mode. This facility is not available in our institution as there is no study center of any University or any other institution, in the College. However, the student may opt for such combination on his own behalf.

**1.2.4 Does the College offer self-financing programmes? If yes, list them and indicate if policies regarding admission, fee structure, teacher qualification and salary are at par with the aided programmes?**

The college offers self financing programmes in the following subjects:-

BCA

M.Sc. in Mathematics

Microbiology

Electronics

The admission policy of all these courses are framed and implemented by Department of Higher Education, M.P.Govt. Fee structure is same as the free structure of other aided courses. Since, the college is not allowed to fulfil its desired posts( at par with the sanctioned posts), the salary structure can not be at par with the aided teachers. As far the question of academic qualifications are concerned, the college takes care to select the eligible and able teachers to be paid from the management resources.

**1.2.5 Has the College adopted the Choice Based Credit System (CBCS)? If yes, how many programmes are covered under the system?**

The college has to follow the Department of Higher Education, Govt of M.P. And at present, the college does not have any programme covered under the Choice Based Credit System(CBCS).

**1.2.6 What percentage of programmes offered by the College follows:**

- \* **Annual system**
- \* **Semester system**
- \* **Trimester system**

At present 100% of programmes offered by the college follow semester system.

**1.2.7 What is the policy of the College to promote inter-disciplinary programmes? Name the programmes and what is the outcome?**

The College intends to promote inter-disciplinary programmes. However, these programmes can not be of main degree level as neither the state government nor the university allows freedom to opt for such programmes. These programmes can be offered in the form of diplomas or certificates. The department of Botany and the department of Geography are devising a programme for which formal procedure has to be followed.

**1.3 Curriculum Enrichment**

**1.3.1 How often is the curriculum of the College reviewed for making it socially relevant and/or job oriented / knowledge intensive and meeting the emerging needs of students and other stakeholders?**

Syllabus is reviewed during the meetings of the Board of Studies, which is held once in a year and further suggestions, if any, are incorporated in the meetings of the Academic Council which is also held once in a year. The college keeps the course content intact as the same has been prescribed by the State Government, and the college is not entitled to change or modify it. However, the college brings some changes in its design incorporating significant applied aspects with a view to make it relevant to the needs of society in the modern context.

**1.3.2 How many new programmes at have been introduced UG and PG level during the last four years? Mention details.**

- \* **Inter-disciplinary**
- \* **programmes in emerging areas**

Two subjects- Microbiology and Electronics are introduced at the UG level during the last four years. Microbiology is offered in combination either with Zoology or with Botany to make it more profitable for the point of view of advanced research. Electronics is offered in place of Chemistry making it more relevant to the students of Physics and Mathematics. Both the fields are emerging as significant disciplines specially in the field of research.

**1.3.3 What are the strategies adopted for revision of the existing programmes? What percentage of courses underwent a major syllabus revision?**

The courses are reviewed on the basis of the feedback collected from the stakeholders specially from the students and the external peer group working in same fields in the meetings of the Board of Studies every year. The emphasis is laid on to meet the emerging needs. The college makes all its efforts to review them in consultation with the concerning departments of the other colleges and the allied industry. The college also seeks their corporation to conduct short term practical training for entrepreneurship.

**1.3.4 What are the value-added courses offered by the College and how does the College ensure that all students have access to them?**

Three new value added courses are introduced along with two existing courses, totaling to five- Functional Hindi, Computer Application, Microbiology, Electronics and BCA. Since the entire admission process is under the control of State Government through Higher Education Department, we only publicize them through their portal on the web and all the students have access to it. The college also high lights these courses through prospectus, pamphlets and hordings at the key junctions of the town to make them easily accessible to students.

**1.3.5 Has the College introduced any higher order skill development programmes in consonance with the national requirements as outlined by the National Skills Development Corporation and other agencies?**

The college intends to design its own local diploma and certificate programmes in the fields of Food Processing, IT or Software, Electronics hardware and Education/Skill Development. Till now, the college is financially handicapped to engage experts of the allied fields, therefore, after making provisions for financial makeup, such courses will be introduced.

**1.4 Feedback System**

**1.4.1 Does the College have a formal mechanism to obtain feedback from students regarding the curriculum and how is it made use of?**

The College has a formal mechanism to obtain feedback from the students regarding curriculum in the programmes offered. This feedback is made available to all the concerning departments. After due analysis by the department, it is placed in the Board of Studies for further discussions and modifications, if necessary, are made at the local level to make it more impactful.

**1.4.2 Does the College elicit feedback on the curriculum from national and international faculty? If yes, specify a few methods adopted to do the same - (conducting webinar, workshop, online forum discussion etc.). Give details of the impact on such feedback.**

The college obtains feedback on the curriculum from national and international faculty through workshops, seminars and mutual

discussions whenever the faculty from outside visit this college. The faculty of the college is generally connected to their external peers through different social networks on the web. Most of the teachers share their views on different aspects of the course content and teaching methodologies through their E-mails etc.

**1.4.3 Specify the mechanism through which alumni, employers, industry experts and community give feedback on curriculum enrichment and the extent to which it is made use of.**

The faculty of the college keeps in constant touch of the alumni, employers, industry experts and community through various forums. Our employers hold regular interaction with the faculty and usually they meet quarterly. Meetings of the Alumini Association are held time to time and all the topics of academic interests are discussed. Industry experts are invited, though not quite often, to share their knowhow. Through field work and surveys community in general is also kept in regular touch and discussions are organized to seek their opinion on how the system can be made more effective in its deliberations.

**1.4.4 What are the quality sustenance and quality enhancement measures undertaken by the institution in ensuring effective development of the curricula?**

The syllabi for different courses and different subjects prescribed by the State Government as Unified Syllabi have been modified to enhance its quality content to make it socially, practically recognizable and up to date. While doing so, significant ideas and suggestions from the stakeholders are kept in view. The college tries to update its contents to fit in the changing global requirements.

Since, not much can be done formally, topics of interest are delivered separately through different forums.

*Any additional information regarding Curricular Aspects, which the institution would like to include.*

Formally, the college is bound to follow the norms as stated by the State Government through Department of Higher Education. Naturally, we are helpless in regard to theoretical contents, leaving some minor changes for the sake of facility. Informally, the college is keen to make course contents rich in their practical applicability. Therefore, the college lays stress upon applied aspects specially in the subjects having practicals. The main focus of the college is to deliver quality education. For the purpose, regular classes are conducted without fail. If a teacher goes on leave, his work is substituted by another faculty member so that no loss is done to the students. Students are encouraged to go through the entire syllabus and not be focused on only selective part. This helps in enriching their knowledge base. Various programmes are conducted for differently able youth through Youth Red Cross Wing of the College. Gender related very short term programmes are organized by SHAW. Special programmes are organized to enhance social awareness with the help of local authorities and allied sectors, NGOs etc.

## **CRITERION II: TEACHING-LEARNING AND EVALUATION**

### **2.1 Student Enrolment and Profile**

#### **2.1.1 How does the College ensure publicity and transparency in the admission process?**

The entire admission process at the entry level is done by the Department of Higher education, Govt. of M.P. through Online portal. The College has to upload its profile on the portal of the Online admissions. Hence, the entire process is transparent and provides equal opportunity to all on the merit basis. Besides it-

- (i) The college publishes information about this in its annual Prospectus giving necessary details, procedures, guidelines, rules and regulations;
- (ii) The College has its own active Website where complete information about the college and the admission procedure is displayed;
- (iii) Admission Procedure and the availability of seats is displayed through banners, posters and hoardings. Pamphlets containing this information are also circulated.

#### **2.1.2 Explain in detail the process of admission put in place for UG, PG and Ph.D. programmes by the College. Explain the criteria for admission (Ex. (i) merit, (ii) merit with entrance test, (iii) merit, entrance test and interview, (iv) common test conducted by state agencies and national agencies (v) others followed by the College?**

For UG and PG, the admission process at the entry level is conducted by Government of Madhya Pradesh through the Department of Higher education. The criterion for these admissions is merit cum choice based. Each student can fill nine choices and one is offered at last. The College has no role to play in preparing merit list for admissions. It is only a verifying agency of documents.

**2.1.3 Does the College have a mechanism to review its admission process and student profiles annually? If yes, what is the outcome of such an analysis and how has it contributed to the improvement of the process?**

Prior to the present system of online admissions by the Higher Education Department of Government of M.P., the college had its own mechanism to review its admission process. As far the question of student's profile is concerned, it is analyzed annually after declaration of results, in the meetings of the Academic Council. This analysis helps in sorting out the weaknesses in students and how they be guided to get rid of them.

**2.1.4 What are the strategies adopted to increase / improve access to students belonging to the following categories**

- \* **SC/ST**
- \* **OBC**
- \* **Women**
- \* **Different categories of persons with disabilities**
- \* **Economically weaker sections**
- \* **Outstanding achievers in sports and extracurricular activities**

Various measures are used to increase/improve access to students belonging to the above-mentioned categories. A number of schemes are there out of which they can avail privilege. Time to time State Government/ UGC make provisions for their privilege in the form of free scholarships/ free ships/ remedial coaching etc. Besides, it has been a tradition in this college that every faculty member guides and assists such students to attain their academic standard. Formally, the college has a Guidance and Placement Cell that helps

them through counseling. Special programmes are organized by various forums of the college like Youth Red Cross Wing, NCC and NSS. Entrepreneurship-development training programme is also organized for them.

**2.1.5 Furnish the number of students admitted in the College in the last four academic years.**

Categories	Year 2009-10		Year 2010-11		Year 2011-12		Year 2012-13	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	108	45	85	53	107	64	60	58
ST	00	00	04	00	04	02	00	01
OBC	98	65	107	77	126	123	106	66
General	433	433	427	486	417	520	369	522
Others	10	07	06	03	07	04	03	00

**2.1.6 Has the College conducted any analysis of demand ratio for the various programmes offered by the College? If so, indicate significant trends explaining the reasons for increase / decrease.**

Programmes	Number of applications	Number of students admitted	Demand Ratio
UG			
1.B.A.		210	
2.B.Sc.		624	
3.B.Com.		175	

<b>Programmes</b>	<b>Number of applications</b>	<b>Number of students admitted</b>	<b>Demand Ratio</b>
4.B.C.A		37	
PG			
1.Hindi		14	
2.Economics		10	
3.Geography		21	
4.Chemistry		23	
5.Zoology		30	
6.Mathematics		31	
Integrated Masters	-		
M.Phil.	-		
Ph.D.			
1. Economics	08		
2. Geography	06		
3. Chemistry	01		
Integrated Ph.D.	-		
Certificate	-		
Diploma	-		

<b>Programmes</b>	<b>Number of applications</b>	<b>Number of students admitted</b>	<b>Demand Ratio</b>
PG Diploma 1.PGDCA 2. 3.		07	
Any other (please Specify)	-		

**2.1.7 Was there an instance of the College discontinuing a programme during last four years? If yes, indicate the reasons.**

M.Sc.(Computer Applications) has to be discontinued due to non-availability of students seeking admission through Online.

**2.2 Catering to Student Diversity**

**2.2.1 Does the College organize orientation / induction programme for freshers? If yes, give details of the duration of programme, issues covered, experts involved and mechanism for using the feedback in subsequent years.**

The college organizes one day freshers meet programme to orient them and to tell them how they have to keep up themselves in the surroundings of the college. The college introduces them to the staff of the college, and acquaints them to various activities and forums of the college. The Principal delivers key address, the purpose of which is to make them familiar with the college environment, and to tell

them code of conduct, which they have to follow. Then they have to go through one-day orientation programme addressed by the teachers of the subjects they offered. They are told how they can avail the best out of this college. In short, they are acquainted with all the processes and procedures from A to Z.

**2.2.2 Does the College have a mechanism through which the “differential requirements of student population” are analysed after admission and before the commencement of classes? If so, how are the key issues identified and addressed?**

Counselors are provided to each class at the commencement of the session. Their role is to provide them proper directions - academic or any other related to their welfare. They also monitor their activities throughout the session. The counselors study their problems and rectify them at the initial stage. However, problems of serious nature are brought to the notice of the principal and the proctorial board. The issues covered are academic, financial, psychological, discipline and behavior. Most of the issues are resolved through persuasion. Then their parents and guardians are contacted, if the matter is found to be serious enough to bring to their notice.

**2.2.3 Does the College provide bridge /Remedial /add - on courses? If yes, how are they structured into the time table? Give details of the courses offered, department-wise/faculty-wise?**

The college does not have any course such as bridge course. Various other remedial measures are available for the students coming from the disadvantaged community. Additional tutorials are also conducted time to time to address their academic problems. Remedial classes are organized out of their regular timetable. Generally, all such classes

are held either in the evening or in the morning depending upon their faculty time-table. For example English Language is common to all faculties, therefore, its additional classes are held before 9 in the morning and after 3 in the evening. In the same way, these classes for science subjects are held in the morning and for Arts and Commerce in the evening.

**2.2.4 Has the College conducted a study on the incremental academic growth of different categories of students; - student from disadvantaged sections of society, economically disadvantaged, physically handicapped and slow learners etc.? If yes, give details on how the study has helped the College to improve the performance of these students.**

During Remedial or other additional classes, and tests are held to know the incremental growth of such students. In addition to these, their performance in CCEs is also taken into account. Their performance is analyzed and accordingly they are monitored as per their needs and requirements. Slow learners are encouraged to come up with the level of average students. For the purpose they are provided with the helping material ( in the form of books, notes etc.).Thus, the study serves the purpose of enhancing their academic stature from below average to average. Then they start taking interest in all the academic activities like other students.

**2.2.5 How does the institution identify and respond to the learning needs of advanced learners?**

Their active participation in the discussions; their quickness in responses; their curious questions and quest for knowledge reflect what kind of learner the college is dealing with. Such advanced learners are given various incentives like certification of recognition, prizes and

awards so that they can create their own image and to maintain or enhance it, they do harder work. Besides, they are offered more academic assistance in the form of notes, books and other material.

**2.2.6 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?**

The most important thing for such students is to generate in them the feeling of self-confidence. For this purpose, they are counseled through Guidance and Placement Cell. Specific programmes for such students are organized by various forums like NCC, NSS and Youth Red Cross Society in the college. To boost up their morale, competitions are specially organized for them and the incentives are given. To make them self reliant, entrepreneurship development training programs are organized. All the circulars of the state/central Govt. containing information and schemes for their welfare are made available to them.

**2.3 Teaching-Learning Process**

**2.3.1 How does the College plan and organise the teaching, learning and evaluation schedules? (Academic calendar, teaching plan and evaluation blue print, etc.)**

The Department of Higher Education, Government of M.P. prepares the Master Academic Calendar. College level academic calendar is framed according to its need and requirement keeping the spirit of the master calendar intact and also keeping in view the syllabi and unified course system. This calendar is published in the prospectus of the college for the knowledge and guidance of the students as well as other stakeholders. A committee prepares it and then the Principal in

consultation with senior faculty members approves it. The scheme of learning evaluation is prepared keeping in view the continuous evaluation programme throughout the session. The session is divided into two broad phases after each of which internal assessment examination are scheduled- one in the form of home assignment and other in the form of a recordable test. Their performance in the first internal assessment is analysed and then they are guided and instructed accordingly.

**2.3.2 Does the College provide course outlines and course schedules prior to the commencement of the academic session? If yes, how is the effectiveness of the process ensured?**

The college provides outlines and course schedules prior to the commencement of the academic session. During their first lecture, they are made familiar with their entire course contents prescribed for the session and unit wise details are provided to them. This helps students to identify the areas of their difficulties prior to the start up and they become more cautious while such portions are discussed in the class.

**2.3.3 What are the courses, which predominantly follow the lecture method? Apart from classroom interactions, what are the other methods of learning experiences provided to students?**

Usually the courses belonging to Arts Faculty specially theories oriented are taught predominantly by lecture method. However, power point presentations, charts and other types of display generally support these. The subjects like Botany and Geography need to be explained practically for which class-tours or fieldwork are arranged. Sometimes visits are organized to places of academic interest. Laboratory is the best place where they can gain knowledge of applied aspects.

**2.3.4 How is 'learning' made more student-centric? Give a list of participatory learning activities adopted by the faculty that contribute to holistic development and improved student learning, besides facilitating life-long learning and knowledge management.**

Learning is made more student-centric by telling them the importance of self-involvement. They are made to prepare their own write ups by consulting different sources of learning like libraries and internet.

Some participating learning activities are:

- (a) Project writing.
- (b) Preparation of class quizzes
- © Essay writing
- (d) Spot writing
- (e) Oration
- (f) Development of models and posters
- (g) Experimental projects.

They are encouraged to participate in the academic activities of their departmental associations where they get the opportunities to explore themselves. All the above-mentioned activities help them in lifelong learning and knowledge management.

**2.3.5 What is the College policy on inviting experts / people of eminence to provide lectures / seminars for students?**

Since the college has to work within its own financial constraint, it cannot invite experts from far off places or abroad. Therefore, the general policy is to invite experts from surrounding Universities or colleges having rich experience in their subjects and have a good name. Some renowned academicians of extra ordinary skills are invited from nearby and far off universities in special cases.

**2.3.6 What are the latest technologies and facilities used by the faculty for effective teaching? Ex: Virtual laboratories, e-learning, open**

### **educational resources, mobile education, etc.**

The college has developed a number of smart classrooms where instructions are given through various latest technological tools. All the rooms are connected through college network and e-learning is provided wherever it is required. In addition to it, frequent use of the following tools/ equipments is done:

- (a) Teaching through Power Point Presentations
- (b) Audio-visual aids
- (c) Computers
- (d) Internet
- (e) Models and Charts

These tools are very helpful in enhancing the level of understanding of the students in their subjects and they are made up to date in their respective disciplines of their study with the latest knowledge of their subjects. They feel as if they are working in the global environment of learning.

#### **2.3.7 Is there a provision for the services of counsellors / mentors/ advisors for each class or group of students for academic, personal and psycho-socio guidance? If yes, give details of the process and the number of students who have benefitted.**

There is no provision as such for the services of counselors/ mentors/ advisers for each class or group of students. However, it is a general practice in the college that each teacher works as the counselor to newly admitted students to provide them academic and personal guidance at the commencement of the new session. They also keep an eye on their activities all through the session. Advisors also help them in smooth conduct of activities under various societies formed for personal guidance of the students. It is open for all the students to seek such counsel if one feels one needs it.

**2.3.8 Are there any innovative teaching approaches/methods/practices adopted/put to use by the faculty during the last four years? If yes, did they improve the learning? What methods were used to evaluate the impact of such practices? What are the efforts made by the institution in giving the faculty due recognition for innovation in teaching?**

The use of innovative teaching can bring miraculous change in learning. These methods have the potential to improve standard of education and to achieve the goal easily and successfully. Multimedia –multi sensory interactive application, rapid question-answer series etc are generally used to evaluate the impact of such practices. Faculty is publicity praised. Privilege is given to the management faculty at the time of their next appraisal. The department of Botany introduced a new innovative practice of lab experience sharing with the developed lab of the other institution.

**2.3.9 How does the College create a culture of instilling and nurturing creativity and scientific temper among the learners?**

To create a culture of instilling and nurturing creativity and scientific temper among the learners, the college provides them different platforms where they are encouraged to use divergent thinking. Literary, scientific and cultural societies are there to provide them opportunities for exposure. Incentives and rewards are given to recognize their talent and efforts. They should be provided with opportunities to learn by exploration and immersion. The college also encourages participatory methods so that can use their creative abilities up to the optimum level. Exhibitions are organized to attract them towards science; models are displayed to make them know the worth of science.<sup>1</sup>

**2.3.10 Does the College consider student projects a mandatory part of the learning programme? If so, for how many programmes is it made mandatory?**

- \* **Number of projects executed within the College**
- \* **Names of external institutions associated with the College for student project work**
- \* **Role of the faculty in facilitating such projects**

Yes, The institution considers student projects a mandatory part of the learning programme. Cent per cent of the students of final year are involved in such programmes. The projects are assigned to them under the care of various subject teachers who guide them as per the nature of their projects. The Institutions and organizations associated with these projects are mostly educational institutions middle, high schools and higher secondary schools in the town and surrounding villages, banking sector and Municipal Corporation of the town, government offices, market and local Industry. Kila Higher Secondary School, Mahatma Lochandas Higher Secondary School, Pujari H.S.School, etc are such institutions. State Bank of India, Ambah Branch and OBC Bank are also associated with the College for students project work. The faculty supervises them all through the process and guides them if they feel any difficulty.

**2.3.11 What efforts are made to facilitate the faculty in learning / handling computer-aided teaching/ learning materials? What are the facilities available in the College for such efforts?**

Each department is equipped with the computer facility along with the network connectivity. Almost all the departments are provided with the ICT tools and Audio-visual systems like LCD projector, laptops and other e- tools like interactive boards etc. The departments

are also equipped with printers so that the printed material may be supplied to the concerning students.

**2.3.12 Does the College have a mechanism for evaluation of teachers by the students / alumni? If yes, how is the evaluation used in achieving qualitative improvement in the teaching-learning process?**

Yes, the college has a feedback mechanism for evaluation of teachers. The feedback is shared with the concerning teachers to let them know their strong points as well as weak points. Knowing their weak points, they try to overcome them.

**2.3.13 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If yes elaborate on the challenges encountered and the institutional approaches to overcome these.**

Usually, the Institution does not face such challenges. It is a general practice in the institution to timely finish the course work of each semester and each programme. Sometimes, when working days suffer due to excess of non-working days, extra classes are arranged in each programme by the concerning teachers. Timely commencement of the classes helps the college in regulating the academic session.

**2.3.14 How are library resources used to augment the teaching-learning process?**

Library is one of the chief resources of learning. That is why all the post-graduate departments of the college are provided with well-

equipped libraries so that both the students and the faculty use them freely and frequently. For under-graduate departments that have no practicals, such facilities are available only in the central library. Though the time schedule is fixed for them, yet they can use it in their spare/free periods. The undergraduate departments that have laboratories and have enough space are provided with the departmental library facilities. The central library has a wide-ranging collection of books and journals for almost all the subjects. Books are issued to the students according to their needs but as per the guidelines of the institution. The students also have easy access to the reading room of the central library. Various magazines relating to general knowledge, current affairs, women issues, sports etc. and news-papers are subscribed for the library and the students usually read them during their vacant periods. It helps them to enhance their knowledge level.

**2.3.15 How does the institution continuously monitor, evaluate and report on the quality of teaching, teaching methods used, classroom environments and the effect on student performance.**

The institution continuously monitors, evaluates and reports on the quality of teaching through the feedback collected from the stakeholders, specially from the students. After the examination of each semester, and on the recommendation of Academic Audit, the principal seeks the opinion of concerning head of the department on these aspects and in consultation, he tries to find out possible ways of improvement in the quality.

**2.4 Teacher Quality**

**2.4.1 What is the faculty strength of the College? How many positions are filled against the sanctioned strength? How many of them are from outside the state?**

Total faculty strength = 13 + 31= 44,

sanctioned strength = 32, Filled against these = 13\*

\*The college cannot fill the sanctioned vacant post because the matter is under consideration of the Hon. Supreme Court.

Temp. Management Faculty = 31

Faculty from outside the state = 07

#### 2.4.2 How are the members of the faculty selected?

Faculty members are selected as per the provisions of M.P.Uchcha Shiksha Anudan Ayog. Ayog and the Department of Higher Education, Govt. of M.P. sanctions the post to be filled in by the institution and then the procedure prescribed by the Ayog/Dept. is followed.

#### 2.4.3 Furnish details of the faculty

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt	00	00	00	00	00	00	00
Ph.D.	02	00	00	00	09	01	12
M.Phil.	00	00	00	00	01	00	01
PG	00	00	00	00	00	00	00
Temporary teachers							
Ph.D.	00	00	00	00	07	02	09
M.Phil.	00	00	00	00	01	00	01

PG	00	00	00	00	15	06	21
Part-time teachers							
Ph.D.	--	--	--	--	--	--	--
M.Phil.	--	--	--	--	--	--	--
PG	--	--	--	--	--	--	--

**2.4.4 What percentage of the teachers have completed UGC-CSIR-NET, UGC-NET, and SLET exams? In that what percentage of teachers are with PG as highest qualification?**

All the teachers on permanent roll of the College have already acquired requisite qualification either at the time of their appointment or during their teaching span, prescribed by UGC at that time.

**2.4.5 Does the College encourage diversity in its faculty recruitment? Provide the following departments-wise details.**

Department	% of faculty who are product of the same College	% of faculty from other Colleges within the State	% of faculty from other States	% of faculty from abroad
	80%	05%	15%	-
Chemistry	40%	-	60%	-
Zoology	40%	20%	40%	
Mathematics	75%	25%	-	-
Geography	50%	25%	25%	-
Economics	50%	50%	-	-
Hindi & F.Hindi	50%	25%	25%	-

English	-	-	100%	-
Sanskrit	-	100%	-	-
Sociology	-	100%	-	-
Political Science	-	-	100%	-
History	100%	-	-	-
Computer Science	100%	-	-	-
Physics	100%	-	-	-
Botany	-	100%	-	-
Commerce	66%	33%	-	-
Microbiology	-	100%	-	-

**2.4.6 Does the College have the required number of qualified and competent teachers to handle all the courses for all departments? If not, how do you cope with the requirements? How many faculty members were appointed during the last four years?**

The college has all the members on the roll of the staff qualified and competent as per the need and requirement of the subjects they are assigned to teach. At present, the college is not entitled to appoint teachers against the permanent vacant posts as the condition is imposed by the state Govt. and the matter is under consideration of the honorable Supreme Court. Therefore, only temporary teachers are appointed by the management to cope with the requirements. 23 such teachers were appointed during last four years.

**2.4.7 How many visiting Professors are on the rolls of the College?**

No visiting professors are on the rolls of the college at present.

**2.4.8 What policies/systems are in place to recharge teachers? (eg:**

**providing research grants, study leave, nomination to national/international conferences/Seminars, in-service training, organizing national/international conferences etc.)**

Due to lack of finances, the college can not provide any financial assistance for such purposes. However, it provides them all the necessary facilities like Study leave, Deputation to Conferences/Seminars/In-service training (Orientation, Teachers Training Programme, Summer Institutes and Refresher Courses), Organizing National Seminars & Conferences for the promotional aspects.

**2.4.9 Give the number of faculty who received awards / recognitions for excellence in teaching at the state, national and international level during the last four years.**

Only occasionally through local social organizations and NGOs like Lions Club, Bharat Vikas Parishad, Sanjivani, Samarpan & Samarjit Seva Sanstha, some faculty members have been honoured for their academic contribution. No teacher could able to get any recognition at the State, National or International level.

**2.4.10 Provide the number of faculty who have undergone staff development programmes during the last four years. (Add any other programme if necessary)**

<b>Academic Staff Development Programmes</b>	<b>Number of faculty</b>
Refresher courses	02*
HRD programmes	-
Orientation programmes	03*

<b>Academic Staff Development Programmes</b>	<b>Number of faculty</b>
Staff training conducted by the College	40
Staff training conducted by University/other Colleges	-
Summer / winter schools, workshops, etc.	-
Any other (please Specify)	-

\*All permanent teachers on roll have already participated in the requisite no. of refresher and orientation courses. Temporary teachers are not permitted as per rules to attend such courses.

#### **2.4.11 What percentage of the faculty have**

**\* been invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies**

10% of the permanent staff

**\* participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies**

30% of the permanent staff

**\* presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies**

10% of the permanent staff

**\* teaching experience in other universities / national institutions and others**

Only one faculty member joined as the director of technical institution and availed leave(without pay) for the purpose for acquiring such experience.

\* **industrial engagement**

None

\* **international experience in teaching**

None

**2.4.12 How often does the College organize academic development programmes for its faculty, leading to enrichment of teaching-learning process?**

\* **Curricular Development**

Once in a year (Board of studies and Academic council)

\* **Teaching-learning methods**

Once in a year (with the commencement of the session, academic council and governing body)

\* **Examination reforms**

Once in a year (Examination committee)

\* **Content / knowledge management**

As per need/requirement (generally twice in a year)

\* **Any other (please specify)**

The Principal organizes specific (need based meetings) for this purpose

**2.4.13 What are the teaching innovations made during the last five years?  
How are innovations rewarded?**

During last five years, some significant innovative methods are used to enhance the learning skills of students. Predominantly these methods are the use of multimedia, which is very very powerful tool of giving effective information. Internship has been made mandatory for the students of final classes (generally college leaving classes) so that they can acquire practicability in their concerning subjects before leaving the college for seeking their careers. Interactive methods are also used

to make them confident in their approach. Project writing acquaints them with various formal procedures in presenting things in writing. This enhances their logic and reasoning. Sharing of lab has also been introduced as on experimental basis so that students can use apparatus and equipments which are especially available in different labs.

#### **2.4.14 Does the College have a mechanism to encourage**

- \* Mobility of faculty between institutions for teaching?**
- \* Faculty exchange programmes with national and international bodies?**

**If yes, how have these schemes helped in enriching quality of the faculty?**

The college, time to time, organizes lecture series inviting external teachers to share their views and experiences with our faculty and the students of this college. This is done to make our faculty and students familiarize with outside world and what is going on in academic horizon globally. Such experiences impel our faculty to update themselves in the context of the existing times. For the last two sessions the college is regularly inviting some experts from NIIT, an international organization, to come into contact with the teachers and make them gather their knowledge in the field of ICT and soft skills. Such experiences help in enriching quality of the faculty.

### **2.5 Evaluation Process and Reforms**

#### **2.5.1 How does the College ensure that all the stakeholders are aware of the evaluation processes that are operative?**

The scheme of door evaluation is in practice and it is done externally. The entire process of evaluation is known to all the stakeholders through the Principal's key address at the beginning of the session, the meetings of Parent-Teacher Association and the prospectus. The controller of the examinations also brings it into the notice of the students before the commencement of the examinations of each semester.

**2.5.2 What are the major evaluation reforms initiated by the College and to what extent have they been implemented in the College? Cite a few examples which have positively impacted the evaluation management system?**

As a major reform, Question Bank is circulated to all the students belonging to science faculty. To keep up the transparency, CCE marks are circulated among the students. To maintain impartial and fair treatment to the students, they are free to apply for scrutiny and they are free to view their answer books/ sheets by paying certain amount of fee. This is done to make the examination/ evaluation process reliable and accountable. If they have any grievance, it is redressed immediately. This gives a positive message and creates a positive impact on them.

**2.5.3 What measures have been taken by the institution for continuous evaluation of students and ensuring their progress and improved performance?**

Continuous evaluation of students is monitored through class tests, their participation in discussions, class responses, and continuous comprehensive evaluation and semester examinations. The institution conducts all such activities in accordance with the Academic Calendar of the college. Time to time guidance and suggestions are conveyed to them how they could improve their performance.

**2.5.4 What percentage of marks is earmarked for continuous internal assessment? Indicate the mechanisms strategized to ensure rigour of the internal assessment process?**

Fifteen percent of the total marks are assigned to continuous internal assessment and it is mandatory to go through both the examinations-internal assessment and mains separately. Compulsion of passing assessment examination separately compels the students to engage in their preparation continuously, which benefits them in improving their performance.

**2.5.5 Does the College adhere to the declared examination schedules? If not, what measures have been taken to address the delay?**

Generally, the fixed and the declared examination schedule are followed by the college. All the pros and cons are well thought in advance. Even then, in some emergencies, if the examinations are re-scheduled, care is taken to cause minimum loss in the context of time frame. In such a case, gaps are reduced to make up the loss.

**2.5.6 What is the average time taken by the College for declaration of examination results? Indicate the mode / media adopted by the College for the publication of examination results e.g., website, SMS, email, etc.**

Usually when the examinations are over, the college takes twenty five to thirty days time for declaration of examination results. It all depends on availability of external examiners. The examination results are generally published through college website and the notice board of the college.

**2.5.7 Does the college have an integrated examination platform for the following processes?**

- \* **Pre-examination processes – Time table generation, OMR, student list generation, invigilators, squads, attendance sheet, online payment gateway, etc.**
- \* **Examination process – Examination material management, logistics.**
- \* **Post examination process – attendance capture, OMR based exam result, auto processing, generic result processing and certification.**

The college has a specific integrated examination platform with the name Office of the Controller of Examinations. The Principal is the chief controller, while there are two deputy controllers to assist the controller to look after all the affairs related to examinations. Besides it, the college has the Examination Committee and the Result declaration Committee. All these Committees perform their assigned role. Examination Time table is prepared; student list generation is done; examination superintendents for different time schedules are appointed; in their care invigilators are appointed, squads are formed; attendance sheet is prepared; examination material management is looked after; the work of attendance capture is done and lastly generic result processing and certification is done.

**2.5.8 Has the College introduced any reforms in its Ph.D. evaluation process?**

College has no role to play in Ph.D. evaluation process. It is only the University which is entitled to arrange this process, the college simply follows it.

**2.5.9 What efforts are made by the College to streamline the operations**

**at the Office of the Controller of Examinations? Mention any significant efforts which have improved process and functioning of the examination division/section?**

The working of the Office of the Controller of Examinations has been categorized into various phases to increase its efficiency:

The main functions of the Office of the Controller are:

- (1) Maintenance and safety of Examination record.
- (2) Inviting panel of examination from the chairpersons of various subjects.
- (3) Preparation of the scheme of examination
- (4) To invite question papers from the examiners appointed by the Principal for internal assessment/ Semester/ Annual examinations.
- (5) General supervision of all examinations for smooth running.
- (6) Dispatch and collection of answer books along with the awards.
- (7) Payment of the remuneration to the examiners.
- (8) Checking of final tabulation chart before the declaration of the result.
- (9) Declaration and publication of the results in news papers and the college website.
- (10) Dispatch of Mark sheets to the students home address.
- (11) Collection of applications regarding students' grievances.
- (12) Completion of scrutiny work and declaration of its outcome.
- (13) The same procedure is also followed for supplementary examinations.

These are categorized into three parts:

1. Pre Phase-Examination Preparation,(Above mentioned 1-4 )
2. Exam Phase-Conduct of Examination (Above mentioned 5)
3. Post Phase-Declaration of Result & Allied Functioning (6 onwards)

The task is distributed among the Controller and the Deputy Controllers of the Examination

The main endeavor in this regard is that it has been made easily accessible to students. They are free to contact Controller's office whenever they have any problem or any confusion to get it resolved.

### **2.5.9 What is the mechanism for redressal of grievances with reference to evaluation?**

The formal mechanism for redressal of grievances with reference to evaluation is that they have to simply apply for their grievance to be redressed along with the requisite fee, if there is any. In most of the matters, simply contacting the Controller's Office work out their problems. There are two provisions which have been prescribed formally- Scrutiny of Answer Books and Re-opening of Answer Books.

## **2.6. Student Performance and Learning Outcomes**

### **2.6.1 Does the College have clearly stated learning outcomes for its programmes? If yes, give details on how the students and staff are made aware of these?**

The main focus of the college is on learning outcome for the programs it offers. However, it is also its endeavor to maintain its high standard of examinations and allied processes. The final outcomes of the examinations are conveyed to both the students as

well as the staff. Outcome of the result is discussed in different statutory bodies like boards of studies, academic council, and governing body. The suggestions, then, are incorporated in teaching processes and working procedures.

**2.6.2 How does the institution monitor and ensure the achievement of learning outcomes?**

The learning outcome is maintained through regular CCEs, class discussions and students responses. Individual attention is also paid to the needy students and are guided accordingly. Proper and timely guidance help them to enhance their achievements.

**2.6.3 How does the institution collect and analyse data on student learning outcomes and use it for overcoming barriers of learning?**

All such data is collected by the office of the controller of examination. The data is reproduced in the meetings of the staff which is generally held after declaration of result of each semester. In the meetings the data is discussed and analysed, and thereafter suggestions are invited, if any improvement is desired.

**2.6.4 Give Programme-wise details of the pass percentage and completion rate of students.**

Following table shows result of Final Semester of each programme:

S.No.	Programme	Appeared	Passed	%
1.	B.A.	55	55	100
2.	B.Com.	45	45	100
3.	B.Sc.	152	129	84

<b>4.</b>	<b>B.C.A.</b>	<b>03</b>	<b>03</b>	<b>100</b>
<b>5.</b>	<b>M.A.(Economics)</b>	<b>04</b>	<b>04</b>	<b>100</b>
<b>6.</b>	<b>M.A.(Geography)</b>	<b>09</b>	<b>09</b>	<b>100</b>
<b>7.</b>	<b>M.A.(Hindi)</b>	<b>14</b>	<b>12</b>	<b>86</b>
<b>8.</b>	<b>M.Sc.(Chemistry)</b>	<b>24</b>	<b>24</b>	<b>100</b>
<b>9.</b>	<b>M.Sc.(Zoology)</b>	<b>16</b>	<b>16</b>	<b>100</b>
<b>10.</b>	<b>M.Sc.(Mathematics)</b>	<b>06</b>	<b>06</b>	<b>100</b>
<b>11.</b>	<b>PGDCA</b>	<b>04</b>	<b>04</b>	<b>100</b>

*Any additional information regarding Teaching, Learning and Evaluation, which the institution would like to include.*

1. There is a cell under the care of a senior faculty member which looks after the welfare and interest of the students belonging to SC/ST/OBC and minority categories.
2. A cell named 'SHAW' is there that looks after the interest of girls/women students and employees and help in redressing their grievances.
3. Remedial classes are organized not only for the weaker section of society but also for students who come from financially hard pressed background.
4. The college has a network resource center linked with server with its own and also with BSNL server connecting all the departments which are helpful in sharing knowledge.
5. Almost all the departments are equipped with ICT facilities which is helpful in keeping faculty update.
6. Experts of national and international repute are invited for presentations and delivering lectures to share their knowledge and experience with our faculty and students.
7. Central Library, apart from the departmental libraries, has good collection of books and journals; and is equipped with INFLIBNET facility.
8. All the permanent faculty members on roll are Ph.D. holder except one who is M.Phil.

9. Management takes all care to promote teacher development and spares no opportunities to provide them necessary facility.
10. Keeping in view the increasing number of girls students, preference is given to lady teachers in recruitments.
11. Time to time faculty members are honored by various social organizations and NGOs like Sanjeevni, Samarpan, Samarpit seva sanstha, Lions Club and Bharat Vikas Parishad.
12. All the faculty members are provided with computers to freely use them for audio-video teaching.
13. The teachers are evaluated annually through their self appraisal and feedback received from various stakeholders.
14. Mal practice, if reported any, is handled strictly as per provisions in the statute of the University.
15. Being an autonomous college the result processing is done internally through computers, with complete confidentiality and reliability.
16. Classes are conducted regularly. In case of any teacher on leave, teaching is supplemented by another faculty member.
17. Minimum 75% attendance is ensured, any laps in it is conveyed to the guardian/parents.
18. Teachers record their deliberations in their diaries which are checked by the principal at regular intervals.
19. The Proctorial board is quick to respond to any indiscipline.
20. Tutions are not practiced by the teachers.

### **CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION**

#### **3.1 Promotion of Research**

##### **3.1.1 Does the College have a research committee to monitor and address the issues of research? If yes, what is its composition? Mention a few recommendations which have been implemented and their impact.**

The college has a Research Committee to facilitate and monitor research work. It keeps itself constantly in touch with the researchers of the college, the supervisors providing research guidance and the research section of the University. It helps the students to acquaint with the latest developments in the field of research. It comprises the Principal as its chairman, Dr.S.R.S.Tomar as the In-charge Secretary of the Committee and five senior faculty members nominated to act as its members. On the recommendation of the research Committee, computers along with internet connectivity have been provided to almost all the faculty members. With the help of these computers, the faculty has been updating itself and the supervisors can get many reference resources at their hands. The other recommendation of the Committee was to provide Special leave(SCL) to those who leave college to consult other libraries and departments for research purpose. As a result, frequent visits are taken up by the faculty, resulting in enhancement of their level of knowledge.

##### **3.1.2 What is the policy of the College to promote research culture in the College?**

3.1.2 The college has a policy to provide researchers with-

- (a) All the infra-structural resources available, free and liberally,
- (b) The Librarian and the departments are directed to provide them books/ journals and equipments which they feel are necessary for

their research work,

- (c) They are treated on Special Study leave, if they leave the college for research purpose,
- (d) Permanent faculty is encouraged to take up minor research projects, if they are keen,
- (e) As per provision of the State Government, incentives are provided to Ph.D.holders, and the college follows the same,
- (f) The development grant allotted to postgraduate departments is specially focused on research and allied activities.
- (g) Project assignments are allocated to the students to promote sense of research in them.

**3.1.3 List details of prioritised research areas and the areas of expertise available with the College.**

The Prioritized research areas and the areas of expertise available with the college in different subjects are :-

Agriculture, Planning, Land use, Rural Development, Settelement, Resources, Medical Geography, Equipment, Panchayati Rai, Socio Economic Development Industrial development Tourism, Agriculture, Soil Analysis, Water Analysis, Women's status and their Upliftment etc.

**3.1.4 What are the proactive mechanisms adopted by the College to facilitate smooth implementation of research schemes/projects?**

- \* **advancing funds for sanctioned projects**
- \* **providing seed money**
- \* **autonomy to the principal investigator/coordinator for**

**utilizing overhead charges**

- \* **timely release of grants**
- \* **timely auditing**
- \* **submission of utilization certificate to the funding authorities**

Since the college has to incur major part of its financial resources on the salary part of the employees, it is difficult for the college to provide any such funding to the projects. Despite it, the college is keen to support research activities, in otherwise all terms. The college provides autonomy to the principal investigator / coordinator to utilize overhead charges according to their needs and requirements for the projects, granted by the UGC. Efforts are made for timely release of grants. Office mechanism is also supportive and unnecessary delay is avoided. The accountant is instructed to assist in timely auditing and submission of UC to the UGC within its stipulated period. The college has no impediment in advance funding of sanctioned projects, if the demand is there.

**3.1.5 How is interdisciplinary research promoted?**

- \* **between/among different departments of the College and**
- \* **collaboration with national/international institutes / industries.**

Keeping in view the latest trends, efforts are being made to coordinate different departments which can work in tune with one another. For example, just recently a project is completed with the mutual coordination of the departments of Sanskrit and Botany and took shape in the form of books. Other departments are also planning to take up such projects. However, they have to take a formal shape yet.

**3.1.6 Enumerate the efforts of the College in attracting researchers of eminence to visit the campus and interact with teachers and students?**

The outside researchers are given due place in the different committees of the college just to provide them opportunities to visit this college and interact with the teachers and the students. Such researchers are incorporated as expert members in the constitution of Board of Studies, Academic council etc. They are also invited to deliver lectures in their respective fields of specialization and to interact with the college researchers.

**3.1.7 What percentage of faculty have utilized sabbatical leave for research activities? How has the provision contributed to the research quality and culture of the College?**

During Last five years, no teacher has applied for sabbatical leave for research activities and therefore, it cannot be estimated how such activity could contribute to the research quality and culture.

**3.1.8 Provide details of national and international conferences organized by the College highlighting the names of eminent scientists/scholars who participated in these events.**

The college organized a few national seminars during last five years in the following subjects- Botany, Economics and Geography. The details of the seminars are given below:

**Geography**

The Theme of the Seminar: Utilization of Water Resource and its Problems.

Held on 17-18 March 2012.

Eminent Scholars participated in the seminar-

Dr.S.K.Shukla, Hari Singh Gaur Central University, Sagar,  
Dr.A.Singh, Gaziabad(U.P.), Dr.H.L.Sharma, Sidhi,  
Dr.N.K.Bansal, Dholpur, Dr.Shalini, Etawah, Dr.Sohni, Etawah,

Dr.B.R.Meena, Dausa, Dr.Seema Parmar, Ujjain, Dr.Akhtar Bano, Ujjain, Dr.Indresh Dwivedi, Reewa, Dr.B.K.Sharma, Reewa, Km.Ruchi Sharma, Aligarh, Dr.Rajjeev Kumar, Etawah, Dr.Anupam Pathak, Kasganj, Dr.K.C.Sharma, Etah, Dr.M.S.Sisodia, Datia, Dr.P.S.Gautam, Pratapgarh, Dr.E.Haq, Azamgarh, along with 122 scholars in all.

### **Economics**

The Theme of the Seminar: Climatic Change & Economic Development.

Held on 5-6 March 2012.

Eminent Scholars participated in the seminar-

Dr.L.S.Singh, Bodhgaya(Bihar), Dr.K.D.Singh, Bodhgaya(Bihar), Dr.A.K.Tomar, Aligarh, Dr.Rajendra Gupta, Jammu, Dr. Ved Tripathi, Agra, Dr.V.S.Parihar, Chitrakut, Dr.M.K.sharma, Aligarh, Dr.Farhat Yakub, Aligarh, Dr.Neetu Saini, Aligarh, Dr.Shobha Jain, Meerut, Dr.Shubhika, Aligarh, Miss Usha Sharma, Aligarh, Miss Surbhi Maheshwari, Jaipur, Miss Shobha Thassu, Bhopal, Dr. B.P.Pandey, Chitrakut, Dr.Vivek Singh, Jaipur and 97 participants in all.

### **3.1.9 Details on the College initiative in transferring/advocating the relative findings of research of the College and elsewhere to the students and the community (lab to land).**

Many findings of the research / fieldwork done by the college are incorporated as the course contents for various classes by M.P.Board. Many government agencies contacted the college to seek research findings on various topics for planning and other official purposes, and the college helped these agencies in providing the desired information through the concerning departments.

**3.1.10 Give details on the faculty actively involved in research (Guiding student research, leading research projects, engaged in individual or collaborative research activity etc.)**

The following members of the faculty are actively involved in research (Supervision):

1. Dr. J. P. Singh, Prof. & Head, Department of Economics,
2. Dr. R. K. Thassu, Assistant Professor, Department of Economics,
3. Dr. O. P. Rajpali, Assistant Professor & Head, Department of Sanskrit,
4. Dr. S. R. S. Tomar, Assistant Professor & Head, Department of Geography,
5. Dr. V. K. Gupta, Assistant Professor & Head, Department of Chemistry,
6. Dr. V. K. Jain, Assistant Professor, Department of Chemistry

The following faculty members are involved in their individual research:

1. Mr. Raj Veer Sharma, Department of Mathematics,
2. Mr. B. M. Bansal, Department of Commerce,
3. Mr. Diwaker Shrotriya, Department of Physics,
4. Mrs. Poornima Agrawal, Department of Hindi

**3.2 Resource Mobilization for Research**

**3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization for last four years.**

In the budget, the development grant allotted to P.G. Departments is specially focused on research and allied activities. Under this grant, purchase of apparatus and equipments, books and journals, and other desired material are provided for.

**3.2.2 What are the financial provisions made in the College budget for supporting student research projects?**

Major part of the UGC grant is utilized to procure books & equipments specially required for research purposes. In addition to it, the college makes a small budget provision for Research purpose expenditures. Students are supported with all the facilities available with the concerning departments. The college also relaxes their tuition fees, library fees, Laboratory fees up to a large extent.

**3.2.3 Is there a provision in the institution to provide seed money to faculty for research? If so, what percentage of the faculty has received seed money in the last four years?**

At present, the college does not have any provision to provide seed money to faculty for research.

**3.2.4 Are there any special efforts made by the College to encourage faculty to file for patents? If so, provide details of patents filed and enumerate the sanctioned patents.**

The college does not have any facility legal or infrastructural to file for patents. The college has very limited resources of finance, hence, implementation of such facility at this level cannot be thought of.

**3.2.5 Provide the following details of ongoing research projects:**

	Year wise	Number	Name of the project	Name of the funding agency/Industry	Total grant received
A. College funded					
Minor projects					
Major projects					
Along with Industry					

	Year wise	Number	Name of the project	Name of the funding agency/Industry	Total grant received
A. College funded					
B. Other agencies - national and international (specify)					
Minor projects	2011	02	**	UGC CRO	300000/
Major projects					
C. Industry sponsored					

**\*\*Tourism in Madhya Pradesh- Dr.R.K.Thassu, Department of Economics**

**\*\*Jal Sansadhan, Sarakshan Evam Prabandhan- Dr.S.R.S.Tomar, department of Geography.**

**3.2.6 How many departments of the College have been recognized for their research activities by national / international agencies (UGC-SAP, CAS, DST-FIST; DBT, ICSSR, ICHR, ICPR, etc.) and what is the quantum of assistance received? Mention any two significant outcomes or breakthrough due to such recognition.**

Till now, no such efforts have been made. The Research Committee of the college is planning to approach these bodies, but a number of impediments are there. A large percentage of teachers are of temporary nature and hence, they are not eligible to seek for such assistance even though they have served the institution for a long time and many of them deserve for it. The main hurdle is the system (the policy of the State government), and not the teachers.

Since most of the departments, engaged in research activities, consist of temporary teachers and their stay in the college depends on the circumstances, it is difficult to take on such responsibility. Most

of these teachers leave the college when they get opportunities of permanent nature.

**3.2.7 List details of completed research projects undertaken by the College faculty in the last four years and mention the details of grants received for such projects (funded by Industry/National/International agencies).**

Two of the faculty members have taken up minor research project during the last four years span-

1, Dr.R.K.Thassu, Department of Economics-Tourism in Madhya Pradesh (Completed)

2. Dr.S.R.S.Tomar, Department of Geography - Jal Sansadhan, Sarakshan Evam Prabandhan.(On going)

Both the projects are funded by UGC, CRO, Bhopal. The funding amount is 150000=00 for each of them.

**3.3 Research Facilities**

**3.3.1 What efforts are made by the College to keep pace with the infrastructure requirements to facilitate Research? How and what strategies are evolved to meet the needs of researchers?**

The major research facilities developed and made available are:

(a) Department and the Central Library

(b) Desktop computers with printers

(c) Internet facilities along with intranet

(d) Well equipped laboratories ( apparatus/equipments are

procured as per demand by the department concerned viewing their significance)

(e) Travel grant for research purposes

The college decides its course of action on the recommendation of the research supervisor of the concerning department/ case.

**3.3.2 Does the College have an information resource centre to cater to the needs of researchers? If yes, provide details on the facility.**

The College does not have any information resource centre as such. However, Research Committee of the college plays this role well. The researchers can avail all the facilities available in the college- library, Lab facility, portable equipment sharing etc.

**3.3.3 Does the College provide residential facilities (with computer and internet facilities) for research scholars and faculty?**

The college is not a residential institution and therefore, it can not provide any residential facility. However, facility of computers with internet connectivity is available during day time (college hours).

**3.3.4 Does the College have a specialized research centre/ workstation to address challenges of research programmes? If yes, give details.**

Till now, there is no such centre specially meant for research. It is one of the items to be established in the coming years. Till now, the department of Geography is working like it. It would be one of the top priorities of the college.

**3.3.5 Does the College have research facilities (centre, etc.) of regional, national and international recognition/repute? Give a brief description of how these facilities are made use of by researchers from other laboratories.**

Yes, the college has research facilities of regional, national and in some cases international repute. For example, many external researchers use Cartography lab of the Department of Geography. In the same way, some standard equipment and apparatus are available in chemistry lab useful in research work and the externals use them when they feel need for these. Books of repute are also available for consultation and reference. The researchers from other laboratories request the concerning departments through the Principal and is permitted to make use of such facilities.

**3.4 Research Publications and Awards**

**3.4.1 Highlight the major research achievements of the College through the following:**

**\* major papers presented in regional, national and international conferences**

More than 18 papers were presented in regional, national conferences/seminars.

**\* publication per faculty**

More than 45 research papers were contributed to research journals. On an average 3 papers per faculty.

**\* faculty serving on the editorial boards of national and international journals**

**Dr.J.P.Singh, Department of Economics** is on the editorial

board of 'Artha Chintan' and **Dr.S.R.S.Tomar, Department of Geography** is on the editorial board of 'Charmanvati', 'Vindhayan', Riwa, and 'Globe', Sidhi

**\* faculty members on the organisation committees of international conferences, recognized by reputed organizations / societies.**

None.

**3.4.2 Does the College publish research journal(s)? If yes, indicate the composition of the editorial board, publication policies and whether it is listed in international database?**

The college publishes two research journals named "Artha Chintan" and "Charmanvati. The department of Economics publishes one while Geography department publishes the other. Both have got them ISSN nos. 2623 & 2277-9892 respectively. The Editorial boards are:

i. Artha Chintan :

Chief Editor – Dr. J.P. Singh

Editor – Dr. R.K. Thassu

Executive Member – Dr. K. Bhardwaj

Co-editor – Dr. M. Sharma

ii. Charmanvati :

Editor – Dr. S.S. Tomar

Co-editor – Dr. D. Rawat

**3.4.3 Give details of publications by the faculty:**

**\* number of papers published in peer reviewed journals (national / international)**

More than 45 papers.

- \* **Monographs**  
Nil
- \* **Chapters in Books**  
Bhartiya Samaj, Mudde Evam Samasyaen, Mahila  
Shasaktikaran
- \* **Editing Books**  
Survey Books( Village Dimni, Village Tor, Sakhwar Samaj ki  
Samajarthik Saranchana.)
- \* **Books with ISBN numbers with details of publishers**  
Dr.O.P.Rajpali-  
1.Lok Jeewan Ke Rang 2011,Aman Prakshan,Kanpur  
(ISBN 978-93-80417-36-3)  
2.Sanskrit Natkon Main Arthopekshak 2012,Delhi  
(ISBN 978-81-8315-162-7)  
3.Vairagyashatkam 2012,Aman Prakashan,Kanpur(ISBN-820)
- \* **number listed in International Database (For e.g. Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)**  
None
- \* **Citation Index – range / average**  
NA
- \* **SNIP**  
NA
- \* **SJR**  
NA
- \* **Impact factor – range / average**  
NA
- \* **h-index**  
NA

**3.4.4 Indicate the average number of successful M.Phil. and Ph.D. scholars guided per faculty.**

On an average one to two researchers from the department of Economics , Geography and Chemistry are awarded their Ph.D degrees.

**3.4.5 What is the stated policy of the College to check malpractices and misconduct in research?**

When a candidate registers himself on the college rolls for the award of a Ph.D.degree, he has to submit a self-declaration that during the course of his research he will not involve himself in any malpractices or misconduct. Taking undertaking of this kind is the stated policy of the college in this matter.

**3.4.6 Does the College promote interdisciplinary research? If yes, how many inter departmental / inter disciplinary research projects have been undertaken and mention the number of departments involved in such an endeavour.**

As a policy matter, researchers are free to take up the topic of their choice for which they are registered at the University for Regular Course. It is not desirable to impose any compulsion on them. Yes, if they are interested to take up inter disciplinary research, the college provides all help and departmental assistance to them.

**3.4.7 Mention the research awards instituted by the College.**

The college has started awarding certificate of appreciation from this year to the faculty engaged in research and are producing at least one

research degree each year. Since the college is not financially well off, there is no cash incentives to provide.

### **3.4.8 Provide details of**

- \* **research awards received by the faculty**

- \* **recognition received by the faculty from reputed professional bodies and agencies**

A few members of the staff on permanent roll got the certificate of appreciation from the college and not from any external agency. The names of receivers are Dr. J.P. Singh, Dr. R.K. Thassu, Dr. O.P.Rajpali, Dr. V.K. Gupta, Dr. V.K.Jain and Dr. S.R.S. Tomar.

### **3.4.9 State the incentives given to faculty for receiving state, national and international recognitions for research contributions.**

No such recognition has been received by the faculty till now. The college would like to institute such incentives if any such case comes before it.

## **3.5 Consultancy**

### **3.5.1 What is the stated policy of the College for structured consultancy? List a few important consultancy services undertaken by the College.**

All consultancy work must have the permission of the Principal and Governing Body before any such agreement is made with external agency. The staff can take on such consultancy work; however, they must spare additional time, not affecting the regular timetable of the college.

**3.5.2 Does the College have College-industry cell? If yes, what is its scope and range of activities?**

Till now, there is no College- industry cell is in existence. However, keeping in view the need of the time, the college will institute it in the coming academic sessions. It has been incorporated in the next five year plan. At present Entrepreneur Cell serves the purpose.

**3.5.3 What is the mode of publicizing the expertise of the College for consultancy services? Mention the departments from whom consultancy was sought.**

The departments, which are involved in research activities, are well known to the community and the academic fraternity. The college publicize them throw its website. Since, the college is situated in remote area, far off from nearby cities; the industrial sector is not in constant touch with the college. In future, if the permission is granted by the State Government to open the appointments against sanctioned posts, the college will form a cell for this purpose.

**3.5.4 How does the College encourage the faculty to utilise the expertise for consultancy services?**

The college recognizes the value of such services and therefore, a share out of consultancy income can be availed by the concerning department. Since no such offer has come to the college yet, it has not utilized its provision for the same. However, if such an offer comes, the college will make use of this provision.

**3.5.5 List the broad areas of consultancy services provided by the College and the revenue generated during the last four years.**

The college does not provide consultancy facility as no such offer has come for consideration. However, in the days to come, the institution wishes to offer such services. The college is awaiting the decision of the Supreme Court in the matter regarding filling up of sanctioned posts. Only then, the college will be able to retain the competent hands who can contribute to in this field.

### **3.6 Extension Activities and Institutional Social Responsibility (ISR)**

#### **3.6.1 How does the College sensitize the faculty and students on Institutional Social Responsibilities? List the social outreach programmes which have created an impact on students' campus experience.**

It is a policy of the college from the very beginning of its inception that besides teaching, every member of the teaching staff is given some social work to perform. In the same pattern, all the newly admitted students of the college have to compulsorily opt for some extension activity (NCC, NSS, Youth Red Cross, Continuing Education, Sports, Literary, Scientific or Cultural) of his liking depending upon his fitness. All these activities bring students and faculty closure to community that adds to their campus experience. Coming into contact with the community provides them opportunities to study the social structures, i.e, financial status, living conditions, social behavior and awareness, demographic distribution and structure and other social aspects. This generates in them a sense of social responsibility and initiative to reform them. The units of National service Scheme, which provided such opportunities to its volunteers, organized annual camps and special camps having themes beneficial to the community, to make students learn many things. Rallies are also organized to create awareness in common men about various important aspects related to human life. N.C.C.units also took up such

programmes to inculcate in the volunteers a sense of social responsibility. Red Cross Society organized a Health Check-up Camp through which volunteers came close to community.

**3.6.2 How does the College promote College-neighborhood network and student engagement, contributing to holistic development of students and sustained community development?**

During long vacations, the college provides opportunity to the students of the college to arrange programme to activate college neighbor-hood network. The length of the programme is decided taking into consideration various aspects of the functioning- the main is the security of the girl students. Since most of the programmes are organised in the neighborhood and for limited span of time, no additional expenditure falls on the institution. In these programmes emphasis is laid on adult education, child education, environmental awareness, conservation of water etc.

**3.6.3 How does the College promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?**

During its regular teaching schedule, evening programme or activities are held through different extension forums of the college with a view to generate in the youth a feeling of social belonging and responsibility. Such programmes include Environmental programmes, Peace Education, upliftment of women, community development, Blood donation Camp, health and hygiene awareness, gender sensitization awareness etc.

**3.6.4 Give details on social surveys, research or extension work (if any) undertaken by the College to ensure social justice and empower the under-privileged and most vulnerable sections of society?**

The college has organized a number of activities to ensure social justice and empower the under privileged and most vulnerable sections of society. These programmes have been organized through various academic departments, extension forums like N.C.C., N.S.S., Sports and Red Cross. The academic departments conducted surveys worth mentioning are surveys of village Dimni and Tor; N.S.S. organized camps on the same theme; the Youth Red Cross Society organized a number of programmes to draw attention of the under privileged sections to their rights and duties towards nation building. They are made familiar with different schemes initiated by the Central and the State Governments.

**3.6.5 Give details of awards / recognition received by the College for extension activities / community development work.**

The college is well recognized for its contribution to extension activities not only by the community at large but also in government circles. Since, it is not in the practice of government agencies to officially award individuals or institutions at the local level, no such award has been given to the institution. However, citation of these activities in the social forums of the community, by the elected representatives of the people and by the government officials is enough to encourage us. This has occurred many a times.

**3.6.6 Reflecting on objectives and expected outcomes of the extension activities organized by the College, comment on how they complement students' academic learning experience and specify**

**the values and skills inculcated?**

Participation in extension activities shows significant positive effects on students academic performance (writing skills, critical thinking, self-sufficiency, leadership, inter personal skills etc). The strongest effect is seen on his enhanced self- confidence and exploring abilities. The social service experience enhances understanding and practicability of the subject material.

**3.6.7 How does the College ensure the involvement of the community in its outreach activities and contribute to the community development? Detail the initiatives of the College which have encouraged community participation in its activities.**

The most important task besides organizing outreach activities is publicizing them in the community in an effective way. For the purpose, enough publicity material like posters, hoardings and pamphlets are installed, pasted and circulated among the community to let it know how such activity is going to serve their interests. The officials and the elected representatives of the area are also contacted to seek their assistance and guidance.

**3.6.8 Does the College have a mechanism to track the students' involvement in various social movements / activities which promote citizenship roles?**

The college is associated with many social organizations and government schemes through its extension forums like- NCC, NSS and YRC. The volunteers registered in these activities are generally made to associate with different public welfare campaigns like eradication of polio movement; eradication of blindness movement;

conservation of environment and water conservation movement; health and hygiene movement; eradication of illiteracy movement etc.

**3.6.9 Give details on the constructive relationships (if any) with other institutions in the nearby locality in working on various outreach and extension activities.**

The outreach and extension activities of the college are closely associated with surrounding institutions and many programs have been organized in their collaboration/association. The NSS units of this college organize their camps in the institution of the surrounding villages and the town. Our volunteers work for the villagers in close coordination with these institutions.

**3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.**

The Youth Red Cross Wing of the college has been honoured twice by the administration.

The N.C.C. units have been awarded twice by the Municipal Corporation of Ambah for its excellent contribution.

**3.7 Collaboration**

**3.7.1 How has the College's collaboration with other agencies impacted the visibility, identity and diversity of activities on the campus? To what extent has the College benefitted academically and financially because of collaborations?**

The college works in collaboration with different agencies. It has its linkages with Jiwaji University, Gwalior, University Grants Commission Central Regional Office, Bhopal and New Delhi, Department of Higher Education, State Government of MP and the international organization like NIIT. Their assistance, coordination and funding brought a great change in its outlook, identity and diversity of activities on the campus. Though the college is situated in remote area, yet in matters of facilities it provides to its students, it has come at par with institutions situated in cities and towns. The college has classrooms with smart/interactive boards; ICT facilities and laboratories of good standard. All these facilities have brought a great change in the academic temperament and the environment of the college. The financial support provided by these institutions is the basis of all our development. The entire infra-structural change in the campus is the result of the grants provided by UGC in various forms.

### **3.7.2 Mention specific examples of, how these linkages promote**

- \* **Curriculum development**
- \* **Internship, On-the-job training**
- \* **Faculty exchange and development**
- \* **Research, Publication**
- \* **Consultancy, Extension**
- \* **Student placement**
- \* **Any other, please specify**

Each student of the final year of his bachelor's degree has to undergo internship, which helps him to know different aspects of practically working in the field, and to know pros and cons of working culture before joining any job formally. With the help of assistance provided by UGC, the college could able to organize seminars and lecture series twice that is helpful in our academic

development and research. Funding of minor research projects provides opportunity to the faculty to explore new dimensions in their concerning subjects. Department of higher education of MP state government is helpful in curriculum development. The Provision of Internship is helpful in letting them know their capabilities. The university unit of NSS and 32MP BN. NCC Bhand provide opportunities to the volunteers to achieve in their fields with the help of these bodies. The college could able to publish two research journals through Economics and Geography departments respectively.

**3.7.3 Does the College have MoUs nationally / internationally and with institutions of national importance/other universities/ industries/corporate houses etc.? If yes, explain how the MoUs have contributed in enhancing the quality and output of teaching-learning, research and development activities of the College?**

The college does not have any MoUs nationally or internationally, at present. However, it is making efforts to come close to some organizations of repute. One of them is NIIT. Just recently it has delivered its short term programme for our students in the fields of computers and soft skills. It was felt that such programmes could be of importance for the students of this college.

**3.7.4 Have the College industry interactions resulted in the establishment / creation of highly specialized laboratories / facilities?**

No such efforts have been made till now. This programme will be in the future course of action of the college. It is exploring the possibilities how to associate itself with such industries.

***Any additional information regarding Research, Consultancy and Extension, which the institution would like to include.***

1. The teacher-taught relations in the campus are very cordial. They do not hesitate to discuss things with their teachers. Not only their research supervisors, but also other faculty members feel a sense of satisfaction in guiding and directing them. This attitude of both the stakeholders is very conducive for promotion of research activities.
2. Whatever infrastructure available in the college is easily accessible to researchers.
3. All the stakeholders engaged in research activities regularly send their articles for publications in various journals of national and international repute.
4. Some books written by faculty members are also published by various publications. Recently two books of general interest are published, co-authored by Dr. R.A.S. Chauhan of the Botany Department and Dr. O.P.Rajpali of Sanskrit Department. It is an interdisciplinary endeavour.
5. As a preamble of advanced research, student are made acquaint with various process essential for research work like conduct of surveys, data collection and data analysis, collection of reports from different government organizations etc. Recently department of Geography conducted two surveys of eminence: survey of village Dimni and village Tor of Ambah.
6. These surveys are also helpful in creating awareness among villagers. It is because these are generally focused on their health

and hygiene, conservation techniques , use of non-conventional sources of energy and how to make the environment pollution free etc., in short, the matter of general interest.

7. At present 10 journals are procured by central library, 5 are procured by the Department of Economics, 10 by Department of Geography, 7 by Department of Chemistry and 3 by the Department of Hindi.



## **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

### **4.1 Physical Facilities**

#### **4.1.1 How does the College plan and ensure adequate availability of physical infrastructure and ensure its optimal utilization?**

The college has its own Building Committee, which works in consultation with the Management and the Principal to ensure availability of adequate physical infrastructure and its optimal use. The committee meets time to time to discuss matters in the latest context. The Committee chalks out different plans to ensure optimum utilization of physical infrastructure. Timetable Committee frames the timetable of the college in such a way that all the rooms available for teaching and lab work may be engaged optimally. Hence, the college runs in two schedules- morning and the day. Co-curriculum activities are held throughout the session so that optimum use of the available facilities can be made. To make optimal use of available sports facilities, the college conducts inter collegiate tournaments directed by the university, which run through all round the year.

At present the following physical infrastructure is available for the use of stakeholders:

**a) Academic activities**

Class rooms, Auditorium and Lecture theatres, Language Lab, Golden Jubilee Memorial Audio-Visual cum Exhibition Centre.

**b) Co-curricular activities (Auditorium, Open air theatre etc.)**

Saraswati Rangmanch and Open-air activity center (Indira Gandhi Sabhagar under construction(Now, can be used as the roofing/shading has been in progress ).

**(c) Sports (Swimming pool, indoor facilities, Gymnasium etc.)**

Indoor- Table tennis and gymnasium

Basket ball, Volley ball, Kho-Kho, Kabaddi, Wrestling, Badminton grounds and Pachasa ground are used for Cricket, and athletics.

**d) Laboratories**

Separate laboratories for the departments of Geography, Chemistry, Botany, Zoology, Physics, Computer Science, Electronics, English Communication and Functional Hindi. A new instrumentation room has been upgraded in Chemistry Lab.

**e) General Computer Education**

Though most of the departments of the college are equipped with computers but for the general purpose computer facility is available with Indira Gandhi Computer centre of the college. Construction work is in progress for its extension and the extension of Physics Lab to make the labs more affordable.

**f) Other activities**

For Sports, NCC, NSS, YRC, Health centre and Reception separate office cum store rooms are provided by the college.

**4.1.2 Does the College have a policy for creation and enhancement of infrastructure in order to promote a good teaching-learning environment? If yes, mention a few recent initiatives.**

Yes, the college has prioritized creation and enhancement of infrastructure with the changing requirements according to the need of time. Infrastructure plays a vital role on the psychology of students, which helps in promotion of a good teaching- learning environment. During the last five years many activities of infrastructure development took place. Many rooms and departments have been

renovated to make them fit in the modern outlooks. Audio-visual cum Exhibition Center as a Golden Jubilee memorial has taken shape. Language lab, as per recommendation of the last peer team, has been established. The Chemistry lab has been up graded and Instrumentation room is provided. The entire campus is connected through inter-com and internet. Smart classes have been developed and all the departments and individually teachers are equipped with computers. New labs are being constructed/extended for computers and physics.

**4.1.3 Does the College provide all departments with facilities like office room, common room, separate rest rooms for women students and staff?**

Almost all the departments have their office room/department specially postgraduate departments. Due to scarcity of land and finances, the college cannot provide separate facilities like common rooms to all the departments, rest room for women students and staff. We have single girls common room with the facility of attached washroom, LCD TV display with comfortable sitting arrangement. For the remaining staff, the college has a common staff room with facility of toilet and fresh drinking water along with comfortable resting furniture.

**4.1.4 How does the College ensure that the infrastructure facilities meet the requirements of students/staff with disabilities?**

At the time of construction of the new buildings, care is taken to provide ramps for free movement of tricycles and space for their parking. Still there is a scope to manage for blind students, though no student of such disability is there in the campus.

**4.1.5 How does the College cater to the residential requirements of students? Mention**

- \* **Capacity of the hostels and occupancy (to be given separately for men and women)**
- \* **Recreational facilities in hostel/s like gymnasium, yoga center, etc.**
- \* **Broadband connectivity / wi-fi facility in hostel/s.**

At present, there is no hostel facility is available for boys. Grant for girls hostel has been provided by the UGC,CRO and the construction work is in progress. The girls who desire to avail the facility of hostel will be allotted to them as soon as the construction work is completed. At present there are 30 rooms completed for students. Saraswati Rangmanch and Indira Gandhi Sabhagar are used for recreational purposes in the college. Big halls are being constructed in the hostel to be used as recreational centres/ gymnasium/yoga centre etc.

Boradband connectivity will be provided as soon as the construction work gets completed.

**4.1.6 How does the College cope with the health related support services for its students, faculty and non-teaching staff on the campus and beyond?**

The college has a health care center. Three consultant doctors are on the roll of the health care centre who visit the centre on alternate days. Through the centre, doctors having different expertise are invited to tell the students how the health and hygiene can be maintained and how spread of epidemic diseases can be checked. These doctors are always available to student, faculty, non-teaching staff of the college

to provide them health related support. The regular feature of these services are first aid, blood group determination, attending patients. Through Red Cross Society, camps are organized for general health checkup and eye care.

**4.1.7 What special facilities are made available on the campus to promote interest in sports and cultural events?**

A sports committee is formed to monitor the overall sports activities in the college, The Secretary (in-charge) is Dr. R.K. Thassu and six other senior members of the staff are its members. There is a separate room of the sports officer having sufficient store facilities for sports kits and tools. A well-trained and qualified sports officer is there on the roll of the college who sincerely takes care, and supervises over all sports activities in the campus. The college is known for its active participation in basket ball, volley ball, kho-kho, kabaddi, wrestling, badminton , table tennis ,athletics and cricket. Enough space is available for indoor games. Outdoor games are organized in the adjacent Pachasa Ground. Fee relaxation, awards, certificates of recognition are awarded to the sports men contributing at the local, university, zonal, state or national level. The college gives preference to outstanding sportsmen in admissions. They are also given other incentives like TA/DA and sports kits etc. For promotion of cultural activities, the college has Saraswati Rang Manch and Indira Gandhi Sabhagar (Community Centre). The college has three Committees to look after literary, scientific and cultural activities. These Committees are Scientific Activities Committee, Literary Activities Committee and Cultural Activities Committee. Senior faculty members head these Committees.

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

### **4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?**

The central library has an Advisory Committee which consists of chairman, a senior faculty member (Dr R.A.S.Chauhan) , one member- a senior faculty member (Dr. Dinesh Rawat) and the Librarian as secretary (Shri Suresh Chand Sharma ). The advisory Committee initiated to procure the software SOUL2 to introduce INFLIBNET facility in the central library. The committee directed the librarian to get data entry work completed as early as possible, so that the system can be used properly by all the stakeholders. The work of data entry is in progress.

### **4.2.2 Provide details of the following:**

**\* Total area of the library (in Sq. Mts.)**

2450 sq.ft.

**\* Total seating capacity**

40

**\* Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**

10.00 to 5.00 (On working days)

Nil (On holidays)

10.00 to 5.00 (Before examination days)

10.00 to 2.00 (During examination days)

11.00 to 2.00 (During vacations)

**\* Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**

A Central Hall and an attached reading room with computer systems and other reading materials are the part of central library.

- \* **Access to the premises through prominent display of clearly laid out floor plan; adequate signage; fire alarm; access to differently abled users and mode of access to collection)**

Fire fighting gas system is installed by the side of the entry gate within easy access of the librarian and the visitors.

#### **4.2.3 Give details on the library holdings**

**Total No.40,442**

**a) Print**

**(Books, back volumes and thesis)**

**b) Non Print (Microfiche, AV)**

**c) Electronic (e-books, e-Journals)**

**d) Special collection**

**(eg. Text book, Reference books, standards, patents)**

Total no. of books – 40,442

Text books - 18,500

Reference books - 2007

Standards – 265

#### **4.2.4 What tools does the library deploy to provide access to the collection?**

- \* **OPAC**
- \* **Electronic Resource Management package for e-journals**
- \* **Federated searching tools to search articles in multiple databases**
- \* **Library Website**
- \* **In-house/remote access to e-publications**

Due to the shortage of trained staff, no such facility is available at present in central library, however, it is in the future plan of the college.

#### **4.2.5 To what extent is the ICT deployed in the library?**

- \* **Library automation**

The work of library automation is in progress.

- \* **Total number of computers for public access**

03

- \* **Total numbers of printers for public access**

01

- \* **Internet band width speed    □ 2mbps   □ 10 mbps   □ 1 gb (GB)**

2mbps, broadband connection (BSNL)

- \* **Institutional Repository**

Office and Examination repository

- \* **Content management system for e-learning**

NA

- \* **Participation in Resource sharing networks/consortia (like Inflibnet)**

Inflibnet

#### **4.2.6 Provide details**

- \* **Average number of walk-ins**

180

- \* **Average number of books issued/returned**

52

- \* **Ratio of library books to students enrolled**

30

- \* **Average number of books added during last three years**  
(1108) total=3449
- \* **Average number of login to OPAC**  
NA
- \* **Average number of login to e-resources**  
Not known
- \* **Average number of e-resources downloaded/printed**  
Not known
- \* **Number of information literacy trainings organized**  
NA

**4.2.7 Give details of the specialized services provided by the library**

- \* **Manuscripts- NA**
- \* **Reference -2007**
- \* **Reprography - NA**
- \* **ILL (Inter Library Loan Service) - NA**
- \* **Information Deployment and Notification – Through Notice**
- \* **OPAC - NA**
- \* **Internet Access - Available**
- \* **Downloads - As per requirements**
- \* **Printouts - As per requirements**
- \* **Reading list/ Bibliography compilation -NA**
- \* **In-house/remote access to e-resources-NA**
- \* **User Orientation - NA**
- \* **Assistance in searching Databases –Through Index/Register**
- \* **INFLIBNET/IUC facilities - Is available**

**4.2.8 Provide details on the annual library budget and the amount spent for purchasing new books and journals.**

12% of the annual budget is allocated for library and an amount of Rs.6,00,605 has been spent on purchasing new books and journals during last five years. The average comes to Rs.1,20,000 annually.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services.**

The Library gets feedback from its users through the staff employed in the library. Based on the feedback collected from talented readers, and on the demand of various departments latest books are added for improving library services.

**4.2.10 List the infrastructural development of the library over the last four years.**

Purchasing of new books numbering 4116 during last four years. Seating arrangement in the reading room of the library has been modified. More almirahs for storing the new books have been procured.

**4.2.11 Did the library organize workshop/s for students, teachers, non-teaching staff of the College to facilitate better Library usage?**

The Library did not organize any workshop for students, teachers, non-teaching staff of the college to facilitate better library usage, due to shortage of trained library staff.

**4.3 IT Infrastructure**

**4.3.1 Does the College have a comprehensive IT policy addressing standards on IT Service Management, Information Security, Network Security, Risk Management and Software Asset Management?**

The main focus of the college is on enhancing the use of IT in teaching and learning processes, however, due to lack of qualified permanent staff on roll and non-availability of the experts in the down is a big handicap in formulating such a comprehensive IT policy. With the assistance available through UGC, the college has established a Network Resource Centre which is equipped with server, computers and LAN connectivity to almost all the departments. During last four years, the college has added a large number of computer systems to existence ones. As a result, all the departments are connected mutually not only through NWRC but also through PBX (Intercom). At present, senior faculty members from the IGCC are looking after the system management. The college is also trying to establish its linkages with the institutions known in the field like NIIT, a well known internationally recognized institution. With them the college can share latest know how in the sector. As a second step, the college will take initiatives in formulating a policy regarding network code of conduct, security policy, data management policy, web publishing policy, wire communication policy, etc. In the mean time, all these affairs are looked after by IGCC in regard to admissions, examinations and administrations.

**4.3.2 Give details of the College's computing facilities (hardware and software).**

- **Number of systems with configuration**

134

- **Computer-student ratio**

1:10

- **Dedicated computing facility**

02

- **LAN facility**  
Almost all the departments are connected. The college server is also connected through this network.
- **Wi-Fi facility**  
Indira Gandhi Computer Center
- **Propriety software / Open source softwares**  
Most of the utility software are procured through license. Infilbnet, Oracle, Windows, MS Office, Visual Studio, C++ etc.
- **Number of nodes/ computers with internet facility**  
Almost all the departments have nodes connected to the server and Network Resource Center.
- **Any other**  
Central computing facility (Network Resource Center)

#### **4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

The college has been engaged in enhancing IT infrastructure in the campus continuously. The college understands its importance in the modern context. That's why instead of planning some other kind of building to commemorate the Golden Jubilee of the college, the has planned to establish 'Audio-visual-cum-Exhibition Center'- a place where all the infrastructural tools related to IT be made available, and easily accessible to students. Keeping in view its role, it can play in future, the college has extended the network to entire college campus. Now computers are easily accessible to both the faculty and students. All the PG departments have been provided with the facility of Smart/ interactive boards and the projectors along with the internet connections. In future too, the college will take appropriate steps to maintain it at par with the needs and requirements of the future.

**4.3.4 Give details on access to online teaching and learning resources and other knowledge, and information provided to the staff and students for quality teaching, learning and research.**

The departments equipped with smart/interactive board can access internet using their computers, and all these departments are interconnected through LAN. Faculty from IGCC, time-to-time, guides and instructs them to make use in online teaching and learning using these facilities. The students and the researchers are also told how to use educational sites for the purpose of exploring research domain.

**4.3.5 Give details on the ICT enabled classrooms/learning spaces available within the College and how they are utilized for enhancing the quality of teaching and learning.**

Almost all the departments are ICT enabled. The classrooms adjacent to their departments are also ICT enabled. To say, all the rooms for P.G. classes are ICT enabled. Besides, laborites are also ICT enabled. The college has specially provided a centre for this purpose, which is built to commemorate Golden Jubilee -‘Audio-visual cum Exhibition Centre’. This facility is also available with ‘Language Lab’ of the college. Above all, the college has a centre specially used for this purpose is ‘Indira Gandhi Computer Centre’. Almost all the faculty members are getting training in this field. Those, who already have knowledge of it, are using it in their teaching deliberations.

**4.3.6 How are the faculty facilitated to prepare computer aided teaching-learning materials? What are the facilities available in the College or affiliating University for such initiatives?**

The faculty members are trained by the faculty of Indira Gandhi Computer Centre of the college. UGC Network Resource Centre has been established in the college. The centre has its own server, besides it is linked with BSNL server for Internet purposes with a speed of 2mbps. The centre is used for accessing internet & sharing Knowledge. Separate computers are available in almost all the departments linked with the centre through LAN. Almost all the faculty members are provided with PCs to facilitate computer aided teaching and learning and also enhancing research work.

**4.3.7 How are the computers and their accessories maintained? (AMC, etc.)**

Computers and their accessories are, in general, maintained by the faculty of Indira Gandhi Computer Centre. The problems related with the software installations etc. are taken care of by the experts of the centre, since they are well experienced and trained in system management and its maintenance. However, the problems related to hardware, if diagnosed, are repaired or replaced by the faculty members. In addition to it, if any hardware is required, it is purchased through hardware vendors. The college is planning to hand over this responsibility to some qualified AMC as the work load of the concerning faculty is already at its high.

**4.3.8 Does the College avail of the National Knowledge Network connectivity directly or through the affiliating University? If so, what are the services availed of?**

At present, the college does not have any link with any organization to avail of the national knowledge network (NKN) connectivity.

However, during XII Plan, the college would try to avail NKN connectivity through JU, Gwalior.

**4.3.9 Provide details on the provision made in the annual budget for update, deployment and maintenance of the computers in the College?**

The Provision made in the annual budget on update, deployment and maintenance of the computers (out of college funds) is Rs.35,000/-.

**4.4 Maintenance of Campus Facilities**

**4.4.1 Does the College have an Estate Office / designated officer for overseeing maintenance of buildings, class-rooms and laboratories? If yes, mention a few campus specific initiatives undertaken to improve the physical ambience.**

The management of the college deputed one of its members from the governing body for overseeing maintenance of buildings, classrooms and laborites. The following campus specific initiatives are undertaken to the physical ambience-

- 1- The labs/departments of Physics, Chemistry, Zoology, Economics and Geography have been renovated.
- 2- The roofing of both the old and the new campus has been renovated.
- 3- New labs are being built for Physics and Computers.
- 4- Language lab has been developed as per the recommendation of the last NAAC peer team.
- 5- Audio-visual cum Exhibition Centre has come into eminence.
- 6- Girls common room & the toilet facility attached to it, have been renovated.

- 7- The roofing of Indira Gandhi Sabhagar has been done.
- 8- Shading attached to the main gate of Principal's office.

**4.4.2 Does the College appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained? Give details.**

Staff is appointed to supervise maintenance and repair work and to report the matter to the principal regarding need of any external support for maintenance. In such cases the persons/labors are appointed on daily wages as per the nature and volume of the work.

***Any additional information regarding Infrastructure and Learning Resources, which the institution would like to include.***

- 1- The college has developed 'Audio-visual cum Exhibition Centre' to commemorate golden jubilee, which is equipped with all the modern ICT tools. It is used to hold seminars , conferences, exhibitions, lectures, debates and the ICT teaching forum.
- 2- As per the recommendation of the last peer team (NAAC) , 'Language lab' has been developed, equipped with (30+1) module software having 31 systems. It is a very useful centre for learning language skills.
- 3- All the departments are connected with network resource centre through LAN, and also connected with the central server. The centre is supervised by the faculty of Indira Gandhi Computer Centre.

- 4- During the last five years, 4116 books are added to library and the total no. of books reached 40,442. An amount of Rs.600605=00 has been incurred on books.
- 5- The central library is equipped with INFLIBNET facility with the installation of SOUL 2 software.
- 6- Steps have been taken by the Library Advisory Committee to make it more user friendly.
- 7- 88 Computers have been procured during last five years. Now the total no. of computers in the college is 134.
- 8- All the faculty members are provided with the PCs by the college so that optimum use of ICT can be made.
- 9- The college has developed its own website containing all the necessary information about the college for the use of student, teachers & other stake holders.
- 10- With the assistance from the UGC, girls hostel is being developed for the use of girls who hail from remote areas. Till now the capacity is 100. The work is in progress.
- 11- The Placement Centre and the Guidance Cell together hold consultation sessions to let the students know how they can become more salable.
- 12- Following the recommendation made by the last peer team (NAAC), all the departments are connected through PBX(Intercom) system.
- 13- The entire campus is under the surveillance of CCTV for safety & security reasons.
- 14- Due to shortage of power supply in the region, power supply is interrupted frequently. Therefore, the college instituted three generators with sufficient capacity to provide backup, so that the teaching and lab work do not suffer.
- 15- To check water quality, RO system of sufficient volume along with water coolers are installed at important locations.



## **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

### **5.1 Student Mentoring and Support**

#### **5.1.1 Does the College have an independent system for student support and mentoring? If yes, what are its structural and functional characteristics?**

The college monitors its students on the basis of their semester results, CCEs, class performance and their participation in different activities organized by the college time to time. Considering their active participation, the college identifies the task group for mentoring, since it is desired most by those who lack behind. It is the practice of the college teachers to help and assist such students. Though no formal mentoring system is in existence, yet every effort is made to provide assistance to all such needy students. Such students are under the close watch of their subject teachers. They help them in finding out impediments in their progress, and guide them how to overcome these obstacles. It has been observed that our students generally lack behind due to their rural background and language problem. The concerning teachers help them to come out of their inferiority complex. They guide them how to make optimum use of their time, and in what proportion they should devote their time to different subjects and activities. They help them to formulate a proper strategy to overcome their problems and provide psychological stimulus to them.

Support mechanism includes publication of updated prospectus annually. It is supplied along with the admission form. Relevant information is also published through pamphlets, posters and hoardings. Advertisements are also published in local newspapers. The information is also available in the college website. The key to all this is Principal's address, the purpose of which is to acquaint the students with different processes, procedures and the information is delivered on all the important points.

**5.1.2 What provisions exist for academic mentoring apart from classroom work?**

Apart from the classroom work, the students are engaged in different co-curricular activities throughout the session so that they get the opportunity to live in constant touch with their academic mentors. This helps them to get easily familiarized with the environment of the college and they could be able to access their standing among their peers. As a first step, it helps them to become self-motivated, which is a key to later success. This also helps them to explore their potential in different directions and the mentors are helpful in correcting them to choose right one. This is a normal practice in the college informally. Formally, the provision is that they have to choose one of the extension activity of their liking, and they have to participate in it regularly and punctually.

**5.1.3 Does the College provide personal enhancement and development schemes for students? If yes, describe techniques employed e.g., career counseling, soft skill development, etc.**

The college has two cells in existence for the purpose of personal enhancement and development of students. These cells are Career Guidance Cell and Placement Cell. Generally, both these cells work in collaboration with one another. Meetings are organized, one to one counseling is provided, and the students are guided how to become more effective in their endeavors. Sessions are organized to make them familiar with soft skills and sometimes with the help of experts, they are taught soft skill development processes. These cells use these techniques in coordination with language lab- interactive teaching; internship and conversion of the class into workplace like situation. Besides these, they are provided, with the help of newspaper cuttings,

what is going on in corporate world and what is in demand in the market.

**5.1.4 Does the College publish its updated prospectus and handbook annually? If yes, what are the activities / information included / provided to students through these documents? Is there a provision for online access?**

The college publishes its updated prospectus annually, and these are supplied with the admission forms to each of the student, to give them the desirable information which they should be familiar with while in the college campus. This contains complete information about the college -from admission to declaration of the results. It contains the academic calendar both of the state and the college; regular time-table of the college; different committees meant for different purposes so that they can seek help and guidance as and when they are in need; fee structure and provision of scholarships and free-ships; awards and rewards; admission process; availability of seats for different subject combinations and in different subjects; code of conduct and all the essentialities.

The website of the college is there and the entire information can also be sought through online access. However, admission process can be done only through Department of Higher education, M.P. Govt. online.

**5.1.5 Specify the type and number of scholarships / freeships given to students (UG/PG/M.Phil/Ph.D./Diploma/others in tabular form) by the College Management during the last four years. Indicate whether the financial aid was available on time.**

Students are given the following facilities (financial) by the management of the college:

Waiver of tuition fee : for financially hard pressed students

Library fees : Specially for Ph.D. students

Lab fees : Specially for Ph.D. students

Other Resources fee : Specially for Ph.D. students

**5.1.6 What percentage of students receives financial assistance from state government, central government and other national agencies? (e.g., Kishore Vaigyanik Protsahan Yojana (KVPY), SN Bose Fellow, etc.)**

About 25% of the total students received financial assistance from the State/Central Government and other national Govt./Private agencies in the form of scholarship or stipend under various schemes like Gaon ki Beti, Sitaram Jindal scholarship and scholarship to weaker and minority sections of the society. The Following is the table that shows scholarship received by the SC/ST/OBC & Minority Students:

S.No.	Session	No. of Students who received scholarships			Amount
		SC	ST	OBC	
1	2008-09	179	0	160	993858
2	2009-10	140	0	113	103588
3	2010-11	124	0	142	991035
4	2011-12	144	1	170	2016747

The Girls who got Sita Ram Jindal Foundation Scholarship:

S.No.	Session	No. of Girl	Amount

		Recipient	
1	2009-10  (sanctioned for 07-08)	8	39500=00
2	2010-11	32	4,34,400=00
3	2011-12	05	32,700=00

Besides, The following statement shows the no. of girls who received the benefit of Gaon Ki Beti Scheme:

Session	No. of Students	Amount @5000 each
2008-09	31	150000=00
2009-10	29	145000=00
2010-11	33	165000=00
2011-12	28	140000=00

**5.1.7 Does the College have an International Student Cell to cater to the needs of foreign students? If so, what measures have been taken to attract foreign students?**

Since, the college does not have any foreign student on roll, there is no cell formed like international student cell to cater to the needs of such students. If, in future, any such students are enrolled, care will be taken to form such a cell to cater to the needs of such students.

**5.1.8 What types of support services are available for**

- \* overseas students
- \* physically challenged / differently abled students

- \* **SC/ST, OBC and economically weaker sections**
- \* **students to participate in various competitions/conferences in India and abroad**
- \* **health centre, health insurance etc.**
- \* **skill development (spoken English, computer literacy, etc.,)**
- \* **performance enhancement for slow learners / students who are at risk of failure and dropouts**
- \* **exposure of students to other institutions of higher learning/ corporates/business houses, etc.**
- \* **publication of student magazines**

The support services available for

- (a) physically challenged/differently abled students- Youth Red Cross society wing of the college- Dr. R.K. Thassu, Coordinator
- (b) SC/ST, OBC and Economically weaker sections- The college has a specific cell meant to protect and safeguard the interests of the students belonging to these categories. Dr. R.A.S. Chauhan is the Convener of the Cell.
- (c) Students to participate in various Competitions/Conferences in India and Abroad- Dr. K.Bharadwaj (Convener) Cultural Committee.
- (d) Health Care, health insurance- Health Care unit of the college is associated with college wing of Youth Red-cross Society.
- (e) Skill development (spoken English, computer literacy,etc)- Computer Center and Language Lab.
- (f) Performance enhancement for slow-learners/ students who are at risk of failure and dropout –Remedial Coaching and Counseling Cell.
- (g) Exposure of the students to the other institutions of higher

learning/corporate/business houses etc.- Career and Guidance cell and Placement Cell.

- (h) Publication of Student Magazine – Editorial Board of AMBARISH (the college magazine is published annually)- Chief Editor-Dr. O.P. Rajpali.

**5.1.9 Does the College provide guidance / coaching classes for Civil Services, Defense Services, NET/SLET and any other competitive examinations? If yes, what is the outcome?**

The college does not hold such classes. A proposal for the competitive classes has been sent to University Grants Commission for the consideration under XIIth plan. If outcome is positive, the college will organize such classes.

**5.1.10 Mention the policies of the College for enhancing student participation in sports and extracurricular activities through strategies such as**

- \* **additional academic support, flexibility in examinations**
- \* **special dietary requirements, sports uniform and materials**
- \* **any other**

For enhancing students' participation in sports and extracurricular activities, the college adopts the policy to provide incentives to the students who are proficient in sports and extracurricular activities-

- (a) Preference is given at the time of admission by giving weightage to them according to the status of their participation.
- (b) Awards, Prizes and Certificates of Felicitations are given at the time of annual function of college.
- (c) Free kits are given to boost up their morale.

- (d) Extra talented students are awarded additional scholarships(sport scholarships)
- (e) Keeping in mind their participation at the university or state level, flexibility in exam schedule is provided to them, so that they could be saved losing their precious year.
- (f) During games, their diet is taken care by the college, but it is not possible for the college to provide or manage their diet all round the session.

**5.1.11 Does the College have an institutionalized mechanism for placement of its students? What services are provided to help students identify job opportunities, prepare themselves for interview, and develop entrepreneurship skills?**

The college has formed a cell for this purpose named as 'Placement cell'. A senior faculty of the college, at present, Dr. R.K. Thassu is the in-charge of the cell. The cell provides necessary guidance and counseling to the students. The cell also tries to form its links with corporate sector, however, Ambah being a remote place, having no industries; it is difficult to have links with them. Other departments support the cell too. Papers related to employment are made available to students. Classes are not held to prepare them, however, short term sessions are organized to tell them how they can make their preparations for different jobs; how they can acquire appropriate skills to enhance their employability; how they can prepare themselves using different electronic tools for group discussions and interviews. The Department of Economics helps them to acquaint with entrepreneur skills, and the department of English, using Language lab, makes them to learn desired language skills. However, all these activities suffer due to lack of finances. If support is provided by the UGC, the college can do a lot of good work in this direction. The cells have taken initiatives to organize lectures and presentations for this purpose. The focus of the college is on to

explore opportunities for self-employment.

**5.1.12 Give the number of students selected during campus interviews by different employers (list the employers and the number of companies who visited the campus annually for the last four years).**

Ambah, being situated in remote and semi urban area, is not in the easy approach of big companies/ industries. However, some companies have selected a few students belonging to different disciplines. The following are the details given :-

Department of Chemistry: 06 students were placed in chemical industry.

**5.1.13 Does the College have a registered Alumni association? If yes, what are its activities and contributions to the development of the College?**

The college has an alumni association which is named as “Old Boys Association”. At present Dr. S.R.S. Tomar is in-charge of this association. The association organizes its meet annually. While meeting, old students discuss matters relating to progress and development of the college, various departments and the students with one another and with the authorities of the college. Suggestions from them are welcomed and incorporated in the institutional system for the betterment of the college.

**5.1.14 Does the College have a student grievance redressal cell? Give details of the nature of grievances reported and how they were redressed.**

The college has a Grievance Redressal cell under the care of a senior faculty member ( Dr.Kamal Bharadwaj) coordinated by three other faculty members. It takes care of the grievances of the students related to facilities, interpersonal problems and general discipline. Most of the problems are solved by the cell only through counseling and persuasion. However, grievances of serious nature, which involve public administration, are referred to the principal/ Proctorial Board to get them solved. No grievances have been received by the cell to be redressed during these four years.

**5.1.15 Does the College have a cell and mechanism to resolve issues of sexual harassment?**

The college has a cell to deal with the problems related to sexual harassment, if reported any. The cell is known as SHAW. The in-charge of the cell is Dr.Mrs. Manju Tewari, the only lady member of the college on the roll of the permanent faculty of the college, with her other associates including a legal expert from Governing Body. It is strongly effective in protecting the interests, safety and security of the girls/women students and employees. It is a matter of great relief that no such cases have been reported by the students till now, leaving some minor incidents. To make aware of their rights and interests, and personal safety and security measures, time-to-time meetings are called by the in-charge of the Cell. Local seminars, discussions, lectures, spot writing, debates are organized to provide legal literacy to girl/women students and employees. Local judicial authorities and public officials are occasionally invited to provide them knowledge of legal and administrative methods and procedures for facing such issues.

**5.1.16 Is there an anti-ragging committee? How many instances (if any)**

**have been reported during the last four years and what action has been taken on these?**

Keeping in view the shortage of the staff on permanent roll, The Proctorial Board of the college shoulders the responsibility to act as anti-ragging committee. The college is known in the entire academic circles of the state for its discipline and therefore, no instance of such nature has occurred and come to the notice of the Board.

**5.1.17 How does the College elicit the cooperation from all stakeholders to ensure overall development of the students considering the curricular and co - curricular activities, research, community orientation, etc. ?**

All the stakeholders of the college work in close communion with one another. A positive environment in the college is the symbol of cooperative work of all stakeholders. All the activities, which are generally organized in the college, locals are involved at every stage to make them familiar with the environment and to make them realize what role they can play in the overall development of their wards. Some cultural programmes are arranged during camping in surrounding villages and involvement of local folks is ensured. They are made aware that their cooperation will boost up the morale of the students and this way the college elicits their cooperation.

**5.1.18 What special schemes/mechanisms are in place to motivate students for participation in extracurricular activities such as sports, cultural events, etc?**

To motivate students for participation in extra-curricular activities such as sports, cultural events etc, various measures are taken by the administration through allied committees. Financial support in regard to fee concession and waiver of compulsory academic attendance (up

to 15%) is provided to skilled sportsmen and other participants to show their excellence in such activities at the University, State or National level. Certificates of participation or appreciation are given to those who show their performance in such a manner that adds to the name of the college, when they acquire various positions of achievements. Their achievements are also lauded among other students of the college presenting them as models, to encourage others for such participation. They are also made aware of the benefits of achieving such excellences in their career making citing examples from the old students of the college, how they got advantage of such activities. They are lauded publicly during annual function of the college and are awarded with medals, trophies and cash to promote and encourage enthusiasm in other students.

**5.1.19 How does the College ensure participation of women in ‘intra’ and ‘inter’ institutional sports competitions and cultural activities? Provides details of sports and cultural activities in which such efforts were made?**

The college highlights their recognition, which they achieve in the areas of sports and cultural activities, through the main notice board of the college. College believes that such recognition inspires other girl students to contribute to such activities. The college tries to generate in them a feeling that physical activity can make them healthier and happy. They are made convinced with the facts that gone are the days when girls and women were supposed to be the weaker sex. The efforts yielded good results as the number of girl students are higher than that of boys and also their participation in all these activities is comparatively much higher. In the annual programmes of the last few years, the number of girl achievers is more than that of boys.

## 5.2 Student Progression

**5.2.1 Provide details of programme-wise success rate of the College for the last four years. How does the College compare itself with the performance of other autonomous Colleges / universities (if available)**

S. No.	Programme	Pass % of the college				Pass % of the University(Jiwaji)*			
		2009	2010	2011	2012				
1.	B.A.	93.2	97	98	94				
2.	B.Sc.	86	89.8	98	84				
3.	B.Com.	100	84	100	100				
4.	M.A.(Hindi)	100	100	94	86				
5.	M.A. (Economics)	100	80	94	100				
6.	M.A. (Geography)	100	90	88	100				
7.	M.Sc. (Chemistry)	95	100	71	100				
8.	M.Sc.(Zoology)	100	100	89	100				
9.	M.Sc. (Maths)	---	--	57*	100				
10.	PGDCA	100	100	100	100				
11.	BCA								

\*Note: Data of Jiwaji University result is not available in the college. Hence these cells are left blank.

**5.2.2 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the observed trends.**

Student progression	%
UG to PG	18%
PG to M.Phil.	NA

<b>Student progression</b>	<b>%</b>
PG to Ph.D.	4%
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	NA

**5.2.3 What is the Programme-wise completion rate/dropout rate within the time span as stipulated by the College/University?**

S. No.	Programme	Completion rate (%) of the college				Dropout rate (%) of the college			
		2009	2010	2011	2012	2009	2010	2011	2012
1.	B.A.	85	87	81	88	3	2	3	2
2.	B.Sc.	69	71	74	77	4	3	3	4
3.	B.Com.	86	88	84	89	2	3	3	3
4.	M.A.(Hindi)	100	100	100	100	0	0	0	0
5.	M.A. (Economics)	100	90	100	100	0	0	0	0
6.	M.A. (Geography)	100	100	100	100	0	0	0	0
7.	M.Sc. (Chemistry)	90	100	100	100	0	0	0	0
8.	M.Sc.(Zoology)	100	100	100	100	0	0	0	0
9.	M.Sc. (Maths)	--	--	--	100	--	--	--	0
10.	PGDCA	100	100	100	100	0	0	0	0
11.	BCA	--	--	--	--	--	--	--	--

**5.2.4 What is the number and percentage of students who appeared/qualified in examinations like UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc.**

No authentic record is available. Most of the students who left the college after completing their courses, never inform what they are doing.

**5.2.5 Provide details regarding the number of Ph.D/D.Sc./D.Litt. theses submitted, accepted, resubmitted and rejected in the last four years.**

Theses for Ph.D. award:

**Registered:** Economics-08, Hindi-02, Geography-06, Chemistry-01, Sanskrit-01

**Awarded:** Economics-07, Hindi-03, Geography-05, Chemistry-02, Sanskrit-01, Soiology( 01 submmitted for award), Zoology-01

**Resubmitted- Nil**

**Rejected- Nil**

**5.3 Student Participation and Activities**

**5.3.1 List the range of sports and games, cultural and extracurricular activities available to students. Provide details of participation and program calendar.**

The college provides the facilities of the following games which can be played and participated at different levels by the students:

Volley-ball : Local level to zonal level.

Kabaddi : Local level to zonal level.

Kho-Kho : Local level to zonal level.

Basket-ball : Local level to the university level.

Wrestling : Local level to the university level.

Hand-Ball : Local level to the university level.

Badminton : Local level to the university level.

Table-tennis : Local level to the university level.

Cricket : Local level to the university level.

Chess : Local level to the university level.

Foot ball : Local Level

Cultural and other co-curricular activities: Debate, solo song, quiz, mono play, one act play, mimicry, solo dance, group dance, general knowledge test, collage, rangoli, first aid test, hina contest, oratory, poem recital, poster competition and essay writing. Table shows their participation.

Sports:

S. No.	Level	Number of participants			
		2008-09	2009-10	2010-11	2011-12
1	College	125	148	155	138
2	University	35	70	45	68
3	State Level	10	16	08	10
4	Inter-state level	10	14	08	08

Cultural :

S. No.	Level	Number of participants			
		2008-09	2009-10	2010-11	2011-12
1	District	09	13	17	16
2	University	--	04	10	11

**5.3.2 Provide details of the previous four years regarding the achievements of students in co-curricular, extracurricular activities and cultural activities at different levels: University / State / Zonal / National / International, etc.**

S.No.	Name of activity	No. of participants				Level of participation			
		2009	2010	2011	2012	2009	2010	2011	2012
1.	Volley-ball	2	8	12	19	Z	Z	Z	Z
2.	Kabaddi	6	5	1	4	Z	Z	Z	Z
3.	Kho-Kho	1	6	20	9	Z	Z	Z	Z
4.	Basket Ball	14	7	22	13	Z	Z	Z	Z
5.	Wrestling	1	6	4	-	Z	Z	Z	-
6.	Hand-Ball	-	-	-	-	-	-	-	-
7.	Badminton	-	-	-	1	-	-	-	Z
8.	Table-tennis								
9.	Cricket	2	2	-	1	Z	Z	-	Z
10.	Chess								
11.	Weight-Lifting	1	1	-	1	Z	Z	-	Z
Cultural & Other co-curricular activities									
1.	Poster Competition	---	1	1	---	----	Dt.I Uni. II	Dt.I Uni.I II	---
2.	Essay writing	----	----	----	---	----	----	----	----
3.	Debate	2	----	----	----	Dt.I	----	----	----

4.	Poem recital	---	---	---	---	---	---	---	---
5.	Solo Song	---	1	---	1	---	Dt.II	---	Dt.I Uni.I I
6.	Quiz	2	3	3	3	Dt.I	Dt.I Uni.	Dt.I Uni.	Dt.II
7.	Mono Play	---	5	5	4	---	Dt.I	Dt.I Uni.I II	Dt.I Uni.I II
8.	One act play	---	2	3	---	---	Dt.I Uni.	Dt.I Uni.I II	---
9.	Mimicry	5	1	---		Dt.I	Dt.I	---	---
10.	Solo Dance	---	---	---	---	---	---	---	---
11.	Group Dance	---	---	---	---	---	---	---	---
12.	GK test	---	---	4	---	---	---	Dt.I Uni.	---
13.	Collage	---	1	1	1	---	Dt.I Uni. I	Dt.I Uni.I I	Dt.I Uni.I I
14.	Rangoli	1	1	1	1	Dt.I	Dt.I Uni.	Dt.I Uni.I II	Dt.II
15.	First aid test	---	---	---	---	---	---	---	---
16.	Hina contest	---	---	---	---	---	---	---	---
17.	Oratory	1	1	1	1	Dt.I	Dt.II	Dt.I	Dt.I

								Uni.I II	Uni.I I
18.	Clay Modeling	----	1	1	1	----	Dt.II Uni.	Dt.I Uni.I II	Dt.I Uni.I II
19.	Group song	----	3	3	4	----	Dt.II I	Dt.II	Dt.I Uni.
20.	Painting	----	1	1	----	----	Dt.	Dt.I Uni.I II	----
21.	Cartooni ng	----	----	1	----	----	----	Dt.I Uni.I II	----

**5.3.3 How often does the College collect feedback from students for improving the support services? How is the feedback used?**

The feedback is generally collected annually, when the examinations are over or before the commencement of the next session. For collecting such feedback, a general proforma is designed (as per the guidelines of NAAC) to seek the feedback and it is upgraded every year. The feedback is analyzed by a committee which is framed by the principal consisting of senior faculty members. The committee recommends various measures to enhance the infrastructure facilities, and the improvement in the overall functioning of the college.

**5.3.4 Does the College have a mechanism to seek and use data and feedback from its graduates and employers, to improve the growth and development of the College?**

The college has a mechanism to seek and use data and feedback from its graduates and employers. Such data is generally collected through discussions and talks at the time of their annual meets, at the time of parent-guardian-teacher association meet, and at the time of annual function or some other activities.

**5.3.5 How does the College involve and encourage students to publish materials like catalogues, wall magazines, College magazine, and other material? List the major publications/ materials brought out by the students during the previous academic session.**

Students are encouraged to participate in publication activities at various levels. During NSS and NCC camps they are engaged in the preparation of wall magazines, they assist in preparing departmental catalogues and those who are extraordinarily creative involved in writing for college magazine 'AMBRISH'. They generally do no independent publication work. A handful of PG students are engaged in writing their departmental surveys which are later published. Some major publications of this nature are 'The Survey Of Village Dimini' and 'The Survey Of Village Thara'

**5.3.6 Does the College have a Student Council or any similar body? Give details on its constitution, major activities and funding.**

The college has a student council. It is framed in two phases. Phase one consists of the election of class representatives and the election for main portfolios of the student Council. These portfolios are- the president, the vice-president, the secretary and the joint secretary. These are elected by the class representatives. One of the post is reserved for girl student rotation-wise. The second phase is for the election of the members for social organizations like committees for social services, literary activities, scientific activities, and others. For

these committees separate presidents, vice-presidents, secretaries and joint secretaries are elected.

The Council is responsible for all the activities of the students in the college. It also looks after the overall welfare of the students community. It helps in organizing various literary, cultural and scientific programmes along with extension activities. It also helps in organizing annual function of the college.

**5.3.7 Give details of various academic and administrative bodies that have student representatives on them. Provide details of their activities.**

Student representatives are there in the board of studies in all the PG subjects:

- i. Board of Studies in Zoology – Km. Vandana Tomar
- ii. Board of Studies in Chemistry – Km. Amita Sharma
- iii. Board of Studies in Geography – Km. Priyanka Shukla
- iv. Board of Studies in Hindi – Km. Sunaina Sharma
- v. Board of Studies in Economics - Km. Rajni Shukla
- vi. Board of Studies in Mathematics - Km. Sandhya Tomar

***Any additional information regarding Student Support and Progression, which the institution would like to include.***

1. The atmosphere of the college is maintained conducive to the learning experiences of the students. After taking admission they are generally curious about various functioning of the college in matters related to its physical structure, academics and extra-curricular activities/ extension activities. In the campus, the curiosities of these new comers are satisfied at all levels.

2. A number of platforms are provided to them in the form of various associations and societies for their exposure, training and knowledge in different areas of activities. These forums help and guide them in matters of syllabus, academic affairs, carrier counseling and consultancy for further development. This adds beauty to their personality make up.
3. Attention is paid to the new comers and it is ensured that they do not fall prey to any kind of ragging and harassment by the seniors.
4. Every effort is made to ensure that equal treatment is given to all the students irrespective of their gender, caste or religion.
5. Their dynamicity is maintained by providing them opportunities to participate in various campus activities. This adds to their intellectual and physical growth.
6. To generate in them feeling of brother hood and responsibility to the society, they are encouraged to organize various programs for the sake and welfare of community. Through Red Cross society camps for health and hygiene, general health checkup and blood group determination are organized. Through NSS, adult education awareness camps and camps for general cleanliness are organized.
7. They are acquainted with ICT technologies and are taught how internet can be helpful in their studies.
8. They are constantly encouraged to take part in the activities like quiz and spot writing etc. so to make them aware of their capabilities and generate in them a sense that they can do.
9. The college recognizes the fact that a teacher can be a great psychiatrist in the context of students. Realizing this, the college directs his teachers to provide mentoring to the needy students as it helps them to accommodate with the students hailing from affluent society.

10. The college is keen to care for their physical built up. For the purpose, it provides them all the infrastructural facilities available in the campus.



## **CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 Institutional Vision and Leadership**

#### **6.1.1 State the vision and mission of the College.**

The vision of the college, at the time of its establishment, was to make higher education easily accessible to those who reside in the surrounding areas and villages and to those who do not have enough means to leave for the towns or cities to get higher education. This was only a dream but came to be realized when the college took its shape. The area is known for its antisocial activities and dacoit affliction. Hence, the vision was to educate the youth of the region and to bring them in to the mainstream and make them responsible citizens of this country. Women education was a distant reality in those days, and the founder members of this college motivated their parents and guardians to send them and to join the college for their personal development.

#### **6.1.2 Does the mission statement define the College's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, College's traditions and value orientations, vision for the future, etc.?**

The college also has a mission statement which focuses on preparing citizens capable to face new and emerging challenges in a dignified and qualified manner. To meet out this need, it is essential to train them with basic skills which benefits them to adapt in changing global scenario. The mission statement contains the following goals :-

- 1-To encourage inter disciplinary approach,
- 2- To explore the potential of the youth through work culture,
- 3- To associate their learning with the development of marketable skills,

4- To encourage the students for entrepreneurship and teach them allied skills,

5- To make students familiar with the present working environment.

The entire mission statement has been modified as per the requirement in the global context. Emphasis is laid on competitive skill enhancement. It also lays stress on personality development and soft skills development.

### **6.1.3 How is the leadership involved in**

- \* ensuring the organization's management system development, implementation and continuous improvement**
- \* interaction with stakeholders**
- \* reinforcing culture of excellence**
- \* identifying needs and championing organizational development (OD)?**

The Principal provides leadership and management for the institution to secure high-class teaching, effective use of resources and improve standard of learning and achievement for all the pupils. The role of leadership is significant for students all round development. The leadership plays a key role in supporting, guiding and motivating teachers and other staff to plan future priorities and targets for the college. He is responsible for its effective implementation and also takes care for continuous development as per the need and requirement of the time. Just to seek assistance, he forms a number of committees and statutory internal bodies like academic council, board of studies and finance committee. Through these committees and bodies, he chalks out various programs as per the need and requirement of the time and he gets them completed. He also has to assume the role of

spokesperson for the college. He acts like a connecting bridge – between students and the college; the teachers and the college; the governing body and the college; parents & guardians and the college; the community and the college; the funding agencies (like UGC and government/MP/MLAs etc.) and the college; and general staff and college; and the other stakeholders etc. He is responsible to develop the college as per the mission and vision of its founder members. His main aim is to make the culture of excellence stronger. For the purpose, he initiates to prepare a master plan (with the help of and in consultation with Governing Body and the senior faculty members), he collects feedback from all stakeholders; seeks experts’ advice, talks to all its constituents and re-assures himself that the track is right and then confirms his plan. Since, he is the leader; he incessantly motivates his team even in hard-pressed circumstances. He pays his attention to the final output of the teaching and seeks how it can be enhanced more. Aiming success in all his endeavors, he provides a very conducive environment.

**6.1.4 Were any of the senior leadership positions of the College vacant for more than a year? If so, indicate the reasons.**

Many of the senior leadership positions of the college are lying vacant for years together due to the policy of the state government. The state government has been the source of funding salary grant to all grants-in-aid colleges and the sanctioning authority of the vacant posts. However, all of a sudden, it has framed a policy not to support grant-in-aid colleges financially and abandoned all the posts falling vacant.

**6.1.5 Does the College ensure that all positions in its various statutory bodies are filled and conduct of meetings at the stipulated intervals?**

The college ensures that all the positions in its various statutory bodies are filled and the meetings of these bodies are held at the stipulated intervals. The following are the structures of statutory bodies of the college:-

### **1- Governing body**

- i. Chairman Governing Body – President
- ii. Four Members from the Parental Body
- iii. Government Representative
- iv. UGC Representative
- v. University Representative
- vi. Two Teachers’ Representative
- vii. Principal of the College – Ex-officio Secretary

**Frequency of meetings :** Minimum 2 meetings annually and additional if required

### **2- Academic Council**

- i. The Principal of the College – Chairman
- ii. All Heads of Departments in the College
- iii. Four Teachers of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the college
- iv. Not less than four experts from outside the college representing such areas as industry, commerce, law, education, medicine, engineering to be nominated by the governing body.
- v. Three nominees of the university
- vi. A faculty member nominated by the Principal (Member Secretary)

**Frequency of meeting :** Minimum once in a year.

### **3- Board of Studies**

- i. Head of the Department concerned – Chairman

- ii. Teachers of each specialization up to a maximum of five teachers from a department - Members
- iii. Two experts in the subject form outside the college to be nominated by the academic council
- iv. One expert to be nominated by the Vice Chancellor from the panels of six recommended by the Principal of the college
- v. One Post Graduate meritorious aluminous to be nominated by the Principal

**Frequency of meeting :** Once in a year

#### **4- Finance Committee**

- i. Principal – Chairman
- ii. Senior most teacher by rotation- Member
- iii. Representative of the governing body

**Frequency of meeting :** Minimum 2 and more as per requirement.

All these bodies are filled. The following have been the schedule of the meeting held of these bodies. A simple observation of this account shows that everything is going on smoothly.

#### **Meetings held during 2008-09 to 2011-12**

**Governing Body :** 18/6/2008, 22/5/2009, 21/11/2009, 9/1/2009, 6/4/2009, 18/5/2009, 8/5/2010, 9/11/2010, 19/2/2010, 20/10/2010, 28/5/2011, 25/11/2011, 25/4/2011, 4/11/2011, 20/6/2011, 28/12/2012, 28/4/2013

**Academic Council :** 27/1/2009, 14/12/2009, 11/10/2010, 19/10/2011, 16/10/2012

**Board of Studies:** Held once prior to the meeting of Academic Council.

**Finance Committee:** Meetings are generally held in the beginning of the session and before the commencement of the even semester examinations and also as per need and requirement.

**6.1.6 Does the College promote a culture of participative management?  
If yes, indicate the levels of participative management.**

The college promotes a culture of participative management. The members on the roll of governing body and the faculty members maintain a good relationship, giving importance to human intellect and values. The management of the college understands how significant the faculty members are who act as facilitators and deal with students and other stakeholders directly. These important assets maintain peace, discipline and work culture in the entire campus. That is why they value their innovative ideas, concepts and thoughts and encourage them to come forward with. Our managers believe that frankness in communication always yields good results; freedom and transparency in decision-making helps in enhancing working capability. To make participation more effective, our management meets out the psychological needs of the employees and the faculty in particular. They try to inculcate in them a feeling of equality and fair treatment. In short, a democratic approach is maintained in all matters of mutual dealing.

**6.1.7 Give details of the academic and administrative leadership provided by the University to the College?**

The University (since we are affiliated to Jiwaji University, Gwalior in our case Jiwaji University), provides academic and administrative leadership in the form of nominating its members in various academic and administrative committees. For example, the college has Dr. A.K.

Shrivastava as the member of the Governing Body; Dr. Rajendra Singh, Dr. U.P. Verma, Dr. S.K. Shukla, Dr. A.K. Shrivastava, Prof. R.A. Sharma as the members of academic council.

#### **6.1.8 How does the College groom the leadership at various levels?**

The main task of the academic institution is to prepare good citizens who can later provide a good leadership. The college also pays attention to this fact. In fact, it is the primary concern of the college. When the students get admitted to the college, the system engages itself in identifying the habitual tendencies of leadership in the students. These tendencies are visible in their ideas and actions. Hence, keen observation is required to identify them. Therefore, the proper place to observe them is class itself, where they feel free to express and act. Now the opportunities are provided to them through various platforms to get them trained for their exposure. These platforms in the college are extracurricular and extension activities like NCC, NSS, sports, cultural programmes and youth red-cross society wing of the college. They are, though indirectly taught leadership qualities and style, and the other components essential for such training to lead, to communicate and to expose. The faculty involve in their grooming at this level providing them proper mentoring, encouragement and generation of self-confidence.

#### **6.1.9 Has the College evolved any strategy for knowledge management? If yes, give details.**

The college has evolved a strategy for knowledge management. The efforts of the college are typically focused on organizational objectives with a view to enhance performance, competitive skills, innovations, the sharing of views and opinions and mutual integration for which

knowledge management practices have been initiated. The knowledge management helps in addressing critical issues of day-to-day; auditing the knowledge one already has; staffing of the committees and teams and managing them; informing with the development; discovering the best ways to align it with teaching strategy. In fact, the knowledge management is a key to all success and therefore, to keep it up, various incentives are provided- rewards, knowledge fairs in the form of science fairs and science exhibitions, and the opportunities to transfer knowledge from one end to another.

**6.1.10 How are the following values reflected in various functions of the College?**

- \* **Contributing to national development**
- \* **Fostering global competencies among students**
- \* **Inculcating a value system among students**
- \* **Promoting use of technology**
- \* **Quest for excellence**

Education delivered through the college can bring change in population growth, national culture and the environmental protection. It can also bring change in social outlook and mode of thinking. Educational institutions, like ours, are the parameters of social change. Only knowledgeable people can contribute to the national development. Like other institutions of higher education, this college also contributes to the national building by producing knowledgeable citizens capable in bringing changes in the social structures as per the need and requirement of the time. The key to join the global competitiveness is communication skill for which enough feedback is provided to students by the college. Smart and interactive classes are giving them the global atmosphere of learning which enhances their

capability of adaptation in the changing environment. They are now feeling more comfortable in the present learning environment of the college. The college is helping them to come closer to the modern technologies. Learning processes are becoming easier for them. All these endeavors are arousing in them a quest for excellence, which is the need of time.

**6.1.11 Give details of the UGC autonomous review committee's recommendations and its compliance.**

The Autonomous Review Committee accorded its approval for further extension and continuation of Autonomous status from the academic year 2008-09 to 2013-14 and its ex-facto approval for 2007-08 and accordingly the college is functioning as an autonomous body.

**6.2 Strategy Development and Deployment**

**6.2.1 Does the College have a Perspective Plan for development? If so, give the aspects considered in development of policy and strategy.**

- \* **Teaching and learning**
- \* **Research and development**
- \* **Community engagement**
- \* **Human resource planning and development**
- \* **Industry interaction**
- \* **Internationalisation**

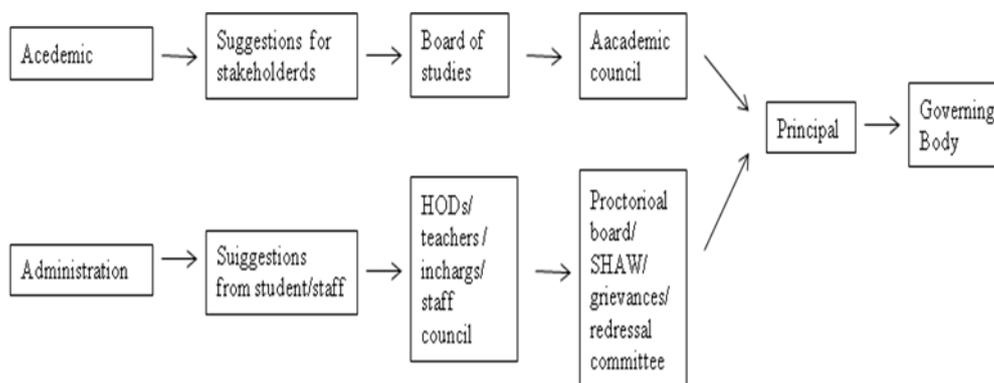
The college has drawn out a perspective plan for institutional development. The plan is the result of the joint venture of the parental body 'Shiksha Samiti Pargana Ambah', Chairman of the Governing Body, and the Principal of the college. After chalking out of the plan, it is discussed in detail in the meetings of the governing body taking all the pros and cons into account and then the plan takes its final shape.

The main stress in the plan is given to teaching and learning which are the main functions of the college . It is considered how these can be made more effective and helpful to students making them competent and knowledgeable youth fit for getting any job and can explore themselves how to become entrepreneurs. Generating competence in them is one of the key aspects of the plan. Another aspect of the plan is encouraging research, which is the ultimate endeavor of higher educational institutions. A large amount of the additional development grant received from the UGC is incurred on the purchase of instruments/equipments required for research work demanded by various departments. The college provides various schemes under extension activities that directly help in community development. The aim of the college is to contribute to the efforts made by various agencies and NGOs for strengthening of community. Camps are organized, surveys are conducted, fieldwork and studies are made to study the problems of the disadvantaged and through these activities, these classes are told how they can come up of their level. Various administrative experts, authorities and doctors are invited to let them know the schemes meant for community development. Human is the most important resource. Therefore, wherever they exist, their planning is essential how to make the best and the optimal use of them. Since the college is the center of all human activities, it helps in conducting studies of various human aspects by organizing field projects and door-to-door collection of data during campaign. Internal planning consists of identifying the required number of people in terms of quantity and quality. Externally, it is done through various extension activities. Some research work has also been conducted by the college in these matters, worth mentioning are surveys and fieldwork conducted for villages Dimni and Torr. Industry interaction is also held through these activities. Ambah has no big industry in it, only small scale industrial work is done. Oil mills and dairy works are prominent of industrial activities here. The college has done some studies in this field and it

has always been a center of focus. The college publishes two of its research journals-‘Charmanvati’ and ‘Artha Chintan’ both these journals are internationalized by registering them with ISSN. Through these journals, the college tries to make our findings available internationally.

**6.2.2 Enunciate the internal organizational structure of the College for decision making processes and their effectiveness.**

The following flowchart shows how decision making process takes place in the college:



The college has various bodies to convey information/ suggestion for decision making through them. After due consideration, these findings/information or suggestions, if found appropriate, are passed on to the next forum, and ultimately final decision-making is done by the Principal in consultation with the governing body of the college. Since, the entire process is democratic; its effectiveness cannot be questioned. For the purpose, meetings with staff are organized to decision matters relating to smooth academic and administrative functioning.

**6.2.3 Specify how many planned proposals were initiated/implemented, during the last four years. Give details.**

There are so many planned proposals which were initially implemented during the last four years, worth mentioning are the proposals of instituting new subjects and enhancement of the level of existing subjects in the matters of B.C.A, Microbiology, Electronics and Mathematics. Keeping in view the demand of the stakeholders, the course for B.C.A. has been instituted. Keeping in view the demand and scope, Microbiology and Electronics have been introduced. And the level of Mathematics is enhanced from graduation to post graduation observing the difficulties of girl students who are keen to study this subject but cannot leave for cities, due to their own circumstances. Meanwhile, infrastructural developments have also taken place. The college has given shape to 'Audio-visual cum-exhibition centre' as the Golden jubilee memorial, establishment of language lab (as it was recommended by the peer team, NAAC during its last visit), up-gradation of chemistry lab, extension of physics and computer lab and the roofing work of the Indira Gandhi Sabhagar which is in progress.

**6.2.4 Does the College have a formally stated quality policy? How is it designed, driven, deployed and reviewed?**

The college does not have a formally stated quality policy as such. However, the college has in its mission stated quality policy- high level satisfaction of the stakeholders; ensuring that the teaching in the college is in accordance with the need and requirement of times; ensuring that the output in terms of teaching suits to the need and requirements for various practical purposes; maintenance of quality by using current processes and systems and by making the faculty and the staff accountable for maintaining such quality parameters. Attendance registers, teaching diaries and the outcome of CCEs are constantly checked at regular intervals to see if there is any lapse in teaching and learning procedures. The policy is designed keeping in view the mission statement of the college and it is designed by the Principal, in

consultation with the governing body of the college. Suggestions from some senior faculty members are also taken into account, and it is driven and deployed as mentioned above and is reviewed annually.

**6.2.5 How does the College ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder-relationship?**

In the matters of grievances related to students and external stakeholders, the college has formed a committee under the care of a senior faculty member to redress all such grievances, if reported to. If the grievances are not of serious nature, the committee members resolve these immediately. However, grievances of serious nature are brought in to the notice of the Proctorial Board and the Principal, if their involvement is required. If the grievances are of suggestive nature, these are discussed with the staff to find a way out to incorporate the suggestions in the system mechanism. Prompt attention and quick redressal is necessary to maintain harmonious and cordial relations among all the stakeholders.

**6.2.6 Does the College have a mechanism for analyzing student feedback on institutional performance? If yes, what was the institutional response?**

The feedback from the students is taken annually by the college, usually after examinations or before the commencement of the session. The Principal along with a group of senior faculty members discuss the feedback so taken, and discuss about the measures to be taken as per the outcome of the feedback. It involves some strategic considerations; the same is discussed with the chairperson of the governing body to

find out remedial ways. It covers every bit of information provided by the students through such feedback.

**6.2.7 In what way the affiliating University helped the College to identify the developmental needs of the College?**

The affiliating university, in case of this college –Jiwaji University, Gwalior- helped the college in the matters of the affiliation of new subjects and extension/enhancement of the seat structures for science faculty. The arts and commerce faculties already have enough number of seats.

**6.2.8 Does the affiliating university have a functional College Development Council (CDC) or Board of College and University Development (BCUD)? If yes, In what way College is benefitted.**

The affiliating university, Jiwaji University, Gwalior has a functional college development council (CDC) which is very useful in assisting this college in the matters of academic as well as a administrative nature. The department is known to forward all our proposals to the concerning agencies like UGC and State Government.

**6.2.9 How does the College get feedback from non-teaching, teaching, parents and alumni on its functioning and how it is utilized.**

The college seeks self-appraisal reports annually from its teaching and non-teaching staff, which is also in the feedback form. The Principal organizes meetings with the teaching and the non- teaching staff separately to confirm their feedback with that of their self-appraisal reports and accordingly discussions take place how to modify these activities which need to be modified. The feedback from parents is

generally sought at the time of parent-teacher meet and from alumni at the time of 'old boys meet' annually. Their experiences and suggestions are shared, and, if find suitable for further improvement, are incorporated in the system.

**6.2.10 Does the College encourage autonomy to its academic departments and how does it ensure accountability?**

It has been a long cherished practice in the college to use democratic methods of teaching as well as administration. The college itself enjoys the freedom of working under autonomy; therefore, the college also encourages autonomy to its academic departments. Each department is free to follow its own planned schedule, but care is taken not to violate the main college time table. In the matters of academic affairs, the departments feel free to formulate their own schemes. The teachers are free to choose to teach the papers of their own interest and liking, if they have got some expertise in it, barring the cases of conflict of choice. In the matters of other departmental activities, the plans are chalked out in consultation with the colleagues and the students. Such freedom brings accountability with it, which impels the teachers to work sincerely, keeping in view the interests of the students as well as the college. Making the faculty accountable brings the conduciveness and harmony in the academic environment.

**6.2.11 Does the College conduct performance auditing of its various departments?**

Yes, the college conducts performance auditing of its various departments annually. The academic audit is done by the principal in consultation with the representative of the management. Performance audit is focused on how the vision, mission, educational goals and learning outcomes are taken care by the faculty concerned. Attention is

also paid on what kind of teaching methodology is used; up to what level students are satisfied by the teaching; what additional activities are performed by the departments; and how enhancement programs are followed. If the department is a research department, emphasis is laid upon the level of standard of research work- whether the work is of local level, state level, national level or international level.

### **6.3 Faculty Empowerment Strategies**

#### **6.3.1 What efforts are made by the College to enhance the professional development of teaching and non teaching staff?**

The college asks the teachers to regularly update themselves so that they can deliver the latest developments in their subjects to the students and to make them aware of the existing trends in their discipline. The college provides them leave with pay and relieves them from their work for attending short programs of professional development. It is not possible for the college to provide them leave for long term programs. It is because the college has only a small number of teachers on its permanent roll and each is assigned with heavy work. The college has to ensure that the work should not suffer. However, to substitute it the college invites academician from other universities and colleges to share their advanced knowledge with our faculty, thus enriches them.

#### **6.3.2 What is the outcome of the review of the Performance Appraisal Reports? List the major decisions.**

Performance appraisal reports help the college to explore potential of its employees; to assess promotional opportunities; to suggest measures how to improve performance, if it is lacking at any stage; to

lead to positivity and better departmental endeavors; helps in enhancing departments effectiveness; helps in further goal setting and desired performance; helps in determination of training needs for the employees -teaching or non-teaching. In fact, appraisal report analysis helps the college for further improvement and ensuring the quality of its administration. On the basis of the appraisal reports, the college directed a few non – teaching employees to acquire knowledge of computers. Later, when they acquired the knowledge, the work became easier not for them but for the college also. The college directed a teacher to attend refresher course to enhance level of knowledge and for further promotions.

**6.3.3 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

The college has various schemes available for teaching and non - teaching staff. The most significant of such schemes is the scheme of assisting the entire permanent staff with supporting them a certain percentage of the total pay as the pay is, at present, restricted by the state government up to 50% of the Vth Pay Commission . The staff is passing through a critical time, when everything is uncertain. In such circumstance, provision of providing such assistance is great relief to the entire staff. The other facility that is provided to the staff is the free medical checkup and the consultation by the doctors working honorary on the roll. To lady teachers, provision of the maternity leave is there. Both the Sexes have their separate toilets and washrooms. In addition to these, the college has all the statutory welfare schemes like provisions of C.P.F. and pension, advancing of loan in hard pressed financial circumstances etc.

**6.3.4 What are the measures taken by the College for attracting and retaining eminent faculty?**

For permanent employees and the faculty, the entire funding scheme is governed by the Higher Education Department, MP Government. At the local level, they are provided with the incentives to make up their salary loss up to a certain limit through the local funds. It is done just to retain the existing faculty. They are assisted in their research deliberations, their sickness by providing them medical leave.

**6.3.5 Has the College conducted a gender audit during the last four years? If yes, mention a few salient findings.**

The college is a small entity where both the sexes are employed. Keeping in view the welfare of the women employees, such audit is conducted annually and it is ascertained whether they are not being deprived of the privileges they entitled for. Again it is also ascertained what number of such employees can balance the entire roll structure of the college. The audit reported that in the matters of punctuality and sincerity, women are at par with their men counterpart.

**6.3.6 Does the College conduct any gender sensitization programs for its staff?**

The college has already a cell named 'SHAW' which takes care all the activities related to women employees/girl students. These problems are related to physical, sexual, psychological, emotional and financial issues. The cell works not only for the college employees and students, but also for the community at large. The cell helps in mobilizing the women (mostly from the rural and poor background) to address their issues like domestic violence and other social issues and vices. Time and then, talks are arranged to make them aware of their rights and other issues are discussed. Red-cross society also assists them in their endeavor.

### **6.3.7 What is the impact of the University's UGC-Academic Staff College Programmes in enhancing competencies of the College faculty?**

Through the programmes – refresher and orientation- organized by the academic staff colleges, one thing is clearly achieved that is assessing the position of self among the peers of the same level. This helps in self motivation of the teachers and enhancement of the skills. It has a positive impact on the institutions of higher learning. “There is always a scope of improvement in better to be turned into the best”. These courses help the teachers in enhancing their personality.

## **6.4 Financial Management and Resource Mobilization**

### **6.4.1 What is the institutional mechanism to monitor effective and efficient use of financial resources?**

There exists institutional mechanism in the college to monitor effective and efficient use of financial resources. The college has three resources for getting finance – UGC, State Government and college fee. The state government provides only 50% of the salary part of permanent employees and therefore, it needs no planning. A large part of finance received through fee are incurred to make out the salary of temporary/ management employee leaving a small part to be managed. Only the grants received from UGC needs to be planned in a qualified manner. For the purpose, demands of the departments are taken into account and the Finance Committee of the college finally decides the working financial plan of the college. The plan is largely focused on the developmental activities like provision for infrastructural development, library development, facilities provision, research and extension activities. Since, the college has scarce resources, optimal use of the funds are made. Finally, all financial activities are monitored by the Finance Committee of the college and its resolutions are confirmed by

the Governing Body. Final granting/sanctioning authority is the Chairman of the Governing Body.

**6.4.2 Does the College have a mechanism for internal and external audit? Give details.**

The college has provision for both the internal audit as well as external audit. The principal forms separate committees for separate departments for their annual audit and they submit their findings to the principal before the session concludes. Finally external audit is done by a registered practicing C.A.

**6.4.3 Provide audited income and expenditure statement of academic and administrative activities of the previous four years.**

The table shows audited income and expenditure statement of academic and administrative activities of the four years.

<b>Expenditure</b>	2008-09	2009-10	2010-11	2011-12
Salary to Staff	77,77,024	80,53,545	67,03,510	101,82,794
Stationery	29631	36075	29579	26380
Remuneration for Examiners/TA/DA etc		18,59,003 (Two Sessions)	14,21,810	18,23,973
Equipment	13,45,743	9,12,440	--	5,79,596
Contingency & other	30,98,815	33,88,170	29,73,593	23,59,481

Source s from which this expenditure is met	2008-09	2009-10	2010-11	2011-12
State Govt.	54,41,741	61,72,879	48,52,969	79,45,106
UGC	20,00,000	13,86,000	1,10,00,000*	95,00,000**
Fees/Management	32,58,757	37,11,048	34,19,286	36,15,022

- Addl. Grant, Grant for Lab Improvement, Hostel, Purchase of Equipments have been exclusively utilized for the purpose they were sanctioned.

Details	Income	Expenditure
1/4/11 to 31/12/11 Improvement of Toilet Facilities Girls Common Room	50000=00	102354=00
1/4/10 to 31/12/11 Net Work resource centre	279000=00	316260=00
Remedial Coaching	500000=00	504407=00
1/4/07 to 31/12/11 (XIth Plan)		
Books and Journals	400000=00	404274=00
Equipments	450000=00	468343=00
1/4/09 to 31/12/11		
Renovation	300000=00	

		616211=00
1/4/07 to 31/7/12 Field Work	100000=00	101740=00
1/4/07 to 31/3/12 PG Grant Book Equipment  Geography Book Equipment Tour/workshop/F.work  Chemistry Book Equipment  Zoology  Books  Equipments  Field work	1350000=00	200449=00 51500=00  100417=00 201199=00 50708=00  200383=00 200000=00   205312=00  102315=00  50656=00
2009-10 Audio-Visual cum exhibition Centre	2250000=00	2694547=00
2007-08 to 2011-12 Hostel building	9000000=00	11166828=00
2011-12 Economics Seminar Geography Seminar	144047=00 150000=00	144047=00 154815=00

Eco.minor Project	150000=00	159006=00
Additional Grant Equip.		
2011-12	2500000=00	2541712=00
2012-13	2250000=00	2529728=00
	4750000=00	5071440=00

**6.4.4 Have the accounts been audited regularly? What are the major audit objections and how are they complied with?**

The accounts have been audited regularly. No major objections are generally reported. Minor objections are rectified through discussion between the principal and the management.

**6.4.5 Narrate the efforts taken by the College for resource mobilization.**

The College leaves no stone unturned in soliciting the financial assistance from all corners. Guest, on various occasions are invited focusing on resource generation for the college. The motto behind choosing a guest is whether the guest can deliver some financial assistance to the college. The college keeps itself in constant touch with the MPs and MLAs. The purpose behind this is to seek assistance from them for various ongoing or under consideration projects financially or in some other forms. Just recently the college could able to get an amount of Rs. 10 lacs sanctioned from the MP fund for the roofing purpose of the Indira Gandhi Sabhagar. The MLA of the town has also assured to provide some amount out of MLAs fund. Local people of repute and various administrative authorities are also contacted to seek assistance in any form they can provide.

**6.4.6 Is there any provision for the College to maintain the ‘corpus fund’? If yes, give details.**

At the moment, there is no such provision for the college to maintain the ‘corpus’ fund. It is due to the lack of financial resources and overburdened administrative expenditure.

**6.5 Internal Quality Assurance System**

**Does the College conduct an academic audit of its departments? If yes, give details.**

The academic audit of the departments is done by the principal of the college. It is in practice for the last few decades. It is a must for every teacher to maintain his teaching record in a diary and gets checked by the supervisor and the principal after each semester. The principal goes through the diary and ensures that the academic work is being done properly. If he thinks something is worth to be suggested, he does so by asking the teacher concerned to do it so. At the close of the session self appraisal report is submitted by the teacher, and on the basis of it academic audit is done. Hence, two tier system of academic audit exists in the college.

**6.5.2 Based on the recommendations of academic audit what specific measures have been taken by the College to improve teaching, learning and evaluation?**

On the basis of the academic audit, plans have been chalked out how teaching can be made more attractive to the students. It has been noticed that the teaching should go with the times. The use of computers and interactive systems have been recommended to make

things easy for learners. Teachers have been advised to prepare Power Point presentations wherever it is possible which could be helpful in presenting the material in a systematic way. A great change has been observed in the attitudes of learners. In the case of new teachers, they have become more confident.

**6.5.3 Is there a central body within the College to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?**

There is no such central body in the college. However, coordination committee looks after academic affairs of the college which is comprised of four senior faculty members. The coordination committee under the supervision of the principal continuously reviews the teaching learning process. The body takes in to consideration the self appraisal reports of the teachers, student's feedback; there teacher's diary and the semester result of the papers they teach.

**6.5.4 How has IQAC contributed to institutionalizing quality assurance strategies and processes?**

Though the IQAC has already been constituted in the college when the peer team visited the college last, however, it could not become operational formally due to the engagement of the staff in other localized activities. Only the plans that were chalked out at that time, could get implemented. Now, when it has become operational again, it can be hoped that it will contribute to quality assurance strategies. Just recently a plan for this purpose has been worked out. The emphasis of the plan is laid on the optimal use of ICT tools- computers, internet, audio-visual aids, virtual lab technologies etc. and also how the students besides teachers are linked with this programme. Since the

day of its re-inception the IQAC has been constantly engaged in seeking cooperation from all the stakeholders.

**6.5.5 Does the IQAC have external members on its committees? If so, mention any significant contribution made by such members.**

Yes, the present IQAC has two external members, one is associated with academics while the other with industry, in its planning committee. They contribute by giving valuable suggestions in their respective fields. One of such suggestions was to introduce the concept of collaborative teaching. Sharing information with one another-through internet or directly has been emerging out as a powerful tool in education. This helps the students in widening their thought processes. This also helps in developing team spirit and the fellow feeling. The college has been considering the methods how it can be instituted in the college like ours.

**6.5.6 Has the IQAC conducted any study on the incremental academic growth of students from disadvantaged sections of society?**

A separate cell has been instituted by the college to look after the incremental academic growth, to safeguard their interest and to tell and guide them time to time what specific schemes are meant for them. The cell also pays its attention to their academic growth on the basis of their performance in CCEs and semester exam results. If they lack, the cell helps them analyzing their weaknesses and suggest them how they overcome such weaknesses. If desired, they are provided assistance by the other teachers and also in enhancing their knowledge base. Their incremental growth can also be ensured through making them self-confident, self-esteemed and complex-free. Keeping this in view, the

cell also conducts such study on the basis of data collected based on their dropout rate.

**6.5.7 What policies are in place for the periodic review of administrative and academic departments, subject areas, research centres, etc.?**

The policy of taking teachers self-appraisal report into account, their record of teaching (through diaries) and the feedback provided by the students, is in place for the periodic and annual review of administrative and academic work. Such periodic reviews are also conducted by the management of the college. Since the college is a small entity, there is its policy in practice, that is appraisal and enhancement. As for the policy in academic programmes is concerned, the college usually checks its performance comparing to other autonomous colleges in the university jurisdiction. If it feels, it is lacking behind or it can perform better, it does its best to come up to the expectations. The basis of such study is the feedback taken from all the stakeholders of the college. The college believes in the dictum ‘if we come for others, others will come for us.’

***Any additional information regarding Governance, Leadership and Management, which the institution would like to include.***

1. The Principal of the college is over all in charge of the college affairs. He leads the college effectively with the help and assistance of the faculty members.
2. To manage various functions in the college, he has formed a number of committees. In charge of each committee is a senior faculty member, assisted by management appointed temporary faculty.

3. The management of the college is of non-interfering nature and never involves in routine decision making. It is supportive and spares no efforts in developmental activities.
4. The principal assigns all the important tasks to the senior teachers who are thought to be capable of doing. In this way, the entire administration process is decentralized. Collectively they develop strategies for the betterment of the college, and to make it suit prevailing requirements of the time.
5. The entire process of decision making is transparent and due discussions are held before giving them shape. The administration tries to make the best possible use of the resources available with the college.
6. Almost all the departments are equipped with the facilities of books, computers with internet connectivity, necessary equipments.
7. Enough staff is provided to enhance the academic output of the departments.
8. Continuous efforts are made to be kept in constant touch with Local M.P.s, M.L.A.s, eminent people, and administrative authorities who can be helpful in leading the college ahead by providing financial and other type of assistance.
9. The Principal always takes into account innovative ideas, concepts and thoughts of the employees if these are of significance to the upliftment of the college.

## **CRITERIA VII: INNOVATION AND BEST PRACTICES**

### **7.1 Environment Consciousness**

#### **7.1.1 Does the College conduct a Green Audit of its campus?**

During summer vacation, the Principal and the management of the college take stock of the over-all situation whether the resources that are being used for different activities are not going waste; the generators are used only with some purpose; switches of lights and fans are not left remain on; the lawns and the gradens are properly taken care of; the wastes are properly disposed of through the dustbins provided by Municipal Committee of the town. The entire campus is divided into a few blocks. Each block is handed over to a group of IVth class employees to look after. If any thing occurs otherwise, it is reported to the Principal and the possible action is taken.

#### **7.1.2 What are the initiatives taken by the College to make the campus eco-friendly?**

- \* **Energy conservation**
- \* **Use of renewable energy**
- \* **Water harvesting**
- \* **Check dam construction**
- \* **Efforts for Carbon neutrality**
- \* **Plantation**
- \* **Hazardous waste management**
- \* **e-waste management**
- \* **any other**

The college, through its various platforms like N.S.S.,N.C.C.,Youth Wing of Red Cross Society and other students associations organized awareness campaigns in various surrounding villages and

in the town itself focusing on Energy Conservation, water harvesting, planting trees and the use of renewable resources of energy. Rallies were also organized. During rainy season, NSS volunteers and the students' organizations also take up plantation work in the campus. Use of Gutka (tobacco pouches) and plastic bags are also banned in the campus. Stickers appealing to save environment are pasted at important places to alert the students and other stakeholders.

Using solar panels and making compost and using it in the campus are also in the future plans of the college. For water harvesting in all the three blocks pipes are installed to arrest rain water through roofs and is fetched to the underground pits. Installation of big system is also in the plan. The college tries its level best to maintain greenery in the campus, and the proper care is ensured of it.

## **7.2 Innovations**

### **7.2.1 Provide details of innovations introduced during the last four years which have created a positive impact on the functioning of the College.**

- (a) The college has introduced B.C.A. for the students who are keen to join computers as their career option. Mathematics at the M.Sc. level and Microbiology at the B.Sc. level, which were proposed to be introduced, have now been introduced and the students are opting for them. With the introduction of these subjects, the students have more options to choose from. Till now, they have to leave for Gwalior to study these subjects, which is dream for many of them for want of money.

- (b) On the recommendation of the NAAC Peer Team last time, Language Lab has been established , which is helping the students in learning communication skills. Here they have enough chances to learn without hesitation. Repetition of things many a time helps their tongue to accommodate with the style. Gradually, their interest is increasing for such drills. Learning this way can be helpful in making their career.
- (c) The College also has established an ‘Audio-Visual- cum- Exhibition Centre’ as the Golden Jubilee Memorial, which is helpful in enhancing their practice of using modern technology. Many items, they can use for themselves under the supervision of the caretaker, which can be helpful when they join jobs.

### **7.3 Best Practices**

#### **7.3.1 Give details of any two best practices which have contributed to better academic and administrative functioning of the College.**

**(1). Title: Inter-Institutional interaction.**

Objectives:

- (1) To provide an opportunity to the students of this college who are brought up in the rural atmosphere of Ambah to have work experience with the students dwelling in big cities like Gwalior and to interact with them and to have a chance to establish friendly relationship.
- (2) To show them how the work is performed in well-equipped modern labs.
- (3) To have a short time training, how to use modern techniques in conducting their experiments.
- (4) To conduct the experiments with their own hands,

- (5) To gain the additional knowledge of Scindia dynasty ( of historical significance),
- (6) To enhance mutual cooperation among students,
- (7) To establish future linkage with them.

Context: For the journey, three vehicles were arranged and each was under the care of a faculty member. Breakfast and drinks were arranged for them during the journey. All were equipped with notepad and writing pen so that can note their experiences during the journey and pre and post lab work, as and when they like. Pre-permission were sought from both the principals: the principal of our college and the principal of Vijay Raje Scindia Government Girls College, Morar (Gwalior). This was the essential part of the process.

The students were encouraged and trained how to behave during journey and in the laboratory of their college. Out of all students belonging to Biology group, only eighteen who were found fit, were chosen for this tour. These students were- Tanubha Tomar, Prachi Tomar, Mohna Bhadauria, Anamika Tomar, Puja Sharma, Tulsi Rajawat, Magan Singh Tomar, Shailja Chauhan, Girija Tomar, Suman, Ayushi Jain, Sukati Sharma, Neetu Solanki, Mahima Birthare, Arun Bhadauria, Arti Tomar, Hema and Rajani Tomar. For mentoring Dr. R.A.S.Chauhan, Mrs. Laxmi Saini and Sri Krishnkant Saini accompanied them.

Practice: Keeping in view the object of the tour, first of all students were taken to Jai Vilas palace to tell them the historical significance of the Palace. Then they visited museum where they saw a number of antique items related to Scindia dynasty- weapons and arms, luxury items, life style items, musical instruments, other instruments, family

photographs, decorating items( Jhoomar is of Asia fame), silver and glass utensils.

Reaching Vijay Raje Scindia Government Girls College, Morar (Gwalior), they have their breakfast first and then went to the Biotech laboratory to observe various apparatus and equipments. They enquired about everything which they thought of curiosity for them. Then the lunch was served to them and got prepared to participate in laboratory work. They acquired necessary training from about lab work from Dr.G.D.Vyas, Director, Biotech department and his staff. They watched the necessary demonstration and then they were told about some existing and some modern techniques used to conduct experiments related to microbiology. For example-DNA isolation by gel electrophoresis technique, Cream and acid- fast bacterial staining and blood group(A, B, O and Rh). They saw the equipments which are not available with the college- deep freezer, Electrophoresis apparatus of different type, Automatic shaker, Ultra centrifuge with high RPM, UV-Spectro photometer, Digital calorimeter (wide range of visible light), different types of incubators etc. They put so many questions about these instruments, when and in what conditions such apparatus are used, what experiments can be conducted through them etc, just to satisfy their curiosity. After this the Head of the department Mr.Vyas arranged the tea and snacks to them. During tea, their mentors introduced them with the faculty of the visiting college and the students. Then, a question answer session was arranged so that it can be known what they could able to learn during their visit of the lab. The students were delighted and took keen interest in all these activities. In this way the students gathered a lot of information about Scindia Dynasty, could assess their own limitations and strengths about their subject, could able to see the instruments and apparatus which they are not used to see, learned how to conduct advanced level experiments, enjoyed the scenery during to and fro journey.

Evidence of success: this Inter-Institutional interaction was successful in fulfilling its objectives:

- (a) It was observed that after devoting such long hours and making such a long journey the students were happy and enthusiastic and were not complaining about anything while the group consisted of girls in large number.
- (b) When the girls were asked how they liked this interactive exercise? Most of the girls answered in affirmative and expressed happiness over this experience. They told that they could able to see how the colleges outside their vicinity work. They told that they could able to enrich their knowledge in the matter of holding practicals. They told that they could able to gather much information about various equipments and apparatus. They got the opportunity to meet with the learned professors of the other college and with the peers.
- (c) After few days, a written test was conducted for all these participants and they were asked about the apparatus and equipments they saw, their functions and use, and about the experiment they conducted there. It is matter of great satisfaction that they got more than 78% marks on an average in the test.
- (d) They were also asked orally what places and what things during their journey they saw? They responded positively telling each and everything as they saw. This is again a positive response.

Problems encountered and Resources Required: The following problems were encountered and resources required:

- (a) It was difficult to arrange vehicles,
- (b) Financial support,
- (c) To prepare the students mentally to observe cent per cent discipline,
- (d) To conduct pre-classes to prepare them mentally for what they were going to learn
- (e) To prepare the faculty members to accompany them,

(f) To seek the permission from both the Principals and to get the consent of the head of the department of the other college,

(g) To manage usable items for the journey

To overcome these handicaps, some students came forward and assisted in making all preparations. Ajay Singh Bhadauria managed the vehicles for the journey. Dr.R.A.S.Chauhan gave preliminary knowledge of the activities to be conducted there and trained them how to behave in the lab. Mrs.Saini told them what experiments they have to conduct there and in what manner. The college provided the required monetary help from its funds.

Notes: To conduct such inter-institutional interaction is a healthy exercise for innovation. It arouses curiosity in the students, make them aware of the methods how to work in a team, help them to enhance their skills, to make them realize their strengths and weaknesses, to make familiar with the lab techniques, and a chance to update themselves. Though problems occur in such a small township, but they are of no matter keeping in view the interest of the students.

**(2) Title: Survey and Field Work**

Theme: Geography is the study of landscapes. Naturally, its study is not possible sitting inside rooms. Surveys serve the purpose of study tools as well as provide the basis of authenticity to various Geographical facts. They play an important role in public welfare and planning. Survey and fieldwork are the practices carried out by the department of geography to enhance learning output of the students.

Objectives: 1. to develop understanding of the subject in postgraduate students,

2. to encourage students for Geographical Research,
3. to guide the students to use different geographical research tools,
4. to establish mutual relations between villagers and the students,
5. to create awareness among villagers,
6. to identify the settlement problems and to find their solutions,
7. to present a planning for the purpose of public welfare.

Context and Methodology:

1. Organization of a camp for the students consisting of post graduate classes, researchers and the faculty;
2. Preparation of map after having a survey of the village during the camp-span
3. Conducting personal interviews with the village dwellers, observing their life style, collecting data based on categories
4. Public awareness regarding matters of education, health and hygiene and collection of data in this regard
5. To expose the problems related to area development

The camp was organized in continuation of the previously held long duration camps and surveys at village Badi Tor and village Bhadauli.

First of all a settlement map was drawn. Going door to door, students collected socio-economic based data. With mutual talks and persuasion, the students told the villagers to make themselves aware of their surroundings, education status and health. Students also drew their attention to local problems.

Evidence of Success: The chief evidences of the success of such endeavor are as follows:

- (a) For planning purposes of areas of township, the settlement maps have been provided which are of much use to administrative authorities;
- (b) The government of M.P. has prescribed the findings of the survey work done in the village Dimni during the year 2006-07, as the part of the syllabus and the text meant for class IX as a separate chapter entitles “ Madhya Pradesh ka Ek Gram Dimni.”

Problems Encountered and Resources Required:

- (a) The students and the faculty faced a lot of problems as the village chosen for the study is situated in a remote area and no physical facility is available,
- (b) Chalking the way out to establish communication with the villagers and to gain their confidence,
- (c) It is difficult to organize camps in such remote areas which are dacoit afflicted specially when the girl students are the campaigners,
- (d) To arouse a feeling in the villagers that the campaigners are doing the survey work in their interest and for their welfare,

- (e) The problem of arranging vehicles for the purpose of transportation as these are not easily available in the town,
- (f) Non availability of technically qualified non-teaching employees that can assist properly to the campaigners,
- (g) The finance required to organize such field works and surveys should be met out by the government so that the students can be encouraged successfully,

Notes:

Utility, Relevance and the benefits of conducting such surveys and fieldwork:

The students could able to enhance their subject skills and subject knowledge through such surveys and fieldworks. The students attract towards exploring new dimensions in the subject through research. This is the reason why many researchers are stepping out from this department annually. Survey and the fieldwork become the basis of further developmental planning of the area. Local bodies use the findings of such work done by the department for the developmental works of their units.

### **Format for Presentation of Best Practices**

#### **1. Title of the Practice**

This title should capture the keywords that describe the practice.

#### **2. Objectives of the Practice**

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

#### **3. The Context**

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

**4. The Practice**

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

**5. Evidence of Success**

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

**6. Problems Encountered and Resources Required**

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

**7. Notes**

Optional. Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).

*Any additional information regarding Innovations and Best Practices, which the College would like to include.*

1. Students are encouraged to learn through teaching. The students of final year are made to teach the students of neighboring schools and higher secondary schools just to have the experience of teaching and facing problems related to teaching so that when they leave the college after graduation or post graduation, they have practical experience with them. It is felt that this experiment has helped them to be more confident and knowledgeable.

2. Ambah is situated at far off distance from the adjacent cities, it is deprived of with so many facilities essential for advanced level research, and therefore, the college has explored so many potentialities as the scope of research and extension. The surrounding areas have become the theme and range for research work. It is because the area presents a rich geographical landscape. The multi variety plantation, the rich fauna and flora, the ever-spreading ravines and the rivers, variegated agriculture, rich literature available in local dialects, people working various sectors and all these things provide a rich scope for work in all the disciplines. Moreover, there is a scope for temperamental studies as the area is known for its criminal activities. The work of many researchers is in progress in different areas of interest mentioned above. Researchers have easy access to facilities and all the resources available with the college. They can use Central library, departmental libraries, laboratories, instruments and equipments liberally. They can seek help and assistance from the technical staff and the faculty.
  
3. The teachers have always been encouraging and they try their level best to satisfy students' curiosities. The teacher teacher-taught relationship is very cordial.

## Evaluative Report of the Department

1. Name of the Department & its year of establishment : Chemistry, July 1961
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG, PG, Ph.D.
3. Interdisciplinary courses and departments involved : Proposed
4. Annual/ semester/choice based credit system : Semester
5. Participation of the department in the courses offered by other departments : According to the subject combination
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	01	No
Associate Professors	-	-
Asst. Professors	04	02

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Dr. V.K. Gupta	M.Sc., Ph.D.	Asstt. Prof.	Physical		2012-One awarded, 2010-One in progress
Dr. V.K. Jain	M.Sc., Ph.D.	Asstt. Prof.	Organic	23 years	2012-one awarded 2011&12-three in progress
Mr. M.Shrivastava	M.Sc.	Manag. Temporary	Inorganic	15 yers	
Dr. Ramakant Sharma	M.Sc., Ph.D.	Manag. Temporary	Organic	12 years	
Km.Neha Srivastava	M.Sc.	Manag. Temporary		02 months	

8. Percentage of classes taken by temporary faculty – programme-wise

information : 60%

9. Programme-wise Student Teacher Ratio: UG – 100:1 PG – 6:1 Ph.D. -
10. Number of academic support staff (technical) and administrative staff: sanctioned and filled : Technical – 04 sanctioned, filled – 01 and 03 are Manag. Temporary
11. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. : No
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received : Nil
13. Research facility / centre with
  - state recognition – Centre is approved by University
  - national recognition
  - international recognition
14. Publications:
  - \* number of papers published in peer reviewed journals (national / international) :  
2009 – 03, 2010 – 02, 2011 – Nil, 2012 - 02
  - \* Monographs
  - \* Chapter(s) in Books
  - \* Editing Books
  - \* Books with ISBN numbers with details of publishers
  - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Citation Index – range / average
  - \* SNIP
  - \* SJR
  - \* Impact factor – range / average
  - \* h-index
15. Details of patents and income generated
16. Areas of consultancy and income generated :
17. Faculty recharging strategies : Internal faculty orientation

18. Student projects

- percentage of students who have done in-house projects including inter-departmental : 60% in the year of 2009 - 10
- percentage of students doing projects in collaboration with industries / institutes : Nil

19. Awards / recognitions received at the national and international level by

- Faculty : Nil
- Doctoral / post doctoral fellows : Nil
- Students : Nil

20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any : Nil

21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
B.Sc.	Online admission system had been started from 2012-13	2012: 64	75		
		2011: 126	140		
		2010 : 120	146		
		2009: 170	188		
M.Sc.	--	2012: 03	08		
		2011: 03	15		
		2010 : 05	20		
		2009: 08	07		

No. of applications received at the availability of total seats.

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
B.Sc.				

<b>Name of the Course</b> (refer question no. 2)	<b>% of students from the College</b>	<b>% of students from the State</b>	<b>% of students from other States</b>	<b>% of students from other countries</b>
M.Sc.	2012-90%	2012-90%	2012-100%	
	2011-100%	2011-100%	2011-100%	
	2010-100%	2010-100%	2010-100%	
	2009-90%	2009-100%	2009-100%	

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? : Not Known

24. Student progression

<b>Student progression</b>	<b>Percentage against enrolled</b>
UG to PG	15% Students
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed	In coordination with placement cell
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	
Entrepreneurs	

25. Diversity of staff

<b>Percentage of faculty who are graduates</b>	
of the same parent university	40%
from other universities within the State	-
from other universities from other States	60%

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period. : Nil

27. Present details about infrastructural facilities

a) Library (No. of books) : 1705

b) Internet facilities for staff and students : Yes

- c) Total number of class rooms : 03
  - d) Class rooms with ICT facility : Nil
  - e) Students' laboratories : 03
  - f) Research laboratories : 01
28. Number of students of the department getting financial assistance from College. : Nil
  29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. : Nil
  30. Does the department obtain feedback from
    - a. faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it? : Yes, 100%
    - b. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same? : 100%
    - c. alumni and employers on the programmes and what is the response of the department to the same? : 100%
  31. List the distinguished alumni of the department (maximum 10) : 1. Dr. Vivek Verma, 2. Dr.(Mrs) Sunita singh, 3. Gyan Singh Uchcharya, 4. Shiv Prasad (all have been selected by MPPSC), 5. Brijesh Sharma (Project Director in Pharma. Company)
  32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts. : Every year department arranges the special lecture series for the students with external experts focusing on the latest topic.
  33. List the teaching methods adopted by the faculty for different programmes. : Blackboard teaching method
  34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored? : CCE, Internship, Seminars for PG students and project prepared by the students.
  35. Highlight the participation of students and faculty in extension activities.: NCC, NSS, Red Cross, computer Technology
  36. Give details of "beyond syllabus scholarly activities" of the department.: Lecture delivered in PG college, Morena, Member of Board of Studies – Govt. PG(Autonomous) College, Datia

37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : Autonomy Review Committee, NAAC peer team (2008)
38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department :
- Strengths: 1.Research facilities 2.Campus selection 3. Well equipped lab
- Weaknesses: 1.Lack of staff 2.Financial constraints due to policy of State Govt. 4.Rural background
- Opportunities: 1.Scope of subject 2.Scope of research 3.Scope of jobs
- Challenges: 1.Lack of permanent staff 2.Not availability of experts due to financial
39. Future plans of the department. : 1. Development of Advanced Lab.
- 2.To establish linkages with industries to enhance job prospects of the students.

### Evaluative Report of the Department

1. Name of the Department & its year of establishment : Zoology, 1962
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG (B.Sc.), PG (M.Sc.)
3. Interdisciplinary courses and departments involved : B.Sc. Microbiology, B.Sc III Environment
4. Annual/ semester/choice based credit system : Semester System
5. Participation of the department in the courses offered by other departments : B.Sc. Microbiology
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	<b>01</b>	<b>01</b>
Associate Professors	-	-
Asst. Professors	05*	Nil

\*On contract basis

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Dr. R.K. Tewari	M.Sc., Ph.D.	Professor	Reproductive biology entomology	41	02
Shri A. Deshpandey	M.Sc.	Asstt. Prof.	Ichthyology	12	-
Dr. P.S. Tiwari	M.Sc., Ph.D.	Asstt. Prof.	Entomology	10	-
Shri Ajay shrivastava	M.Sc.	Asstt. Prof.	Ichthyology	06	-
Ku.Madhvi kushwah	M.Sc.	Asstt. Prof.	Ichthyology	-	-
Shri R.S. Gole	M.Sc.	Asstt. Prof.	Ichthyology	02	-

8. Percentage of classes taken by temporary faculty – programme-wise information  
: B.Sc. – 80%      M.Sc. – 85%      Microbiology – 75%
9. Programme-wise Student Teacher Ratio : UG – 30:1    PG – 5:1    Ph.D. -
10. Number of academic support staff (technical) and administrative staff: sanctioned and filled : 1 Lab. Tech, 1 peon    1 peon(contract basis)

11. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. : Nil
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received : Nil
13. Research facility / centre with
  - state recognition - Nil
  - national recognition - Nil
  - international recognition - Nil
14. Publications:
  - \* number of papers published in peer reviewed journals (national / international) : 02
  - \* Monographs -Nil
  - \* Chapter(s) in Books -Nil
  - \* Editing Books -Nil
  - \* Books with ISBN numbers with details of publishers -Nil
  - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) - Nil
  - \* Citation Index – range / average - NA
  - \* SNIP -Nil
  - \* SJR -Nil
  - \* Impact factor – range / average - Nil
  - \* h-index -Nil
15. Details of patents and income generated : -Nil
16. Areas of consultancy and income generated : -Nil
17. Faculty recharging strategies : -Library, Internet
18. Student projects : 100%
  - percentage of students who have done in-house projects including inter-departmental
  - percentage of students doing projects in collaboration with industries / institutes
19. Awards / recognitions received at the national and international level by

- Faculty-Nil
- Doctoral / post doctoral fellows -Nil
- Students-Nil

20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any.:

Seminar (01) From UGC Autonomous grant

21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
B.Sc.	Online Admission			95%	97%
M.Sc.	Online Admission	03	10	100%	100%

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
B.Sc.	-	100%	Nil	Nil
M.Sc.	90%	95%	05%	Nil

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? : No record is available

24. Student progression

Student progression	Percentage against enrolled
UG to PG	20%
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	Nil
• Campus selection	Record not available
• Other than campus recruitment	
Entrepreneurs	

25. Diversity of staff

<b>Percentage of faculty who are graduates</b>	
of the same parent university	<b>100%</b>
from other universities within the State	Nil
from other universities from other States	Ni

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period.-Nil

27. Present details about infrastructural facilities

a) Library (No. of Books) : 1000

b) Internet facilities for staff and students : Yes

c) Total number of class rooms : 03

d) Class rooms with ICT facility : Nil

e) Students' laboratories : 03

f) Research laboratories : 01

28. Number of students of the department getting financial assistance from College. : Scholarship to SC/ST/OBC students-Through College

29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. : There is no new programme is developed

30. Does the department obtain feedback from

d. faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it? : Yes, utilization of instruments to students

e. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same? : Yes

f. alumni and employers on the programmes and what is the response of the department to the same? : Yes

31. List the distinguished alumni of the department (maximum 10) :

1- Mr. Prashant Sharma , Scientist (USA)

2- Mr. Anil Sharma, IPS

3- Mr. Aditya Singh Tomar, Dy. Collector

- 4- Dr. Shiv Singh, Asstt. Prof.
  - 5- Mr. Nirmal Singh Tomar, Asstt. Prof.
  - 6- Dr. Satish Tripathi, Prof., USA
  - 7- Dr. Sudhir Vyas, MBBS
  - 8- Dr. Alka Pandey, MBBS
  - 9- Dr. Virendra Jain, MBBS
  - 10- Dr. Sadhvi Shukla, MBBS
32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts. : Seminar (Feb. 2013)
    - 1- Dr. R.K. Verma, Agra
    - 2- Dr.(Mrs.) S. Kapoor, Agra
    - 3- Dr. Vishvakant, Agra
    - 4- Dr. V.I. Sharma, Jhansi
  33. List the teaching methods adopted by the faculty for different programmes. : Use of Internet technology, computers, by smart board- by instruments/equipments
  34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored? Through CCE Seminars and discussions
  35. Highlight the participation of students and faculty in extension activities. : NCC, NSS, RedCross, NCC Girls wing, Athletics, Different Extra Curricular Activities in College and University
  36. Give details of “beyond syllabus scholarly activities” of the department.: The department has been started on PG level 2003.- Educational Tour, Field Work
  37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : Affiliation committee of Jiwaji University, Gwalior, Auto.Review Committee,NAAC Peer Team
  38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department :
 

Strengths: 1- Regularity 2- Discipline 3-PG Library 4-computer

Weaknesses: 1- Rural background 2- Appointment of permanent staff

3- Financial resource

Challenges- Low standard of school education, low salary, English Language

39. Future plans of the department. :
- 1- Development of department for research
  - 2- Development of advanced lab.
  - 3- Development of departmental library

## Evaluative Report of the Department

1. Name of the Department & its year of establishment : Mathematics, 1962
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : B.Sc. (UG), M.Sc. (PG)
3. Interdisciplinary courses and departments involved : BCA (Dept. of Computer Sc.)
4. Annual/ semester/choice based credit system : Semester system
5. Participation of the department in the courses offered by other departments : BCA
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	-	-
Associate Professors	-	-
Asst. Professors	-	04 (01 permanent and 03 Temporary)

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Mr. V. Medhekar	M.Sc., M.Phil.	Asstt. Prof.	Special functions of Numerical Analysis	25	-
Mr. Rameer Sharma	M.Sc.	Asstt. Prof.	-	05	-
Mr. R.B. Sharma	M.Sc.	Asstt. Prof.	-	02	-
Ku. Archa	M.Sc.	Asstt. Prof.	-	02	-

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
na Sharm a					

8. Percentage of classes taken by temporary faculty – programme-wise information : B.Sc. – 75% BCA – 75% M.Sc. - 75%
9. Programme-wise Student Teacher Ratio : UG – 100:1 PG – 7:1
10. Number of academic support staff (technical) and administrative staff: sanctioned and filled : Nil
11. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. : Nil
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received : Nil
13. Research facility / centre with : Nil
  - state recognition
  - national recognition
  - international recognition
14. Publications:
  - \* number of papers published in peer reviewed journals (national / international) : Nil
  - \* Monographs : Nil
  - \* Chapter(s) in Books : Nil
  - \* Editing Books : Nil
  - \* Books with ISBN numbers with details of publishers : Nil
  - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
  - \* Citation Index – range / average : Nil
  - \* SNIP

- \* SJR : Nil
  - \* Impact factor – range / average : Nil
  - \* h-index : Nil
15. Details of patents and income generated : Nil
  16. Areas of consultancy and income generated : Nil
  17. Faculty recharging strategies : Internet technology, Power Point presentations of Other experts
  18. Student projects
    - percentage of students who have done in-house projects including inter-departmental : Nil
    - percentage of students doing projects in collaboration with industries / institutes : Nil
  19. Awards / recognitions received at the national and international level by
    - Faculty
    - Doctoral / post doctoral fellows
    - Students
  20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any.
  21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
B.Sc.	Online admission	-		95%	99%
M.Sc.	Online admission	02	15	100	100%

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
B.Sc.	-	100%	Nil	Nil
M.Sc.	95%	100%	Nil	Nil

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? : No Authentic records available

24. Student progression :

<b>Student progression</b>	<b>Percentage against enrolled</b>
UG to PG	<b>15%</b>
PG to M.Phil.	<b>NA</b>
PG to Ph.D.	<b>NA</b>
Ph.D. to Post-Doctoral	NA
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	Nil No record available
Entrepreneurs	-

25. Diversity of staff

<b>Percentage of faculty who are graduates</b>	
of the same parent university	<b>100%</b>
from other universities within the State	-
from other universities from other States	-

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period.

27. Present details about infrastructural facilities

a) Library (No, of books) : 141

b) Internet facilities for staff and students : Yes

c) Total number of class rooms : 02

d) Class rooms with ICT facility : Nil

e) Students' laboratories : Yes

f) Research laboratories : -

28. Number of students of the department getting financial assistance from College. : Scholarship to SC/ST/OBC students

29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. : No new programme developed

30. Does the department obtain feedback from :

- g. faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it? : Yes, for improvement
- h. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same? : Yes, for improvement
- i. alumni and employers on the programmes and what is the response of the department to the same? : Yes, for improvement
31. List the distinguished alumni of the department (maximum 10) :
1. Mr. Vivek Porwal, IAS
  2. Mr. Arun Sharma, USA
  3. Mr. Sanjay Kumar
  4. Mr. Kapil Jain
  5. Mr. Deepak Jain
  6. Ku. Ila Jain
32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts. : Seminar held on 27.2.13, Special lecture by Dr. R.K. Shrivastava
33. List the teaching methods adopted by the faculty for different programmes. : Use of ICT and Audio-visual aids
34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored? : Through CCE, discussion etc.
35. Highlight the participation of students and faculty in extension activities. : NCC, NSS, Red Cross, Sports
36. Give details of “beyond syllabus scholarly activities” of the department. : The department is new at PG level, efforts are being made.
37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : Affiliation committee of Jiwaji University visited the department in May 2012.
38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department :
- Strengths: 1. Discipline 2.Regularity 3.Coordial relationships 4. Democratic tradition 5.Subject orientation

Weaknesses: 1. Rural background 2. Lack of connectivity with major cities 3. Financial resources shortage

Opportunities: 1. Grants are available for development of dept. 2. Cooperative principal office & management 3. Cooperative staff

Challenges: 1.

39. Future plans of the department. : 1. Development of Advanced lab  
2. Enhancing the dept. at Ph.d. level

## Evaluative Report of the Department

1. Name of the Department & its year of establishment : Geography, 1959
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : B.A., M.A., Ph.D.
3. Interdisciplinary courses and departments involved : Environmental Study of other classes (B.Sc. & B.Com.)
4. Annual/ semester/choice based credit system : Semester
5. Participation of the department in the courses offered by other departments : Nil
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	<b>01</b>	<b>Nil</b>
Associate Professors	Nil	Nil
Asst. Professors	03	02

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Dr. Shiv Raj Singh Tomar	M.A.(Geography & Sociology), Ph.D.	Asst.Prof. & Head	Agriculture Geography	28 years (UG & PG)	08
Dr. Dinesh Rawat	M.A., Ph.D.	Asst. Prof.	Culture Geog.	15 years(UG & PG)	01
Dr. R.K.S. Tomar	M.A., PGDCA, B.Ed.,Ph.D.	Asst.Prof.(Ad-hoc)	Resource Geog.	05 years(UG & PG)	Nil
Dr. R.R. Siladhiya	M.A., Ph.D.	Asst.Prof.(Ad-hoc)	Medical Geog.	05 years (UG & PG)	Nil

8. Percentage of classes taken by temporary faculty – programme-wise information : 50%
9. Programme-wise Student Teacher Ratio : UG – 20:1, PG – 4:1, Ph.D. –

3:1

10. Number of academic support staff (technical) and administrative staff: sanctioned and filled : 02 & Nil
11. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. : One project Rs. 2,00,000/-
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received
13. Research facility / centre with
  - state recognition : Yes
  - national recognition : Yes
  - international recognition : Yes
14. Publications:
  - \* number of papers published in peer reviewed journals (national / international) : 25+27 & 01
  - \* Monographs : Nil
  - \* Chapter(s) in Books : 01
  - \* Editing Books : 02 (Survey report books)
  - \* Books with ISBN numbers with details of publishers : Nil
  - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
  - \* Citation Index – range / average : Nil
  - \* SNIP : Nil
  - \* SJR : N.A.
  - \* Impact factor – range / average : N.A.
  - \* h-index
15. Details of patents and income generated : Nil
16. Areas of consultancy and income generated : Nil
17. Faculty recharging strategies : Library & Internet
18. Student projects
  - percentage of students who have done in-house projects including inter-departmental : Student surrounding of school & oil mil.

- percentage of students doing projects in collaboration with industries / institutes
19. Awards / recognitions received at the national and international level by
- Faculty : Nil
  - Doctoral / post doctoral fellows : N.A.
  - Students : Young award
20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any. :  
One(UGC-CRO Bhopal)
21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
UG, I Sem.2009-10	36	19	17	N.A.	
PG, I Sem.2009-10	21	11	10	N.A.	
UG, I Sem.2010-11	31	12	19	N.A.	
PG, I Sem.2010-11	11	07	04	N.A.	
UG, I Sem.2011-12	48	17	31	N.A.	
PG, I Sem.2011-12	11	05	06	N.A.	
UG, I Sem.2012-13	12	02	10	N.A.	
PG, I Sem.2012-13	11	05	06	N.A.	

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
P.G.	80%	100%	10%	Nil

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? : N.A.
24. Student progression

Student progression	Percentage against enrolled
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<b>Student progression</b>	<b>Percentage against enrolled</b>
UG to PG	<b>50%</b>
PG to M.Phil.	<b>Nil</b>
PG to Ph.D.	<b>10%</b>
Ph.D. to Post-Doctoral	Nil
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	N.A.
Entrepreneurs	30%

25. Diversity of staff

<b>Percentage of faculty who are graduates</b>	
of the same parent university	<b>75%</b>
from other universities within the State	Nil
from other universities from other States	50%

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period. : 5 years (One Ph.D.)

27. Present details about infrastructural facilities

a) Library (No. of Books) : 4229 & 1882

b) Internet facilities for staff and students : Yes

c) Total number of class rooms : 02

d) Class rooms with ICT facility : One

e) Students' laboratories : One

f) Research laboratories : One

28. Number of students of the department getting financial assistance from College. : Scholarship to SC/ST/OBC

29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. : Under proposal

30. Does the department obtain feedback from

j. faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it? : Yes

k. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same? : Yes

l. alumni and employers on the programmes and what is the response of

the department to the same? : Yes

31. List the distinguished alumni of the department (maximum 10) : NA
32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts.: Special lectures (23-02-13) Dr. S.S. Tomar Gwalior & Seminar 17&18 March 2012
33. List the teaching methods adopted by the faculty for different programmes. : Use of Internet, Computer Technology & Smart board
34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored? : Through CCE, Quiz, Discussion & Spot Writing.
35. Highlight the participation of students and faculty in extension activities.: NCC, NSS, Red Cross, Sports & Cultural, Lit.
36. Give details of “beyond syllabus scholarly activities” of the department.: Educational tours and survey camps.
37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : Peer team visited 2008, Autonomy review committee and Other University professors visited.
38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department  
Strengths: 1. PG Library 2.Computer Lab. 3.Cartography 4.Standard research publications 5.Cartography works and survey camps  
Weaknesses: 1. Rural background 2.Appointment of permanent staff 3.Untrained lab. Staff 4.Financial crisis 5.Remote area  
Opportunities: 1. Research work 2. Competition 3. Teaching 4. Remote sensing 5. Field survey & planning  
Challenges: 1. Adequate salary 2. Lack of Industrial development 3. Low standard school education & mass communication 4. UGC does not of temporary faculty 5. Language problem
39. Future plans of the department. : Development of open PG library & Research work and Department faculty development.

## Evaluative Report of the Department

1. Name of the Department & its year of establishment : Department of PG Studies and Research in Economics, 1971-72
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG, PG & Ph.D.
3. Interdisciplinary courses and departments involved : Nil
4. Annual/ semester/choice based credit system : Semester System
5. Participation of the department in the courses offered by other departments : N.A.
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	<b>01</b>	<b>01</b>
Associate Professors	02	02
Asst. Professors	01	01

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Dr. J.P. Singh	M.A., Ph.D.	Professor	Agriculture Economics	40 years	02
Dr. R.K. Thassu	M.A., Ph.D.	Associate Prof.	Statistics	36 years	02
Dr. Kamal Bhardwaj	M.A., Ph.D.	Associate Prof.	Industrial Economics	18 years	-
Dr. Manoj Sharma	M.A., Ph.D.	Asst.Prof.	Demography	09 years	-

8. Percentage of classes taken by temporary faculty – programme-wise information : N.A.
9. Programme-wise Student Teacher Ratio : UG – 15:1 PG – 3:1 Ph.D. – 2:1
10. Number of academic support staff (technical) and administrative staff:

sanctioned and filled: N.A.

11. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. : Dr. R.K. Thassu, Minor project, UGC Bhopal, 1.5 Lacks
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received : N.A.
13. Research facility / centre with
  - state recognition
  - national recognition
  - international recognition : Yes
14. Publications:
  - \* number of papers published in peer reviewed journals (national / international)
  - \* Monographs
  - \* Chapter(s) in Books
  - \* Editing Books
  - \* Books with ISBN numbers with details of publishers
  - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Citation Index – range / average
  - \* SNIP
  - \* SJR
  - \* Impact factor – range / average
  - \* h-index
15. Details of patents and income generated : N.A.
16. Areas of consultancy and income generated : N.A.
17. Faculty recharging strategies : N.A.
18. Student projects
  - percentage of students who have done in-house projects including inter-departmental
  - percentage of students doing projects in collaboration with industries /

institutes

19. Awards / recognitions received at the national and international level by
- Faculty
  - Doctoral / post doctoral fellows : N.A.
  - Students
20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any.:  
UGC 1.50 Lacks
21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
3 Year UG				90%	90%
2 Year PG				100%	100%

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
BA	--	100%	Nil	NA
MA	--	100%	Nil	NA

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations?
24. Student progression

Student progression	Percentage against enrolled
UG to PG	<b>100%</b>
PG to M.Phil.	<b>NA</b>
PG to Ph.D.	<b>10%</b>
Ph.D. to Post-Doctoral	
Employed	
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	Nil

<b>Student progression</b>	<b>Percentage against enrolled</b>
Entrepreneurs	

25. Diversity of staff

<b>Percentage of faculty who are graduates</b>	
of the same parent university	<b>100%</b>
from other universities within the State	Nil
from other universities from other States	Nil

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period. : 01
27. Present details about infrastructural facilities
- Library (No. of books) : 2200
  - Internet facilities for staff and students : Yes
  - Total number of class rooms : 03
  - Class rooms with ICT facility : -
  - Students' laboratories : -
  - Research laboratories : -
28. Number of students of the department getting financial assistance from College. : Nil
29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. : Nil
30. Does the department obtain feedback from
- faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it? : No
  - students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same?
  - alumni and employers on the programmes and what is the response of the department to the same?
31. List the distinguished alumni of the department (maximum 10)
32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts. : Special lectures and seminars with external experts.

33. List the teaching methods adopted by the faculty for different programmes.
34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored?
35. Highlight the participation of students and faculty in extension activities.
36. Give details of “beyond syllabus scholarly activities” of the department.
37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : NAAC
38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department
39. Future plans of the department.

## Evaluative Report of the Department

1. Name of the Department & its year of establishment : Hindi & Functional Hindi
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
3. Interdisciplinary courses and departments involved
4. Annual/ semester/choice based credit system
5. Participation of the department in the courses offered by other departments
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor		
Associate Professors		
Asst. Professors	04	Nil

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Dr.(Smt.) Simlesh Jian	M.A., Ph.D.	Asst. Prof.	Poetry	13 years	
Dr. Shashi Vallabh sharma	M.A., Ph.D.	Asst. Prof.	Drama	10 years	
Smt. Purnima Agrawal	M.A.	Asst. Prof.	05 years		
Smt.Purnima Sharma	M.A.	Asst. Prof.	-	03 months	

8. Percentage of classes taken by temporary faculty – programme-wise information
9. Programme-wise Student Teacher Ratio : UG - 25:1 PG – 5:1 Ph.D. -

10. Number of academic support staff (technical) and administrative staff: sanctioned and filled : N.A.
11. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. : Nil – Temporary staff not allowed to take up UGC project.
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received
13. Research facility / centre with
  - state recognition
  - national recognition
  - international recognition
14. Publications:
  - \* number of papers published in peer reviewed journals (national / international) : 04
  - \* Monographs : Nil
  - \* Chapter(s) in Books : Nil
  - \* Editing Books : Nil
  - \* Books with ISBN numbers with details of publishers : Nil
  - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
  - \* Citation Index – range / average : Nil
  - \* SNIP : Nil
  - \* SJR : Nil
  - \* Impact factor – range / average : Nil
  - \* h-index : Nil
15. Details of patents and income generated : Nil
16. Areas of consultancy and income generated : Nil
17. Faculty recharging strategies : Library & Internet
18. Student projects
  - percentage of students who have done in-house projects including inter-departmental

- percentage of students doing projects in collaboration with industries / institutes : Surrounding higher secondary schools of Ambah
19. Awards / recognitions received at the national and international level by
- Faculty : Nil
  - Doctoral / post doctoral fellows : Nil
  - Students : Nil
20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any. : Nil
21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
UG					
PG					

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
PG	90%	100%	Nil	Nil

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? : Nil

24. Student progression

Student progression	Percentage against enrolled
UG to PG	8%
PG to M.Phil.	Nil
PG to Ph.D.	10%
Ph.D. to Post-Doctoral	Nil
Employed	

<b>Student progression</b>	<b>Percentage against enrolled</b>
• Campus selection	N.A.
• Other than campus recruitment	N.A.
Entrepreneurs	

25. Diversity of staff

<b>Percentage of faculty who are graduates</b>	
of the same parent university	<b>50%</b>
from other universities within the State	-
from other universities from other States	50%

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period. : 03 (Ph.D.)
27. Present details about infrastructural facilities
- Library (No. of books) : 1775
  - Internet facilities for staff and students : Yes
  - Total number of class rooms : 02
  - Class rooms with ICT facility : 01
  - Students' laboratories : 01
  - Research laboratories : N.A.
28. Number of students of the department getting financial assistance from College. : Scholarship to SC/ST//OBC students
29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. : Nil
30. Does the department obtain feedback from
- faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it? : Yes
  - students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same? : Yes
  - alumni and employers on the programmes and what is the response of the department to the same? : Yes
31. List the distinguished alumni of the department (maximum 10) : 1. Ku. Chetna Chauhan(Teaching) 2. Arvind singh : 2 Lecture series (5-6 March

2013) by Dr. V.K. Agrawal (Morena) and Dr. Shyam Sanahi Sharma  
(Bhind)

32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts.
33. List the teaching methods adopted by the faculty for different programmes.
34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored?
35. Highlight the participation of students and faculty in extension activities.
36. Give details of “beyond syllabus scholarly activities” of the department. :  
Educationa tour to Chitrakoot (Bhagwan Ram’s Vanasthali) by PG Students
37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : Peer team visit, Autonomy Review Committee visit
38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department :  
Strengths: 1. Computers 2. PG Library 3.P.P. Presentation 4. Project work  
Weaknesses: 1. Rural background 2.Temporary staff 3. Remote area 4. Financial problem  
Opportunities : 1. Research 2. Competition 3. Teaching 4. Translator 5.Interpreter  
Challenges: 1. Adequate salary 2. Low standard of school education 3. UGC doesn’t recognize temporary staff 4. Language problem
39. Future plans of the department. : Open P.G. Library, Research work development.

## Evaluative Report of the Department

1. Name of the Department & its year of establishment : Botany, 1962
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : B.Sc. (UG)
3. Interdisciplinary courses and departments involved : Nil
4. Annual/ semester/choice based credit system : Semester system
5. Participation of the department in the courses offered by other departments : Microbiology
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	-	-
Associate Professors	-	-
Asst. Professors	02 + (01 Microbiology)	02 + (01 Microbiology)

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Dr. R.A.S. Chauhan	M.Sc., Ph.d.	Asstt. Prof.	Plant pathology & plant physiology	25	-
Mr. M.S. Chauhan	M.Sc. (Botany)	Asstt. Prof.	-	03	-
Smt. Laxmi Saini	M.Sc. (Microbiology)	Asstt. Prof.	-	02	-

8. Percentage of classes taken by temporary faculty – programme-wise information : 50%
9. Programme-wise Student Teacher Ratio : UG – 63:1
10. Number of academic support staff (technical) and administrative staff:

sanctioned and filled : 01(Lab technician), 01 (Lab boy)

11. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. : Nil
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received : Nil
13. Research facility / centre with : NA
  - state recognition
  - national recognition
  - international recognition
14. Publications:
  - \* number of papers published in peer reviewed journals (national / international) : Nil
  - \* Monographs : Nil
  - \* Chapter(s) in Books : Nil
  - \* Editing Books : Nil
  - \* Books with ISBN numbers with details of publishers : 02
  - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
  - \* Citation Index – range / average : Nil
  - \* SNIP
  - \* SJR : Nil
  - \* Impact factor – range / average : Nil
  - \* h-index : Nil
15. Details of patents and income generated : Nil
16. Areas of consultancy and income generated : Nil
17. Faculty recharging strategies : Internet technology, Power Point presentations of Other experts
18. Student projects
  - percentage of students who have done in-house projects including inter-departmental : All students are involved in practical projects(individual) such as study of campus/local vegetation &

preparation of Herbaria or autography, models, collection of class work material, posters, drawings, etc.

- percentage of students doing projects in collaboration with industries / institutes : Nil

19. Awards / recognitions received at the national and international level by

- Faculty
- Doctoral / post doctoral fellows
- Students

20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any.

21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
B.Sc. I Sem.	44	09	33	80	84
B.Sc. III Sem.	66	25	36	90	94
B.Sc. V Sem.	59	22	35	95	98

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
B.Sc. I Sem.	Nil	100%	Nil	Nil
B.Sc. III Sem.	100%	95%	05%	Nil
B.Sc. V Sem.	100%	96.5%	3.5%	Nil

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? : NA

24. Student progression : NA

Student progression	Percentage against enrolled
UG to PG	
PG to M.Phil.	

<b>Student progression</b>	<b>Percentage against enrolled</b>
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	
Entrepreneurs	

25. Diversity of staff

<b>Percentage of faculty who are graduates</b>	
of the same parent university	<b>100%</b>
from other universities within the State	-
from other universities from other States	-

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period.

27. Present details about infrastructural facilities

a) Library : NA

b) Internet facilities for staff and students : NA

c) Total number of class rooms : NA

d) Class rooms with ICT facility : IC Techno available in Dept.

e) Students' laboratories : 01

f) Research laboratories : Nil

28. Number of students of the department getting financial assistance from College. : NA

29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. : No

30. Does the department obtain feedback from : NA

s. faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it?

t. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same?

u. alumni and employers on the programmes and what is the response of the department to the same?

31. List the distinguished alumni of the department (maximum 10) :
1. Dr. Prashant Sharma, Scientist, USA
  2. Dr. Raghuvir Singh Tomar, Professor
  3. Dr. Arun Bajpai, USA
  4. Dr. Sandeep Shivhare
  5. Dr. Kamlesh Chhari
  6. Dr. Anoop Singh chhari
  7. Dr. Anita Gupta
  8. Dr. Ram Lakhan Sakhwar, Asstt. Prof.
  9. Dr. Pushpa Rajput
  10. Dr. Ranvir Singh Tomar
32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts. : Special lectures on (i) transposable elements by Dr. A.C. Raghuvanshi, Govt. Science college, Gwalior; (ii) Photosynthesis, history, mechanism and importance by Dr. D.S. Rathor, KRG College, Gwalior
33. List the teaching methods adopted by the faculty for different programmes. : Lectures and demonstration using Overhead & LCD projector, Internet, field study and experiments (practical)
34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored? : Through selected students and staff
35. Highlight the participation of students and faculty in extension activities. : Field survey by the students arranged as field trips, interaction with students of other institutions.
36. Give details of “beyond syllabus scholarly activities” of the department. : As in the 35.
37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : NA
38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department :
- Strengths: 1. Modern instruments 2. Well furnished lab. 3. Specimen of all related plant groups 4. ICT & Audio-visual aids 5. Botanical garden &

herbarium

Weaknesses: 1. Faculty 2. Dept. Library 3. Journals & periodicals 4.

Research lab

Opportunities: 1. Grants are available for development of dept. 2.

Cooperative principal office & management 3. Cooperative staff

Challenges: 1. What ever our weaknesses are challenges before us

39. Future plans of the department. : -

## Evaluative Report of the Department

1. Name of the Department & its year of establishment : Computer Science, 1994
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : B.Sc. (Computer Applications), BCA, PGDCA
3. Interdisciplinary courses and departments involved : M.Sc. (Maths) & M.Sc. (Chemistry) classes for computer papers
4. Annual/ semester/choice based credit system : Semester system
5. Participation of the department in the courses offered by other departments : M.Sc. (Maths & chemistry)
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	-	-
Associate Professors	-	-
Asst. Professors	-	02 On contract basis

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Mr. Diwaker sharma	MCA	Asstt. Prof.	-	18 years	-
Mr. S.A. Ghauri	M.Sc. (C.S.)	Asstt. Prof.	-	08 years	-

8. Percentage of classes taken by temporary faculty – programme-wise information  
 : B.Sc. (Computer Applications) – 100%  
 BCA – 100%  
 PGDCA – 100%
9. Programme-wise Student Teacher Ratio UG – 30:1 PGDCA – 10:1
10. Number of academic support staff (technical) and administrative staff:

sanctioned and filled : 01 (Coordinator), 01 (Lab. Instructor)

11. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. : Nil
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received : Nil
13. Research facility / centre with
  - state recognition - NA
  - national recognition - NA
  - international recognition - NA
14. Publications: NA
  - \* number of papers published in peer reviewed journals (national / international)
  - \* Monographs
  - \* Chapter(s) in Books
  - \* Editing Books
  - \* Books with ISBN numbers with details of publishers
  - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Citation Index – range / average
  - \* SNIP
  - \* SJR
  - \* Impact factor – range / average
  - \* h-index
15. Details of patents and income generated
16. Areas of consultancy and income generated
17. Faculty recharging strategies
18. Student projects
  - percentage of students who have done in-house projects including inter-departmental : All PGDCA students are involved in projects
  - percentage of students doing projects in collaboration with industries / institutes : Nil

19. Awards / recognitions received at the national and international level by
- Faculty
  - Doctoral / post doctoral fellows
  - Students
20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any.
21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
B.Sc. (computer Appl)	Online Adm.(30)	17	13	86%	92%
BCA	Online Adm.(17)	08	09	75%	87%
PGDCA	Online Adm.(07)	01	06	100%	100%

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
B.Sc. (computer Appl)	-	100%	-	-
BCA	-	100%	-	-
PGDCA	85%	100%	-	-

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? : Defense services, Police
24. Student progression

Student progression	Percentage against enrolled
UG to PG	10-20%

<b>Student progression</b>	<b>Percentage against enrolled</b>
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	-
Entrepreneurs	50-60%

25. Diversity of staff

<b>Percentage of faculty who are graduates</b>	
of the same parent university	<b>100%</b>
from other universities within the State	-
from other universities from other States	-

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period.

27. Present details about infrastructural facilities

a) Library : 704

b) Internet facilities for staff and students : Available

c) Total number of class rooms : 03

d) Class rooms with ICT facility : 02

e) Students' laboratories : 02

f) Research laboratories : Nil

28. Number of students of the department getting financial assistance from College. : Scholarship for SC/ST/OBC students

29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology.

30. Does the department obtain feedback from

v. faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it? : Yes

w. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same? : Yes

x. alumni and employers on the programmes and what is the response of the department to the same?

31. List the distinguished alumni of the department (maximum 10)  
 : 1. Mr. Anil Singh, Principal, Vikranta College, Gwalior  
 2. Ku. Preeti Tomar, Govt. Job in Post Office  
 3. Ku. Radha Tomar, IT Professional, Mumbai  
 4. Ku. Jyoti Verma, Job in TCS, Bhopal  
 5. Ku. Mini Jain, Job in TCS, Bangalore
32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts.: Workshop
33. List the teaching methods adopted by the faculty for different programmes. : Classroom teaching, Group discussion, Classes using Audio-visual aids, Use of Internet, Smart board
34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored? : By feedback of the students completed the courses
35. Highlight the participation of students and faculty in extension activities. : NCC, NSs, Red Cross, Sports, Extra Curricular Activities
36. Give details of “beyond syllabus scholarly activities” of the department. : Students discussion with faculty, short programmes from outside agencies
37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : Nil
38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department :
- Strengths: 1. Regular classes 2. Regular Lab. 3.Use of Internet 4.Job Oriented courses 5.Devoted faculty
- Weaknesses : 1. No permanent staff 2. Rural background 3.Poor English knowledge of the students 4. Low standard of school education 5. Limited exposure to the students
- Opportunities: 1. Skillful students 2. Regular presence of the students 3. Regular lab work by the students
- Challenges : 1. Rural area 2.Electricity problem 3.Lack of trained faculty 4.Low salary for staff
39. Future plans of the department. :
1. To get updated with the technology

2. To give get more classrooms and labs for the students
3. To start new courses related to the computer technology

## Evaluative Report of the Department

1. Name of the Department & its year of establishment : Microbiology, 2010-11
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : B.Sc. (UG)
3. Interdisciplinary courses and departments involved : Botany & Zoology
4. Annual/ semester/choice based credit system : Semester system
5. Participation of the department in the courses offered by other departments : Botany & Zoology
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	-	-
Associate Professors	-	-
Asst. Professors	01 + (02 Botany)	01 +(02 Botany)

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Dr. R.A.S. Chauhan	M.Sc., Ph.d.	Asstt. Prof.	Plant pathology & plant physiology	25	-
Smt. Laxmi Saini	M.Sc. (Microbiology)	Asstt. Prof.	-	02	-

8. Percentage of classes taken by temporary faculty – programme-wise information : 50%
9. Programme-wise Student Teacher Ratio : UG – 12:1
10. Number of academic support staff (technical) and administrative staff: sanctioned and filled : Staff of Botany
11. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. : Nil

12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received : Nil
13. Research facility / centre with : NA
  - state recognition
  - national recognition
  - international recognition
14. Publications:
  - \* number of papers published in peer reviewed journals (national / international) : Nil
  - \* Monographs : Nil
  - \* Chapter(s) in Books : Nil
  - \* Editing Books : Nil
  - \* Books with ISBN numbers with details of publishers : Nil
  - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
  - \* Citation Index – range / average : Nil
  - \* SNIP : Nil
  - \* SJR : Nil
  - \* Impact factor – range / average : Nil
  - \* h-index : Nil
15. Details of patents and income generated : Nil
16. Areas of consultancy and income generated : Nil
17. Faculty recharging strategies : Internet technology, Power Point presentations of Other experts
18. Student projects
  - percentage of students who have done in-house projects including inter-departmental : All students are involved in practical projects(individual) such as study of campus/local vegetation & preparation of Herbaria or autography, models, collection of class work material, posters, drawings, etc.
  - percentage of students doing projects in collaboration with industries / institutes : Nil

19. Awards / recognitions received at the national and international level by
- Faculty
  - Doctoral / post doctoral fellows
  - Students
20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any.
21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
B.Sc. I Sem.	10	03	06	100	100
B.Sc. III Sem.	09	04	05	75	80
B.Sc. V Sem.	06	03	03	100	100

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
B.Sc. I Sem.	Nil	100%	Nil	Nil
B.Sc. III Sem.	100%	89%	11%	Nil
B.Sc. V Sem.	100%	100%	100%	Nil

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? : NA
24. Student progression : NA

Student progression	Percentage against enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	
• Campus selection	
• Other than campus recruitment	
Entrepreneurs	

25. Diversity of staff

<b>Percentage of faculty who are graduates</b>	
of the same parent university	<b>100%</b>
from other universities within the State	-
from other universities from other States	-

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period.

27. Present details about infrastructural facilities

a) Library (No. of books) : 100

b) Internet facilities for staff and students : Available in botany dept.

c) Total number of class rooms : NA

d) Class rooms with ICT facility : NA

e) Students' laboratories : 01

f) Research laboratories : Nil

28. Number of students of the department getting financial assistance from College. : NA

29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. : No

30. Does the department obtain feedback from : NA

y. faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it?

z. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same?

aa. alumni and employers on the programmes and what is the response of the department to the same?

31. List the distinguished alumni of the department (maximum 10) : Nil

32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts. : Special lectures on (i) Immunology by Dr. D.K. Sharma, Govt. Science college, Gwalior; (ii) Photosynthesis, history, mechanism and importance by Dr. D.S. Rathor, KRG College, Gwalior

\*Students are attended the special lectures delivered in the dept. of

Botany.

33. List the teaching methods adopted by the faculty for different programmes. : Lectures and demonstration using Overhead & LCD projector, Internet, field study and experiments (practical)
34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored? : Through selected students and staff
35. Highlight the participation of students and faculty in extension activities. : Field survey by the students arranged as field trips, interaction with students of other institutions.
36. Give details of “beyond syllabus scholarly activities” of the department. : As in the 35.
37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : NA
38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department :  
Strengths: 1. Modern instruments 2. Well furnished lab. 3. Specimen of all related plant groups 4. ICT & Audio-visual aids 5. Botanical garden & herbarium  
Weaknesses: 1. Faculty 2. Dept. Library 3. Journals & periodicals 4. Research lab  
Opportunities: 1. Grants are available for development of dept. 2. Cooperative principal office & management 3. Cooperative staff  
Challenges: 1. What ever our weaknesses are challenges before us
39. Future plans of the department. : Lab. Development



- agencies and grants received project-wise. : Nil
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received : Nil
  13. Research facility / centre with
    - state recognition -
    - national recognition -
    - international recognition -
  14. Publications:
    - \* number of papers published in peer reviewed journals (national / international) : 03
    - \* Monographs -
    - \* Chapter(s) in Books -
    - \* Editing Books -
    - \* Books with ISBN numbers with details of publishers -
    - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) -
    - \* Citation Index – range / average -
    - \* SNIP -
    - \* SJR -
    - \* Impact factor – range / average -
    - \* h-index -
  15. Details of patents and income generated : -
  16. Areas of consultancy and income generated : -
  17. Faculty recharging strategies : -
  18. Student projects : 100%
    - percentage of students who have done in-house projects including inter-departmental
    - percentage of students doing projects in collaboration with industries / institutes
  19. Awards / recognitions received at the national and international level by
    - Faculty
    - Doctoral / post doctoral fellows

- Students

20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any.:

Seminar (01) From UGC Autonomous grant

21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
B.Sc. (Physics)	Online Admission				
B.Sc. (Electronics)	Online Admission				

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
B.Sc. (Physics)				Nil
B.Sc. (Electronics)				Nil

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? : No record is available

24. Student progression

Student progression	Percentage against enrolled
UG to PG	20%
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	Nil Record not available
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	
Entrepreneurs	

25. Diversity of staff

<b>Percentage of faculty who are graduates</b>	
of the same parent university	<b>100%</b>
from other universities within the State	Nil
from other universities from other States	Ni

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period.

27. Present details about infrastructural facilities

a) Library (No. of Books) : 111

b) Internet facilities for staff and students : Yes

c) Total number of class rooms : 03

d) Class rooms with ICT facility : Nil

e) Students' laboratories : 02

f) Research laboratories : Nil

28. Number of students of the department getting financial assistance from College. : Scholarship to SC/ST/OBC students

29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. : There is no new programme is developed

30. Does the department obtain feedback from

bb. faculty on curriculum as well as teaching-learning-evaluation?  
If yes, how does the department utilize it? : Yes, utilization by instruments to students

cc. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same? : Yes

dd. alumni and employers on the programmes and what is the response of the department to the same? : Yes

31. List the distinguished alumni of the department (maximum 10) : Nil

32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts. : Seminar (Feb. 2013)

5- Dr. P.K. Sharma, Gwalior

33. List the teaching methods adopted by the faculty for different programmes. : Use of Internet technology, computers, by smart board
34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored?
35. Highlight the participation of students and faculty in extension activities. : NCC, NSS, RedCross, NCC Girls wing, Athletics, Different Extra Curricular Activities in College and University
36. Give details of “beyond syllabus scholarly activities” of the department.: The department has been started on PG level 2003.
37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : Affiliation committee of Jiwaji University, Gwalior
38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department :  
Strengths: 1- Regularity 2- Discipline  
Weaknesses: 1- Rural background 2- Appointment of permanent staff  
3- Financial resource
39. Future plans of the department. : 1- Development of department for research  
2- Development of advanced lab.  
3- Development of departmental library

## Evaluative Report of the Department

1. Name of the Department & its year of establishment : English, 1959
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : B.A.Lit. (UG), B.A./B.Sc/B.Com.(FC)(UG)
3. Interdisciplinary courses and departments involved : BCA
4. Annual/ semester/choice based credit system : Semester system
5. Participation of the department in the courses offered by other departments : BCA (Communication skill paper)
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	-	-
Associate Professors	-	-
Asst. Professors	02	02

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Dr.(Mrs.) Manju Tewari	M.A., Ph.D.	Asst. Prof.	American Lit. &English Novels	34 Years	----
Dr. J.K. Jain	M.A., Ph.D.	Asst. Prof.	American Lit. & British Drama	28 Years	----

8. Percentage of classes taken by temporary faculty – programme-wise information-No Temporary faculty on the roll.
9. Programme-wise Student Teacher Ratio- FC(English Component):500:1; Literature:18:1.
10. Number of academic support staff (technical) and administrative staff: sanctioned and filled:NA
11. Number of faculty with ongoing projects from a) national b) international

- funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise.: Nil
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received :Nil
  13. Research facility / centre with : Being up to graduation, it is not a research centre.
    - state recognition
    - national recognition
    - international recognition
  14. Publications:
    - \* number of papers published in peer reviewed journals (national / international):02
    - \* Monographs: Nil
    - \* Chapter(s) in Books: Nil
    - \* Editing Books: Nil
    - \* Books with ISBN numbers with details of publishers: Nil
    - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.): Nil
    - \* Citation Index – range / average : NA
    - \* SNIP:NA
    - \* SJR:NA
    - \* Impact factor – range / average :NA
    - \* h-index :NA
  15. Details of patents and income generated:NA
  16. Areas of consultancy and income generated :NA
  17. Faculty recharging strategies: Departmental Discussions, Through Books and Internet.
  18. Student projects : 100%
    - percentage of students who have done in-house projects including inter-departmental :100%
    - percentage of students doing projects in collaboration with industries / institutes :Nil

19. Awards / recognitions received at the national and international level by
- Faculty: Recognition by Local Social organizations and institutions
  - Doctoral / post doctoral fellows: Nil
  - Students :Nil
20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any:  
01, Dr.S.P.Saraswat, Professor and Head, Department of English, Govt.P.G.College, Morena and Dr.P.K.Sharma, Department of English, Govt.P.G.College, Morena
21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
B.A.Lit.(UG)	---			100%	100%
B.A.(FC)	---			90%	88%
B.Sc.(FC)	----			94%	92%
B.Com.(FC)	---			88%	90%

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
B.A.Lit.(UG)		100%	0	0
B.A.(FC)		100%	0	0
B.Sc.(FC)		100%	0	0
B.Com.(FC)		100%	0	0

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? Information not available
24. Student progression

Student progression	Percentage against enrolled
UG to PG	NA

<b>Student progression</b>	<b>Percentage against enrolled</b>
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	
Entrepreneurs	30-40%

25. Diversity of staff

<b>Percentage of faculty who are graduates</b>	
of the same parent university	--
from other universities within the State	--
from other universities from other States	100%

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period.

Already Ph.Ds.

27. Present details about infrastructural facilities

- a) Library: Central library
- b) Internet facilities for staff and students: Available
- c) Total number of class rooms: 01
- d) Class rooms with ICT facility:01
- e) Students' laboratories:01, Language Laboratory.
- f) Research laboratories :NA

28. Number of students of the department getting financial assistance from College.Nil

29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. :No new programmes introduced.

30. Does the department obtain feedback from

ee.faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it?: Both members are on BOS, Feedback is used to upgrade teaching-learning process.

- ff. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same? Feedback is utilized to make teaching more impactful.
- gg. alumni and employers on the programmes and what is the response of the department to the same? Feedback sought from them is utilized to upgrade the department.
31. List the distinguished alumni of the department (maximum 10):  
 Mr.Suresh Singh Tomar, Mahila Bal Vikas Adhikari,  
 Mr.Subhash Singh Bhadauria, Manager, Railways C.  
 Mr.Vijay Singh Tomar, TI, Police  
 Narsi Singh Lodhe, DSP, Police  
 Mr. Phool Singh Bhadauria, Asst. Professor  
 Mr.Arvind Singh Parihar, Asst. professor
32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts: Organised Special lectures a number of times inviting external experts like Dr.R.P.Tewari, Ex-Principal, Prof. & Head, English Department, R.B.S.College; Dr.R.S.Upadhyay, Govt. College, Bhind; Dr.S.P.Saraswat, Head, Department of English, Govt. College, morena, Dr.P.K.Sharma, Govt. College, Morena, Dr.Sanjay Rastogi, Gwalior etc.
33. List the teaching methods adopted by the faculty for different programmes: For Literature- Lecture method and Through PPTs, For Language – Using ICT and Lab Techniques.
34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored? Through CCEs, Mutual discussions, Class responses and Semester results.
35. Highlight the participation of students and faculty in extension activities. The Students participate in all the extension activities offered by the college like N.C.C., N.S.S., Red Cross, Sports, and Cultural & literary activities.
36. Give details of “beyond syllabus scholarly activities” of the department. Many times faculty members are invited as the chief guest by various

organizations and institutions. Different college organizations also invite them to lecture on enhancing language skills.

37. State whether the programme/ department is accredited/ graded by other agencies. Give details. The department along with the college is accredited by the NAAC Peer Team during their last visit.

38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department.

Strengths: Competent Faculty, Regularity, Devotion, Participation in Administration and Planning, Mutual harmony,

Weaknesses: Insufficient salary, insufficient time due to over-burdened, weak-stuff,

Opportunities: Job employability; Social recognition;

Challenges: the biggest challenge is to handle local dialectic problem;

Tackling from the very basics;

39. Future plans of the department.

To upgrade it to PG level and to establish it as a research centre.

## Evaluative Report of the Department

1. Name of the Department & its year of establishment : Political Science
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : B.A. (UG)
3. Interdisciplinary courses and departments involved : NA
4. Annual/ semester/choice based credit system : Semester System
5. Participation of the department in the courses offered by other departments : NA
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	-	-
Associate Professors	-	-
Asst. Professors	01	01*

\*On contract basis

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Dr. (Smt.) Manju Tomar	M.A., Ph.D.	Asst. Prof.	International law	13	-

8. Percentage of classes taken by temporary faculty – programme-wise information : 100%
9. Programme-wise Student Teacher Ratio : UG – 110:1
10. Number of academic support staff (technical) and administrative staff: sanctioned and filled : NA
11. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. : Nil, Temporry staff is not allowed to take up UGC project.
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received : NA

13. Research facility / centre with : NA
  - state recognition
  - national recognition
  - international recognition
14. Publications: Nil
  - \* number of papers published in peer reviewed journals (national / international)
  - \* Monographs
  - \* Chapter(s) in Books
  - \* Editing Books
  - \* Books with ISBN numbers with details of publishers
  - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Citation Index – range / average
  - \* SNIP
  - \* SJR
  - \* Impact factor – range / average
  - \* h-index
15. Details of patents and income generated : Nil
16. Areas of consultancy and income generated : Nil
17. Faculty recharging strategies : Internet access
18. Student projects :
  - percentage of students who have done in-house projects including inter-departmental : 25%
  - percentage of students doing projects in collaboration with industries / institutes : Nil
19. Awards / recognitions received at the national and international level by
  - Faculty : Nil
  - Doctoral / post doctoral fellows : Nil
  - Students : Nil
20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any. :

Lecture series (01 from UGC grant)

21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
B.A.	Online admission				

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
B.A.	-	100%	Nil	Nil

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations?

24. Student progression

Student progression	Percentage against enrolled
UG to PG	NA
PG to M.Phil.	-
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	Nil
Employed	NA
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	
Entrepreneurs	

25. Diversity of staff

<b>Percentage of faculty who are graduates</b>
--

of the same parent university	-
from other universities within the State	-
from other universities from other States	<b>100%</b>

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period. (5 years): 01
27. Present details about infrastructural facilities
- Library (No. of books) : Central Library
  - Internet facilities for staff and students : Yes
  - Total number of class rooms : Rooms are allotted as per college time table
  - Class rooms with ICT facility : Nil
  - Students' laboratories : Nil
  - Research laboratories : Nil
28. Number of students of the department getting financial assistance from College. : Nil
29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. : Nil
30. Does the department obtain feedback from
- faculty on curriculum as well as teaching-learning-evaluation?  
If yes, how does the department utilize it? : Yes
  - students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same? : Yes
  - alumni and employers on the programmes and what is the response of the department to the same? : Yes
31. List the distinguished alumni of the department (maximum 10) :
- Ku. Ruchi Golas (Civil Judge)
  - Sanjeev
32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts. : Lecture series
33. List the teaching methods adopted by the faculty for different programmes. : ICT

34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored? : Through CCE, Internal Assessments, Quiz
35. Highlight the participation of students and faculty in extension activities. : NSS, NCC, Red Cross, NCC Girls wing
36. Give details of “beyond syllabus scholarly activities” of the department. : Mock parliament
37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : Affiliation committee of Jiwaji University, Gwalior
38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department :
- Strengths: 1. Computer facility 2. Discipline 3. Regular classes 4. Students presence in classes
- Weaknesses: 1. Rural area 2. No. permanent staff 3. Remote area 4. Financial resource
- Opportunities: 1. Internet access 2. Regular classes 3. Discipline 4. Learning stuff
- Challenges: 1. Inadequate salary 2. Low standard of school education 3. Low Job opportunities in the area 4. Poor English awareness
39. Future plans of the department. :
1. Development of PG Department

## Evaluative Report of the Department

1. Name of the Department & its year of establishment : History
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : B.A. (UG)
3. Interdisciplinary courses and departments involved : NA
4. Annual/ semester/choice based credit system : Semester System
5. Participation of the department in the courses offered by other departments : NA
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	-	-
Associate Professors	-	-
Asst. Professors	01	-

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Dr. Kaushlendra Upadhyay	M.A., Ph.D.	Asst. Prof.	Medual history	13	-

8. Percentage of classes taken by temporary faculty – programme-wise information : 100%
9. Programme-wise Student Teacher Ratio : UG – 20:1
10. Number of academic support staff (technical) and administrative staff: sanctioned and filled : NA
11. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. : Nil, Temporry staff is not allowed to take up UGC project.
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received : NA

13. Research facility / centre with : NA
  - state recognition
  - national recognition
  - international recognition
14. Publications: Nil
  - \* number of papers published in peer reviewed journals (national / international)
  - \* Monographs
  - \* Chapter(s) in Books
  - \* Editing Books
  - \* Books with ISBN numbers with details of publishers
  - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Citation Index – range / average
  - \* SNIP
  - \* SJR
  - \* Impact factor – range / average
  - \* h-index
15. Details of patents and income generated : Nil
16. Areas of consultancy and income generated : Nil
17. Faculty recharging strategies : Internet access
18. Student projects :
  - percentage of students who have done in-house projects including inter-departmental
  - percentage of students doing projects in collaboration with industries / institutes : Nil
19. Awards / recognitions received at the national and international level by
  - Faculty : Nil
  - Doctoral / post doctoral fellows : Nil
  - Students : Nil
20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any.

21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations?

24. Student progression

Student progression	Percentage against enrolled
UG to PG	30%
PG to M.Phil.	-
PG to Ph.D.	10%
Ph.D. to Post-Doctoral	Nil
Employed	NA
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	
Entrepreneurs	

25. Diversity of staff

Percentage of faculty who are graduates	
of the same parent university	100%
from other universities within the State	-
from other universities from other States	-

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period. (5 years): 01
27. Present details about infrastructural facilities
- a) Library (No. of books) : 889
  - b) Internet facilities for staff and students : Yes
  - c) Total number of class rooms : 03
  - d) Class rooms with ICT facility : 01
  - e) Students' laboratories : Nil
  - f) Research laboratories : Nil
28. Number of students of the department getting financial assistance from College. : Nil
29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. : Nil
30. Does the department obtain feedback from
- kk. faculty on curriculum as well as teaching-learning-evaluation?  
If yes, how does the department utilize it? : Yes
  - ll. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same? : Yes
  - mm. alumni and employers on the programmes and what is the response of the department to the same? : Yes
31. List the distinguished alumni of the department (maximum 10) :
1. Ku. Ruchi Golas (Civil Judge)
  2. Prashant Sharma (S.I.) M.P.Police
32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts. : Lecture series, 5-6 March 2013 by Dr. R. Bhardwaj
33. List the teaching methods adopted by the faculty for different programmes.
34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored?
35. Highlight the participation of students and faculty in extension activities.
36. Give details of "beyond syllabus scholarly activities" of the department. : Nil

37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : Nil
38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department :
- Strengths: 1. Computer facility 2. Discipline 3. Regular classes 4. Students presence in classes
- Weaknesses: 1. Rural area 2. No. permanent staff 3. Remote area 4. Financial resource
- Opportunities: 1. Internet access 2. Regular classes 3. Discipline 4. Learning stuff
- Challenges: 1. Inadequate salary 2. Low standard of school education 3. Low Job opportunities in the area 4. Poor English awareness
39. Future plans of the department. :
1. Development of PG Department
  2. Development of Historical tours

## Evaluative Report of the Department

1. Name of the Department & its year of establishment : Sociology, 1989
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : B.A. (UG)
3. Interdisciplinary courses and departments involved : Nil
4. Annual/ semester/choice based credit system : Semester System
5. Participation of the department in the courses offered by other departments : Nil
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	-	-
Associate Professors	-	-
Asst. Professors	Nil	Nil

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Dr. (Mrs.) Reeta Thassu	M.A., Ph.D.	Asst. Prof.	Social Research	21 years	01

8. Percentage of classes taken by temporary faculty – programme-wise information : 100%
9. Programme-wise Student Teacher Ratio : 35:1
10. Number of academic support staff (technical) and administrative staff: sanctioned and filled : NA
11. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. : Nil
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received : Nil
13. Research facility / centre with : Nil

- state recognition
  - national recognition
  - international recognition
14. Publications:
- \* number of papers published in peer reviewed journals (national / international) : NA
  - \* Monographs : Nil
  - \* Chapter(s) in Books : Nil
  - \* Editing Books : Nil
  - \* Books with ISBN numbers with details of publishers : NA
  - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : NA
  - \* Citation Index – range / average : NA
  - \* SNIP : NA
  - \* SJR : NA
  - \* Impact factor – range / average : NA
  - \* h-index : NA
15. Details of patents and income generated : NA
16. Areas of consultancy and income generated : NA
17. Faculty recharging strategies : Through ICT facilities & Library
18. Student projects :
- percentage of students who have done in-house projects including inter-departmental : 100%
  - percentage of students doing projects in collaboration with industries / institutes : NA
19. Awards / recognitions received at the national and international level by :  
NA
- Faculty
  - Doctoral / post doctoral fellows
  - Students
20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any. :

NA

21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
B.A.	Online admission			95%	97%

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
B.A.	Nil	100%	Nil	Nil

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? : NA

24. Student progression

Student progression	Percentage against enrolled
UG to PG	NA
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	NA
Entrepreneurs	10%

25. Diversity of staff

Percentage of faculty who are graduates	
of the same parent university	NA
from other universities within the State	100%
from other universities from other States	NA

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the

- assessment period. : 01
27. Present details about infrastructural facilities
    - a) Library (No. of books) : In central library
    - b) Internet facilities for staff and students : Yes
    - c) Total number of class rooms : 01
    - d) Class rooms with ICT facility : 01
    - e) Students' laboratories : NA
    - f) Research laboratories : NA
  28. Number of students of the department getting financial assistance from College. : SC/ST/OBC scholarship
  29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. : NA
  30. Does the department obtain feedback from
    - nn. faculty on curriculum as well as teaching-learning-evaluation?  
If yes, how does the department utilize it? : Yes, for self improvement.
    - oo. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same? :  
The response of the students is utilized for the improvement of the teaching methods of the faculty.
    - pp. alumni and employers on the programmes and what is the response of the department to the same? : Yes, the feedback is utilized to improve the functioning of the department.
  31. List the distinguished alumni of the department (maximum 10) : NA
  32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts. : 02 Lecture series organized by the Dept.
  33. List the teaching methods adopted by the faculty for different programmes. : Lecture method, Demonstration method, Power Point presentation, Internet
  34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored? : The achievements are compared with the initial plans and thus the level of satisfaction is

ensured.

35. Highlight the participation of students and faculty in extension activities. :  
NSS, NCC, Red Cross, Sports, Cultural activities
36. Give details of “beyond syllabus scholarly activities” of the department. :  
The organization of some dramatic acts from the Indian classics in the classes to tell the students about the dramatic elements involved.
37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : NAAC peer team visit in 2008, Autonomy review committees visits at no. of times.
38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department :  
Strengths: 1. Regular classes 2. Regular Lab. 3. Use of Internet 4. Job Oriented courses 5. Devoted faculty  
Weaknesses : 1. No permanent staff 2. Rural background 3. Poor English knowledge of the students 4. Low standard of school education 5. Limited exposure to the students  
Opportunities: 1. Skillful students 2. Regular presence of the students 3. Regular lab work by the students  
Challenges : 1. Rural area 2. Electricity problem 3. Lack of trained faculty 4. Low salary for staff
39. Future plans of the department. :
  - a. Plan for the enhancement of the department up to PG level.

## Evaluative Report of the Department

1. Name of the Department & its year of establishment : Sanskrit, 1959
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : B.A. (UG)
3. Interdisciplinary courses and departments involved : Nil
4. Annual/ semester/choice based credit system : Semester System
5. Participation of the department in the courses offered by other departments : Nil
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	-	-
Associate Professors	-	-
Asst. Professors	01	01

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Dr. O.P. Rajpali	M.A., Ph.D.	Asst. Prof.	Drama	30 years	02

8. Percentage of classes taken by temporary faculty – programme-wise information : Nil
9. Programme-wise Student Teacher Ratio : 15:1
10. Number of academic support staff (technical) and administrative staff: sanctioned and filled : NA
11. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. : Nil
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received : Nil
13. Research facility / centre with : Nil
  - state recognition

- national recognition
  - international recognition
14. Publications:
- \* number of papers published in peer reviewed journals (national / international) : 20
  - \* Monographs : Nil
  - \* Chapter(s) in Books : Nil
  - \* Editing Books : Nil
  - \* Books with ISBN numbers with details of publishers : 03
  - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : NA
  - \* Citation Index – range / average : NA
  - \* SNIP : NA
  - \* SJR : NA
  - \* Impact factor – range / average : NA
  - \* h-index : NA
15. Details of patents and income generated : NA
16. Areas of consultancy and income generated : NA
17. Faculty recharging strategies : Through ICT facilities & Library
18. Student projects : NA
- percentage of students who have done in-house projects including inter-departmental
  - percentage of students doing projects in collaboration with industries / institutes
19. Awards / recognitions received at the national and international level by :  
NA
- Faculty
  - Doctoral / post doctoral fellows
  - Students
20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any. :  
NA

21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
B.A.	Online admission			100%	100%

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
B.A.	Nil	100%	Nil	Nil

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? : NA

24. Student progression

Student progression	Percentage against enrolled
UG to PG	10%
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	NA
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	
Entrepreneurs	10%

25. Diversity of staff

Percentage of faculty who are graduates	
of the same parent university	NA
from other universities within the State	100%
from other universities from other States	NA

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period. : 01

27. Present details about infrastructural facilities

- a) Library (No. of books) : In central library
- b) Internet facilities for staff and students : Yes
- c) Total number of class rooms : 01
- d) Class rooms with ICT facility : 01
- e) Students' laboratories : NA
- f) Research laboratories : NA
28. Number of students of the department getting financial assistance from College. : SC/ST/OBC scholarship
29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. : NA
30. Does the department obtain feedback from
- qq. faculty on curriculum as well as teaching-learning-evaluation?  
If yes, how does the department utilize it? : Yes, for self improvement.
- rr. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same? : The response of the students is utilized for the improvement of the teaching methods of the faculty.
- ss. alumni and employers on the programmes and what is the response of the department to the same? : Yes, the feedback is utilized to improve the functioning of the department.
31. List the distinguished alumni of the department (maximum 10) :
1. Mohan Gupta (Sagar University)
  2. Ashok Sharma (Srinagar)
  3. Rakesh Sharma(Ambah)
  4. Parashuram Sharma(Ambah)
  5. Pavan Sharma (Gwalior)
  6. Sarita Tomar(Porsa)
32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts. : 02 Lecture series organized by the Dept.
33. List the teaching methods adopted by the faculty for different programmes. : Lecture method, Demonstration method, Power Point

presentation

34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored? : The achievements are compared with the initial plans and thus the level of satisfaction is ensured.
35. Highlight the participation of students and faculty in extension activities. : NSS, NCC, Red Cross, Sports, Cultural activities
36. Give details of “beyond syllabus scholarly activities” of the department. : The organization of some dramatic acts from the Indian classics in the classes to tell the students about the dramatic elements involved.
37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : NAAC peer team visit in 2008, Autonomy review committees visits at no. of times.
38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department :  
Strengths: 1. Regular classes 2. Regular Lab. 3.Use of Internet 4.Job Oriented courses 5.Devoted faculty  
Weaknesses : 1. No permanent staff 2. Rural background 3.Poor English knowledge of the students 4. Low standard of school education 5. Limited exposure to the students  
Opportunities: 1. Skillful students 2. Regular presence of the students 3. Regular lab work by the students  
Challenges : 1. Rural area 2.Electricity problem 3.Lack of trained faculty 4.Low salary for staff
39. Future plans of the department. :
  - a. Plan for the enhancement of the department up to PG level.

## Evaluative Report of the Department

1. Name of the Department & its year of establishment : Commerce, 2002
2. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : B.Com. (UG)
3. Interdisciplinary courses and departments involved : BCA
4. Annual/ semester/choice based credit system : Semester System
5. Participation of the department in the courses offered by other departments : BCA (For Financial Accounting paper)
6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	-	-
Associate Professors	-	-
Asst. Professors	Nil	Nil

7. Faculty profile with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Mr. B.M. Bansal	M.Com., Ph.D. Registered	Asst. Prof.	Taxation	10	-
Dr. Aditya Saxena	M.Com., Ph.D.	Asst. Prof.	Management	05	-
Mr. R.M. Gupta	Asst. Prof.	M.Com.	Management	04	-

8. Percentage of classes taken by temporary faculty – programme-wise information : 100%
9. Programme-wise Student Teacher Ratio : 53:1
10. Number of academic support staff (technical) and administrative staff: sanctioned and filled : NA
11. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. : Nil, Temporary staff is not

allowed to take up UGC project.

12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received : NA
13. Research facility / centre with : NA
  - state recognition
  - national recognition
  - international recognition
14. Publications:
  - \* number of papers published in peer reviewed journals (national / international) : NA
  - \* Monographs : Nil
  - \* Chapter(s) in Books : Nil
  - \* Editing Books : Nil
  - \* Books with ISBN numbers with details of publishers : NA
  - \* number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : NA
  - \* Citation Index – range / average : NA
  - \* SNIP : NA
  - \* SJR : NA
  - \* Impact factor – range / average : NA
  - \* h-index : NA
15. Details of patents and income generated : NA
16. Areas of consultancy and income generated : NA
17. Faculty recharging strategies : Through ICT facilities & Library
18. Student projects :
  - percentage of students who have done in-house projects including inter-departmental : 100%
  - percentage of students doing projects in collaboration with industries / institutes : NA
19. Awards / recognitions received at the national and international level by :  
NA
  - Faculty

- Doctoral / post doctoral fellows
- Students

20. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any. :  
NA

21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
B.Com.	Online admission			80%	90%

22. Diversity of students

Name of the Course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
B.Com.	Nil	100%	Nil	Nil

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? : NA

24. Student progression

Student progression	Percentage against enrolled
UG to PG	25%
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	NA
Entrepreneurs	20%

25. Diversity of staff

<b>Percentage of faculty who are graduates</b>
--

of the same parent university	<b>100%</b>
from other universities within the State	NA
from other universities from other States	NA

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period. : 01
27. Present details about infrastructural facilities
- Library (No. of books) : In central library
  - Internet facilities for staff and students : Yes
  - Total number of class rooms : 02
  - Class rooms with ICT facility : 01
  - Students' laboratories : NA
  - Research laboratories : NA
28. Number of students of the department getting financial assistance from College. : SC/ST/OBC scholarship
29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. : NA
30. Does the department obtain feedback from
- tt. faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it? : Yes, for self improvement.
  - uu. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same? : The response of the students is utilized for the improvement of the teaching methods of the faculty.
  - vv. alumni and employers on the programmes and what is the response of the department to the same? : Yes, the feedback is utilized to improve the functioning of the department.
31. List the distinguished alumni of the department (maximum 10) :
1. Ku. Komal Verma(Indian Post & Telegraph dept.)
  2. Mr. Revindra Singh Chauhan(Indian Navy)
  - 3.Vipin Singh Tomar, Cooperative Bank
  - 4.Vikash Gupta, Cooperative Bank
32. Give details of student enrichment programmes (special lectures /

workshops / seminar) with external experts. : 02 Lecture series organized by the Dept by Dr. R.S. Bhadauriya

33. List the teaching methods adopted by the faculty for different programmes. : Lecture method, Demonstration method, Power Point presentation, Internet
34. How does the department ensure that programme objectives are constantly met and learning outcomes monitored? : The achievements are compared with the initial plans and thus the level of satisfaction is ensured.
35. Highlight the participation of students and faculty in extension activities. : NSS, NCC, Red Cross, Sports, Cultural activities
36. Give details of “beyond syllabus scholarly activities” of the department. : The organization of some dramatic acts from the Indian classics in the classes to tell the students about the dramatic elements involved.
37. State whether the programme/ department is accredited/ graded by other agencies. Give details. : NAAC peer team visit in 2008, Autonomy review committees visits at no. of times.
38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department :  
Strengths: 1. Regular classes 2. Regular Lab. 3. Use of Internet 4. Job Oriented courses 5. Devoted faculty  
  
Weaknesses : 1. No permanent staff 2. Rural background 3. Poor English knowledge of the students 4. Low standard of school education 5. Limited exposure to the students  
Opportunities: 1. Skillful students 2. Regular presence of the students 3. Regular lab work by the students  
Challenges : 1. Rural area 2. Electricity problem 3. Lack of trained faculty 4. Low salary for staff
39. Future plans of the department. :
  - a. Plan for the enhancement of the department up to PG level.
  - b. Development of Computer Lab.
  - c. To establish linkages with industries.

### **The summary**

In the year 2009, the college celebrated its 'Golden Jubilee'. It was celebrated as a mark of reminder to the responsibilities and future course of action, it also provided an opportunity for introspection what is that the college could not achieve and what is that the college has gained during such a long span of time. Casting a glance on the eventful history of these years, the college finds that even spite of number of hardships that the college faced, it has well tread the path. The college has over come many of its short comings while strengthened many of its exiting practices.

With the increasing number of pass outs, the outreach area of the college has spread. Even being situated in a remote area, it is delivering as per the expectations of the community and the dreams its founder members saw.

During last five years, the curriculum has been made more practicable by adding project – work and internship to its contents. The students of the final year, both in UG and PG, were made to opt for this exercise and they gained practical experience of teaching, facing problems and getting them resolved.

Students were made more aware of the fact that the future laid in appropriate use of modern technology. Consequently, they started to seek out more through the use of computers and internet. Since, the scarcity of staff was there, they got involved in the process not too frequently. However, they were made familiar with it.

The college planned to introduce some specific new courses. However, it could able to introduce courses in microbiology at the graduation level, bachelor in computer application (BCA) at the graduation level and mathematics at the post graduation level. Some courses that were already introduced, upgraded to their final level i.e. Electronics.

No inter disciplinary program was introduced as such. However, Sanskrit and Botany department collaborated in an academic endeavor that culminated into shape of books highlighting how Botany is significant to study classical literature and how literature is intimately related to nature, a botanical aspect.

A one day workshop was organized by the department of Electronics to make students of other subjects aware and informed how Electronics is useful in their respective fields.

The Indira Gandhi computer centre of the college also organized a workshop just to deliver basic knowledge of using computers and internet giving alluring presentations.

The examination system has been made more transparent. Provision has been introduced that a student, if he/she desires so, can view his/her valued answer book. To assist the students how they should prepare for their examinations, question bank was published covering the entire syllabus meant for them separately.

Parents of those students who performed poorly in their exams were continuously informed during these years and interactive sessions were organized annually suggesting them how their wards could make-up themselves. Results from the table below:

S. No.	Class	2008-09			2009-10			2010-11			2011-12		
		Appd	Pass	%									
1	BA	154	144	93	91	88	97	77	76	98	55	55	100
2	BSc	129	111	86	118	106	89	102	100	98	152	129	84
3	BCom	28	28	100	25	21	84	53	53	100	45	45	100
4	BCA	-	-	-	-	-	-	3	1	33	3	3	100
5	MA Hindi	14	14	100	16	16	100	18	17	93	14	12	86
6	MA Geog	8	8	100	10	09	90	16	14	88	9	9	100
7	MAEcono	7	7	100	5	4	80	8	7	94	4	4	100
8	Msc.Chem	15	14	95	18	18	100	7	5	71	24	24	100
9	MSc Zool	15	15	100	2	2	100	17	15	89	16	16	100
10	M.Sc.Maths	-	-	-	-	-	-	7	4	57	6	6	100
11	PGDCA	24	7	28	-	-		9	9	100	4	4	100

On the recommendation of the research committee, almost all members of the faculty were provided with portable computers that they used to enhance their research endeavors and the output also came out with the award of Ph.D. degree to four of the faculty members –Dr. Manoj Kumar Sharma in Economics, Dr. Kaushlendra Upadhyay in History, Dr. Aditya Sexena in Commerce and Dr. Shashi Vallabh Sharma in Hindi and five more members Mr. Ramveer Sharma in Mathematics, Mr. Rajkumar Singh Tomar in Geography, Mr. Divaker Shrotiya in Physics, Mr. Brijmohan Bansal in commerce and Mrs. Purnima Agrawal in Hindi got themselves registered for such degree.

They were also issued important resource books from their respective departments and they are free to consult necessary journals, which are available in their departmental library.

Faculty members were also encouraged to participate in conferences, seminars and workshops. The result was visible when some of the faculty members of the college from different departments participated in the seminars organized by the college. Two research journals – “Arthta Chintan” and “Charmanvati” continued to be published during these five years. These could able to establish them at international level by getting ISSN No. 2623 and 2277-9892 respectively.

During this span, two seminars of national level were organized by the college with the financial assistance from UGC-one in Economics entitled ‘Climatic changes and Economic development’ and the other in Geography entitled ‘Use of Water Resources and Its Problems’. Many experts, resource persons, teachers and research scholars participated in the seminars and presented their papers. The experience was very rich in the manner that teachers of different subjects also presented their papers. Such endeavor was supposed to be a promotional step for inter-disciplinary approach.

Two minor projects were also undertaken by the faculty members- one in the Economics and the other in Geography. Dr Thassu of Economics

department was granted ‘ Madhya Pradesh Main Paryatan Udyog’ and Dr.S.R.S.Tomar of Geography department was granted ‘Jal sansadhan Saranskan Evam Prabandhan”. One has already completed his project while the other’s work is in progress. Both of these projects were funded by UGC.

Two lecture- series were also organized in almost all the subjects focusing on the topics significant for further research work. Not only the faculty, but also the researchers and the students enjoyed those deliberations.

During this span, twenty one Ph.Ds were awarded to the research scholars of the college and sixteen students got them registered for Ph.D. and have been pursuing their work. One of our research scholar got awarded by some social organizations.

During this period, the college tried its level best to generate some resources through its society –Shiksha Samiti Pargana Ambah. However, a large percentage of the students come from the families of agriculture base and hence their financial level is below average, and could not afford to contribute to such an endeavour as the college desired. The MP of this region sanctioned an amount of Rs. 10 lac for the roofing of the Indira Gandhi Sabhagar and the MLA has also assured to provide assistance for this purpose out of their MP and MLA funds.

The NCC , NSS and Youth Red Cross Society organized various specific activities besides their regular activities. The activities include camps which were held in different villages and on different themes like health and hygiene, water conservation, AIDS awareness, reforestation, use of sustainable sources of energy etc. Games were organized for differently able people to encourage them to join mainstream each year. A new N.C.C.wing meant for girls was also instituted and more than 50 girls got enrolled themselves as its cadets. Some achieved extra ordinary success. Two girls reached the level of joining RDC, New Delhi.

The Central Library procured 4116 books and journals during these five years and now the number has been increased to 40442. Average ratio of

the books and the students has been enhanced to 33:1. The library was equipped with INFLIBNET facility by installing SOUL 2 software (Full version) and the data entry work is in progress. The total amount incurred on library facilities was 18,33,678.

Due attention was paid to sports activities and organization of cultural, literary and scientific activities. The following details show the participation and the level of achievement.

Session	Students participated in sports	Students participated in Literary/scientific/Cultural activities
2008-09	125	90
2009-10	148	115
2010-11	155	78
2011-12	138	69

The extension of UGC network resource center was done to enhance its connectivity to almost all the departments and the library. A server was also connected to the network to make use for intra-circle activities. The main internet service is provided through BSNL with broadband connectivity. This proved to be a very revolutionary step. Now almost every department and each individual can use internet facility freely.

The entire campus has been put under the constant surveillance through CCTV. The system was installed to keep an eye on the routine activities of the students and also for safety and security purpose as the girls in large proportion study here.

All the departments were linked with telephonic PBX system. This was done in accordance with the recommendation made by the peer team during the last visit in the campus. Through all these activities, exchange of information from one department to another has become easy and convenient.

Language lab has been developed to follow the recommendation made by the peer team when they visited the institution last. A (30+1) module has been installed providing therewith a facility to 30 students in single sitting to

learn through computers. With its installation two batches of the students got registered for using the lab facility. They are still enjoying learning through it.

‘Audio- visual-cum-Exhibition Center’ came into its being as a result of golden jubilee commemoration. The college preferred constructing it to any other building, with a view to provide ICT facility easily and conveniently. The center was equipped with interactive board, interactive panel, projector, computer and effective sound systems along with well facilitated sitting arrangement.

Ordinary boards were replaced by interactive boards in five class rooms meant for teaching either for PG or for science.

A shade covering the face of Principal’s office was installed with a view to protect visitors from sun and rain.

Shading of Indira Gandhi Sabhagar was also taken up with the finance made available by local MP Shri Narendra Singh Tomar to make its use possible for different activities of the students including indoor- games.

During the same span following departments were renovated to meet with the new requirements-

- 1- The department of Geography.
- 2- The department of Zoology.
- 3- The department of Botany.
- 4- The department of Physics.
- 5- Language lab.

Besides, the Chemistry lab was upgraded with the finances made available by UGC, New Delhi.

Enough number of computers with latest configuration were procured and installed in each department so that the departments could make use of internet connectivity, and could contribute to the cause of research and enhance their knowledge level.

The girls common room along with Economics department and its PG class room also got renovated by providing them tiles, flooring and new furniture for sitting arrangement. Girls common room was provided with a newly built toilet attached to it. It was also equipped with an LCD TV to watch programmes in their spare time.

Firefighting equipments were installed in all the labs and the departments. Re-electrification work was done to replace old fittings with new one for ensuring safety.

Water availability was ensured throughout the campus by installing water cooler along with RO systems. Now fresh and cool drinking water is available to all.

Ramps were provided wherever needed. It was done in accordance with the recommendation of the peer team.

Ambah is known for frequent power cuts causing interruption in teaching and lab work. Therefore, three generators of capacities- 20 KV, 20 KV and 5 KV respectively were installed to provide proper power back up to ensure that no work suffers. For local backup, Inverters along with batteries were provided to almost all the departments, library and the office with a view to make use of every bit of time.

Specific issue of the magazine at the time of celebration of golden jubilee was circulated among the students highlighting the achievements made by the college during its 50 years of journey. To make the students aware of the college activities, the college magazine 'Ambrish' has been regularly published all through these years.

Students who felt financially hard pressed, were provided free ships and their partial fee was condoned. Some girl students about 55 were provided scholarship through Sitaram Jindal Foundation. Some of the girls about 120 took advantage of 'Gaon Ki Beti Scheme' provided by the State Government and Rs. 50 thousand were donated to this cause by Dr. Narayan Kumar

Agrawal in memory of Late Shri Prabhu Dayal Agrawal and Smt. Kalawati Agrawal for distribution as scholarship among the girl students. Some students belonging to weaker sections of society were privileged by SC/ST/OBC scholarships. Remedial classes were arranged for the weaker students so that they could make up themselves to join mainstream. Health care services were also provided to them. A one-day health check program was organized by the Health Care Center during odd semesters.

Carrier Guidance and Counseling Cell arranged interactive sessions to provide carrier guidance to all the students of the final semesters. Through language lab they were told about the techniques necessary for getting jobs-facing interview boards, participating in group discussions, introducing self and how to make proper responses.

Parent-teacher Association meetings were organized once annually all through these five years. The feedback thus collected was used for further planning purposes.

In various sports activities, students performed well and some of them participated at the university, zonal or up to the state level. They contributed a lot in making the name of the college known to other parts of country. In the same manner students took keen interest in cultural activities and they participated up to university level. All these participants were awarded prizes and certificates of recognition in the annual functions of the respective years.

Six of the students were placed by the help and assistance of the Placement Cell in coordination with the Chemistry Department to various capacities in Chemical industries. Many are being trained for future placement by the teachers concerned.

The teachers and the students followed the best practices mentioned below during these five years –

1. Since information has an important role to play in academic deliberations, the faculty of this college used information sources and

IT tools in solving problems. This helped them to form a general picture of the subject in their memory.

2. Group discussions – were organized to enhance the power of interpretation and proving their point of view among other students.

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**Declaration by the Head of Institution**

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussion, and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this SSR during the Peer Team visit.

Signature of the Head of the Institution with seal

Place: Ambah

Date: October 22 , 2013.

### Undertaking

This is to certify that Ambah Postgraduate College (Autonomous) Ambah fulfils all norms

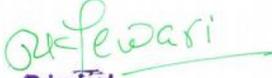
1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body (such as NCTE, AICTE, MCI, DCI, BCI etc) and
3. The affiliation and recognition ( if applicable) is valid as on date.

In case the affiliation/ recognition is conditional, then a detailed enclosure with regards to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by our institution found to be false then the accreditation given by NAAC is liable to be withdrawn.

The undertaking given to NAAC is also displayed on our institutional website.

  
**Principal**  
**Ambah Post Graduate College**  
**(Autonomous)** of the Instituion  
Name and Signature with Office Seal

Date: 22.10.2013

Place: Ambah

**Note for Implementation:**

1. For those institutions where visits are already scheduled, this undertaking is to be submitted during the visit to the co-ordinator along with the enclosures, if any.
2. For those institutions where visits are yet to be scheduled but SSR are with NAAC, the undertaking has to be submitted prior to the finalization of the visit.
3. For those institutions which are yet to submit SSRs, the undertaking has to be submitted along with SSR/SAR/RAR.