



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

**GOVERNMENT DEGREE COLLEGE BANDA,
SAGAR**

- Name of the Head of the institution **Dr. S.H.Ganvir**
- Designation **Principal (I/C)**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **07583292011**
- Mobile No: **7566020625**
- Registered e-mail **hegcbansag@mp.gov.in**
- Alternate e-mail **iqacbanda1005@gmail.com**
- Address **WARD NO. 11, BANDRI ROAD BANDA
(BELAI)**
- City/Town **SAGAR**
- State/UT **M.P.**
- Pin Code **470335**

2.Institutional status

- Type of Institution **Co-education**
- Location **Semi-Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **Maharaja Chhatrasal Bundelkhand University, Chhatarpur**
- Name of the IQAC Coordinator **Dr. H.R.Thakur**
- Phone No. **07583292011**
- Alternate phone No. **9301326062**
- Mobile **8462965986**
- IQAC e-mail address **hegcbansag@mp.gov.in**
- Alternate e-mail address **iqacbanda1005@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

<http://www.mphighereducation.nic.in/bandacollege>

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://www.mphighereducation.nic.in/bandacollege>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.01	2017	02/05/2017	01/05/2022

6.Date of Establishment of IQAC

31/05/2014

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	NA	NA	NA	0

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year

3

- Were the minutes of IQAC meeting(s) and **Yes**
compliance to the decisions have been
uploaded on the institutional website?

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

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

1. Memorandum of Understanding was signed with Bhoj Open University, Bhopal. 2. Purchasing of enough Sanitizer/Gloves/Mask/Head caps along with IR thermometers for the safety of the college students and staff. 3. Conduction of subject specific webinars and online expert lecture series in various departments. 4. Strictly following and adhering to the Covid-19 appropriate behavior and SOPs.

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

Plan of Action	Achievements/Outcomes
All the faculties are informed to conduct online classes in their respective subject in order to prevent the academic loss of students in this pandemic situation	Online Classes were organized through Google meet in all subjects by respective faculty members
To promote quality culture in teaching learning process, Nation/State Level Webinars are to be organized by all the departments of college	Nation level webinars have been organized by departments of Physics and Mathematics of the college
To commence the online expert lectures series in respective streams to enhance and update the knowledge of students	The online expert lectures series were conducted in the department of physics, Mathematics commerce and economics in last week of March
For better academic and non academic transactions with society, NGOs, government departments and private firms, MOUs to be signed by college	College has signed a memorandum of understanding (MOU) with Bhoj Open University, Bhopal

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	GOVERNMENT DEGREE COLLEGE BANDA, SAGAR
• Name of the Head of the institution	Dr. S.H.Ganvir
• Designation	Principal (I/C)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07583292011
• Mobile No:	7566020625
• Registered e-mail	hegcbansag@mp.gov.in
• Alternate e-mail	iqacbanda1005@gmail.com
• Address	WARD NO. 11, BANDRI ROAD BANDA (BELAI)
• City/Town	SAGAR
• State/UT	M.P.
• Pin Code	470335
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	Maharaja Chhatrasal Bundelkhand University, Chhatarpur
• Name of the IQAC Coordinator	Dr. H.R.Thakur

• Phone No.	07583292011				
• Alternate phone No.	9301326062				
• Mobile	8462965986				
• IQAC e-mail address	hegcbansag@mp.gov.in				
• Alternate e-mail address	iqacbanda1005@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.mphighereducation.nic.in/bandacollege				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.mphighereducation.nic.in/bandacollege				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.01	2017	02/05/2017	01/05/2022
6.Date of Establishment of IQAC			31/05/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	NA	NA	NA	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			3		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		

If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
If yes, mention the amount		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Memorandum of Understanding was signed with Bhoj Open University, Bhopal. 2. Purchasing of enough Sanitizer/Gloves/Mask/Head caps along with IR thermometers for the safety of the college students and staff. 3. Conduction of subject specific webinars and online expert lecture series in various departments. 4. Strictly following and adhering to the Covid-19 appropriate behavior and SOPs.		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
All the faculties are informed to conduct online classes in their respective subject in order to prevent the academic loss of students in this pandemic situation	Online Classes were organized through Google meet in all subjects by respective faculty members
To promote quality culture in teaching learning process, Nation/State Level Webinars are to be organized by all the departments of college	Nation level webinars have been organized by departments of Physics and Mathematics of the college
To commence the online expert lectures series in respective streams to enhance and update the knowledge of students	The online expert lectures series were conducted in the department of physics, Mathematics commerce and economics in last week of March
For better academic and non academic transactions with society, NGOs, government departments and private firms, MOUs to be signed by college	College has signed a memorandum of understanding (MOU) with Bhoj Open University, Bhopal
13.Whether the AQAR was placed before statutory body?	No
Name of the statutory body	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	08/02/2022
15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	

17.Skill development:**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):****20.Distance education/online education:****Extended Profile****1.Programme**

1.1

7

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

File Description	Documents
Data Template	View File

2.Student

2.1

2964

Number of students during the year

File Description	Documents
Data Template	View File

2.2

1767

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

File Description	Documents
Data Template	View File

2.3	788
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	15
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	20
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	13
Total number of Classrooms and Seminar halls	
4.2	3673020
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	04
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
The Central Board of Studies of the university finalizes the	

syllabus. The college is affiliated with Maharaja Chhatrasal Bundelkhand University, Chhatarpur. The syllabus is finalized according to the norms approved for teaching and learning by Department of Higher Education, Government of MP and UGC. The committee adheres to finalize the syllabi of different subjects as per the schedule. The teaching faculty strictly follows the academic calendar released by the Department of the Higher Education. The students are taught intraditionalas well innovative way using ICT. Our faculties deliver the lectures in both offline and online modes. The CCE for internal assessment is done twice in the year for regular and continuous assessment of students. The college generally performs internal assessment through various methodologies viz. surprise test, assignments, project works ,questions and answer sessions, etc.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The Central Board of Studies of the state (MP Higher Education) finalizes the syllabus. The college is affiliated with Maharaja Chhatrasal Bundelkhand University, Chhatarpur. The syllabus is finalized according to the norms approved for teaching and learning by the Department of Higher Education, Government of MP, and UGC. The committee adheres to finalizing the syllabi of different subjects as per the schedule. The teaching faculty strictly follows the academic calendar released by the Department of Higher Education. The students are usually taught in both traditional as well innovative way using ICT. Our faculties deliver the lectures in both offline and online modes. However, In this session, most of the lectures were in online mode due to Covid-19. CCE is generally conducted twice in the year but due to the Covid-19 pandemic, assignments only were given to students for assessing their performances.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)**0**

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**00****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****00**

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

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

Our Institution integrates cross-cutting issues of the society like moral values, human values, professional ethics, ethical values gender equality, environmental awareness, which are an inseparable part of our curriculum.

Moral Values, Human Values & Professional Ethics

Our college provides a free environment for inculcating values and developing ethical competence among the students. It is in response to a long-felt and urgent need to integrate value education with decision-making skills in their personal, social and professional life. College celebrates days of National and International importance as Republic day, Women's day,

Independence Day, Teacher`s day, Human Rights Day, International Yoga Day, etc. These celebrations nurture the moral, ethical, and social values in the students.

Gender Sensitization

The college has a Women Grievance Cell and Grievance Redressal cell to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTV and high-level security.

Environmental Awareness

Awareness about Environment is necessary for the protection of the environment and survival of human life. There is an extensive ongoing tree plantation program. College celebrates the day of National importance as Earth day, Environment day, and Ozone day. Keeping in view the environmental aspect, the college has already set up a "Botanical Garden". The college organizes programs on Environmental issues to make students aware of the efficient use of natural resources.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships**84**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
---	------------------------------

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2660

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

2477

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Response:

The students admitted in our college are coming from various economic sections and communities of the society. Most of the students are from backward categories i.e. ST, SC, and OBC. The college is very much aware of their overall growth and social upliftment in society. Students are directly admitted to the college through MP Online portal. Prior to commencing of regular classes induction and orientation programs are conducted where detailed information pertaining to syllabus, timetable, scholarship, NSS, and other related activities are shared with students. The institution always motivates and promotes girl students for enrolment in the college to equip them with higher education so that they can be empowered themselves to face the music of life and create their own identity. After admissions college adopts a process to identify slow and advanced learners among students. Advanced learners and slow learners have identified as per their responses in the classroom as well as the performance in the Unit test and internal examinations. A formal plan is devised in the college after the segregation of students to escalate their performances. this plan comprises extra classes, peer teaching methods, ICT-based teaching and further using text and reference books as per the need and standard of students. Students are regularly motivated to participate in extracurricular activities along with academic progression and further orient and incline them towards preparation for competitive exams, presentations in seminars and workshops etc.

Following activities are done by teachers for students:

Slow learners:

1. Individual counseling.
2. Remedial Coaching
3. Extra notes.
4. Group discussion session.
5. Internal examination process.
6. Encouragement in NSS, Sports, and academic activities.

Advanced learners:

1. Reference Books are suggested as per the stream of students.
2. Certain topics are presented and explained by them in the classes.
3. Participative learning sessions are organized.
4. Experiential learning is stimulated through practical classes.
5. In order to groom their personality, the college conducts various questionnaires and quizzes along with participation in NSS, Sports, and cultural activities.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2964	14

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and fieldwork method, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional blackboard presentation methods, especially in mathematics, commerce, and

economics, where they teach mathematics and statistics as numerical solving. Also, some teachers use powerpoint presentations and computer-based materials. For, they use the lectures of you-tube to make learning interesting besides the conventional oral presenting methods. Some Student-centric methods are given below:

Project methods: The project work stimulates students' interest on the subject and provide student an opportunities of freedom of thoughts and free exchange of different views. As per the requirement of syllabi, the project work is done. For example, the Projects are done in PG classes like M.A.- Political Science and Sociology and M.Com.

Interactive methods

The faculty members make learning interactive with students by motivating them to participate in group discussion, role-play, quizzes, news analysis, peer learning and through regular practical sessions or projects in practical and project based subjects.

ICT Enabled Teaching:

ICT-enabled teaching includes Wi-Fi-enabled classrooms with LCD, projectors, desktops, etc. The institution adopts modern pedagogy to enhance the teaching-learning process. The institution has the essential equipment to support the faculty members and students.

Experiential learning:

The experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. Especially, the Department of Chemistry, Physics, Botany, and Zoology uses this method. Students take an interest and learn things via experiential learning.

Summer Internship Program:

Enrolled students attend internship programs in their respective streams or subjects.

But due to Covid 19 Pandemic, these programs were canceled for the current session.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Teachers use ICT-enabled tools for effective teaching-learning processes:

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with the traditional mode of instruction to engage students in long-term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute-

ICT Tools:

1. Projectors- 02 projectors are available in different classrooms/labs
2. Desktop and Laptops are available in few classrooms for ICT based teaching.
3. Photocopier machines - Multifunction printers are available at all prominent places in the institute.
4. Scanners- Multifunction printers are available at all prominent places.
5. Seminar Rooms- one seminar hall is equipped with all digital facilities.
6. Auditorium- It is digitally equipped with mike, projector, cameras and computer system.
7. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom

Use of ICT By Faculty-

1. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCDs and projectors. They are also equipped with a digital library, online search engines, and websites to prepare

effective presentations.

2. Online quiz- Faculties prepare an online quizzes for students after the completion of each unit with the help of GOOGLE FORMS.
3. Video Conferencing- Students have been counseled with the help of Zoom / Google meet applications.
4. Video lecture- Students are taught and explained the topics through live and recorded video lectures.

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

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

2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

12

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

17

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Concerted and concurrent innovative initiatives are taken at every level to engender creativity in the students as envisioned in the mission statement. CCE are conducted twice in the college as per the academic calendar scheduled by MP Higher Education Department. Some of the modes used for this assessment (CCE) for the students are Group Discussion, Class Room Teaching, Poster/Chart making, Class Test, Quiz, Surprise Test, Presentation by the students to broaden the horizon of their learning. The major reforms taken up in this sphere are enlisted below -

1. More emphasis given on inclusion of group discussions, online quiz and assignments.
2. An Induction program was organized at the commencement of the session. The students were introduced to the Internal examination through CCE (Continuous comprehensive evaluation) so that they can prepare themselves better for both internal and annual exams.
3. Online tests and quiz were given by the various departments.
4. Doubt clearing sessions were held to clarify doubts so that there is no ambiguity.
5. Remedial classes are regularly taken.
6. Guest lectures and webinars were organized which enhanced the in depth knowledge of the subjects, thereby improving the performance of the students.

These postulates show and reflect the robust nature of cce in terms of frequency and mode.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of CIE and rectification of grievances (If Any) is time bound. The college follows strictly the guidelines and rules issued by the affiliating university and academic calendar

scheduled by MP Higher Education Department while conducting internals examinations. At Institute level, an examination committee, comprising of a senior teacher as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process.

The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned. All such representations are taken positively and are reassessed by another teacher if necessary. Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams due to genuine reason. Mechanism of internal assessment is transparent and robust in terms of frequency and variety.

Response:

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on Notice board. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. Unit tests are conducted regularly as per the schedule given in academic calendar. The weight age for the unit tests varies as per the concerned faculty. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing the students after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation.

For transparent and robust for internal assessment, the following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Result display
- Interaction with students regarding their internal assessment.

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Mechanism of Communication:

- The College adopts Outcome based education rather than input oriented bell shaped curve of learning. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.
- Graduate attributes are described to the first year students at the commencement of the programme.
- Orientation program is conducted pertaining syllabus and specific or course outcomes of the programs running in the college.
- Learning Outcomes of the Programs and Courses are observed and measured periodically.
- The importance of the learning outcomes has been

communicated to the teachers in every IQAC Meeting and Staff Meeting.

- Demonstration of thorough conceptual understanding in the core areas of all the subjects by the respective faculty members.
- Identify the most relevant concepts that arise in everyday life, and devise a strategy in order to arrive at the solutions in the respective subjects and are made to understand the connection between key concepts and applications.
- Use basic laboratory equipment correctly and effectively in order to conduct measurements, and analyze and interpret the results, including a quantitative understanding of uncertainties.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

COs attainment:

Attainment of course outcomes for each course was calculated based on the following assessment process:

Step 1: The faculty uses the course outcomes of the respective course available in the course in the evaluation scheme and otherwise prepared by respective faculty and are verified by HoDs.

Step 2: Considering the percentage of marks (related to each COs) asked in university exam (external exam) and internal exam, the average weightage percent of each CO was calculated as an average of external/internal exams for further calculation of direct attainment.

Step 3: Weightage of external and internal examinations marks were distributed based on total marks as per the university curriculum. The class average in respective (External and Internal) examinations was used for further calculation of CO attainment.

Step 4: Attainment of each CO through external and internal examination was calculated by multiplying the percentage of questions asked in the respective exam, examination marks weightage, and class average in the same examination.

CO = (Weightage of External Exam (EEw) * Subject Average in External Exam * % Marks as per University Scheme)

(Weightage of Internal Exam (IEw) * Subject Average in Internal Exam * % Marks as per University Scheme)

Step 5: The percentage of CO attainment was calculated by dividing the sum of individual CO attainment by Average Weight Distribution (AWD) of respective CO, i.e.

% of CO attainment = [Sum (Performance Index) / Average Weightage Distribution]

Step 6: The criteria to determine the final attainment level for each COs were considered as follow:

We are considering 70% of CO attainment as a Target attainment value.

- **If % of CO attainment is < 60 then the attainment level will be 1.**
- **if the % of CO attainment is >= 60 and <70 then the attainment level will be 2.**
- **If % of CO attainment is >= 70 then the attainment level will be 3.**

POs and PSOs attainment:

Step 1: The course outcomes for all courses were mapped with defined POs and PSOs with correlation levels -, 1, 2, and 3.

The correlation levels were defined as:

- **No correlation - Correlation level "-"**
- **Slightly (Low) - Correlation level 1**
- **Moderate (Medium) - Correlation level 2**
- **Substantial (High) - Correlation level 3.**

Step 2: Attainment of each COs for all courses was calculated as described above.

Step 3: Attainment values of respective COs were inserted against their correlated POs and PSOs. Average values for each PO/PSO were considered as final attainment for the respective course.

Step 4: Similarly, attainment values of COs with each correlated POs and PSOs have been calculated for all courses.

Step 5: Total indirect assessment was based on various surveys for POs and PSOs attainments like Graduate Exit Survey, Alumni Survey, and parent's feedback and taking their average.

Step 6: Final Attainment of POs and PSOs were derived from two components:

- **Direct attainment:** Obtained by taking averages of all CO-PO and CO-PSO attainment matrices defined for all courses (Semester III, IV, V, VI, VII, and VIII).
- **Indirect attainment:** Obtained from attainment values POs and PSOs of surveys including Graduate exit, Alumni, and Parents feedback.

Final attainments were calculated by considering 70% of direct assessment & 30% of the indirect assessment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

790

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<http://www.mphighereducation.nic.in/bandacollege>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

02

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

01

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**01**

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The institute promotes regular engagement of faculty, students, and staff with the neighborhood community for their holistic development and sustained community development through various activities. Every Year, programs are organized under which students and staff participate voluntarily in community-based activities with the neighborhood. Every Year, programs are organized under which students and staff participate voluntarily in community-based activities with the neighborhood. Various awareness programs, workshops, rallies, and roadshows with themes like cleanliness, green environment & tree plantation, gender sensitization, traffic rule awareness, demonetization, digital payment, and empowerment of girls and women are organized. Continuous voluntary activities by students to maintain cleanliness in and around the Campus, create awareness about the role of a clean environment in human health and contribute to the National Swachh Bharat Abhiyan.

Impact & Sensitization:

Exposure to extension and outreach activities sensitize the students towards social issues and also to legal and social remedies for matters like domestic violence, dowry, child abuse, beggars, female child, victims of violence, old and infirm, refugees and displaced persons, etc. The activities conducted lead imbibing the values of social responsibility such as:

1. To help people in need and distress
2. To understand and share the need of underprivileged children

3. To promote cleanliness in all spans of life and common places, Juggi areas.

4. To acquire social values and a deep interest in environmental-related issues.

Learning outcomes of the activity:

1. Enlarge the knowledge of societal issues and problems and search solutions by getting involved with their lives.

2. Build up relations and tie-up with organizations/NGOs to carry forward humanitarian work in the future.

3. Develop a passion and brotherhood towards community, affected people/animals, and destitute.

4. Develop skills and aptitude for problem-solving.

5. The skills developed include social skills communication skills, management skills, leadership skills, analytic skills, perceptual skills, etc

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

13

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

415

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Infrastructure is the biggest constraint in the college as a number of enrolled and admitted students is rising every year as it's the only Govt college in this rural area. However, to overcome such constraints a separate building has been proposed and its technical sanction has been approved by the Bhopal Development Authority, Bhopal M.P.(BDA) and sponsored by World Bank under Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP).

For teaching-learning practice, teachers are effectively delivering their lectures despite some hurdles related to lab space, classroom space, and ICT. Infected for effective transaction

of knowledge and content our college runs in two shifts to overcome abovesaid difficulties.

A number of computer systems and projectors is limited but most of the faculty members are prominently delivering their lectures in ICT mode.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The institution has facilities for cultural activities sports and yoga etc, but the numbers are not adequate due to infrastructural constraints. Only one hall is there for organizing/conducting cultural programs, one sports ground for outdoor games, however, the ground is further being leveled and developed for organizing more outdoor events/games in the college. There is a facility for badminton (indoor) and kabaddi (kabaddi mats). Yoga sessions are performed in an open area of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

14

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

762259

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

NA

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

00

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

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

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

56

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Institution frequently updates IT facilities by upgrading the configuration of desktops from Pentium level to intel with latest version and configuration and two laptops are of i5 version are there which are also updated till date. Teaching learning process is done through ICT mode using desktop, laptop and projectors with

latest and updated version. Two projectors are installed in the college, one in smart room and one in seminar hall for their proper and optimum utilization. Photocopy machines and printers have also been rectified and maintained for their effective use. CCTV cameras have also been repaired and are in continuous use for regular surveillance in the college campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

14

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

926653

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc in the institute. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in house staff on daily basis and periodically. And care has been taken to keep the equipments, machine etc in working condition. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition. A supervisor is appointed to monitor and maintain the physical facilities and Housekeeping. A brief description is presented below on maintenance and utilization of some facilities.

Laboratories (All Labs & Computer center): Each laboratory has one teacher as a lab in charge. The lab in charge is responsible to maintain and upgrade the laboratory with necessary equipment from time to time to cope with changes in the syllabus. Deadstock verification (Physical Verification) is carried out to verify working/nonworking/missing types of equipment etc. Preventive maintenance and performance monitoring is carried out. Every laboratory assistant keeps a record of the utilization of equipment, computers, and other required material for experiments.

Library: A librarian with supporting staff has been appointed to maintain the central library. They focus on the availability and utilization of instructional material in the teaching and learning process. At end of the Academic year, stock verification is done. Librarian will prepare the report on the same and utilization of books by the students and staff. Procurement of books as per the requirement is initiated through the library committee by inviting the requirement of books from various departments this is then processed following the due procurement procedure.

Sport complex/ground/equipment's: sports officer of the institute looks after the sports facilities and the activities. The sports equipment are issued to the students as per the schedule of the events. If any types of equipment get faulty sport officer submits proposal for maintenance. Preventive maintenance measures are taken in time. Sport officer is responsible for keeping the record of the utilization of sports Facilities, activities held, awards for the students etc.

Class Rooms: Classrooms are allocated to all departments along with necessary ICT tools. The classrooms are utilized as per the time table of the department. The classrooms are cleaned on daily basis monitored by the institute supervisor. Head of the institute, HODs and Class teachers also monitor the cleanliness and ensure that the cleanliness is maintained in the classrooms.

Electrical, drinking water coolers, Lift etc.: Institute as and when required hire technicians (electrician and plumber) for up keeping and maintenance of electrical and water drinking facility. Institute has also appointed housekeeping staff to maintain the gardens.

CCTV, Security etc: To maintain internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, air conditioners are maintained with the help of external agencies. Security staff and guards are employed to safeguard the whole premises.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2738

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

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

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

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

95

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

Our College motivates and facilitates students for their representation and engagement in various administrative, co-curricular and extracurricular activities to develop better and transparent system for all the stakeholders.

1 Sports Committee

2 AF Committee

3 Cultural Committee

4 Library Committee

5. Career Counselling

6.Anti Ragging Cell

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

participated during the year (organized by the institution/other institutions)

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

00

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

NA

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college follows its vision and mission to serve better for students. The governance of the college matches vision and the mission of the college.

Our vision and the mission are as follows:

MISSION

- To provide quality education to all students irrespective of caste, creed, religion and socio-economic status to uplift the society as a whole.
- To maintain excellent academic standard through innovation and effective teaching learning method in a joyful environment.
- To mould the student as a golden citizen.
- To create a learner-friendly environment to make learning a joyful and fruitful experience.
- To foster scientific skills and academic excellence in this rural area.

VISION

Empowerment of common rural students through quality education to meet the global challenges at the lowest cost.

GOALS AND OBJECTIVES

- To achieve academic excellence.
- To compete them at national and international level in all areas of life.
- To develop leadership qualities.
- To develop all round personalities of the students.
- To provide orientation to students towards research.
- To promote the faculty towards quality research and examination. Core Values
- Pursuit of Excellence through Education
- Social Responsibility and Civic Awareness
- Honest and Moral Uprightness
- Empowerment through Education
- Faith in its Own Capabilities
- Respect for Life and Creation
- Academic Excellence
- Continuous Improvement in Education
- Institutional Awareness and Practicability

- Value and Outcome-Based Education
- Inspiring Campus Environment

The governance of the institution is reflective:

The empowered team of the college involves Principal, convener of different committees, Teaching-staff, IQAC committee, non-teaching and supporting staff, student's union, student representative (C.R.), stakeholders, alumni and local management committee called janbhagidari samiti (JBS). The principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies, rules and action-plans of the college. There are many committees to support the vision and mission of the college. For example, these are Examination cell, NSS, NCC, YRC, carrier and counseling cell, library and sports committee, cultural and literacy committee, internal examination committee, anti- ragging committee, college-magazine committee, RUSA and UGC committee, disciplinary committee, scholarship committee, grievance redressal committee, etc.

All the committees take its responsibility for the plans and activities, and successfully tackles these responsibilities in every academic session. For academic performance meetings with HoD's and faculty of various departments is done. Also, the teaching-progress is checked monthly by teaching register. Principal continuously monitors each room individually by CCTV installed for teaching-class, class room activities, movement of students in veranda and outside of the campus. The perspective plans are implemented by principal with finance committee, headed by him/her self. It deals with the finance received for the various grants and amount received from other sources from overall development and maintenance of college. The financial requirements are proposed by various committees and the Principal and the JBS committee approves it.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The College promotes participative management. Ideas pertaining to

academic goals, organizational progression and better campus life are collected from all stakeholders to promote efficient functioning of the College. The staff and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication, heightened morale, motivation and job satisfaction. Believing in decentralization, the management takes policy decisions, finance, infrastructure etc.

and administrative staff and decisions are taken at these levels are implemented e.g. the planning of Multidisciplinary International Conference and its implementation.

Believing in democratic values, the institution has decentralized and participative management. The fruition of this was channelized in a multi-disciplinary international conference.

Objectives:

- To bring together contributions from all traditional and non-traditional fields of humanities, social science, commerce and science.
- To advance and escalate human self-understanding and communication.
- To foster multicultural and international conversation concerning the human issues.

Strategy:

Since it was a gigantic activity including disciplinary, multidisciplinary and post disciplinary fraternity, following strategy was unanimously decided.

Approval :

Major decisions are approved by either AD office Sagar, or at level of Commissioner ,MPHE Bhopal. All activities in the college are administered and governed by the principal through different committees formed in the institute. committees are as such:

1.IQAC

2.NAAC

3.World bank /UGC/RUSA

4.AISHE**5.Library****6.Scholarship****7.Physical disable****8.Write off****9.Examination/internal examination****10.Purchasing****11.Accounts and finance****12.NSS****13.IT cell****14.Infra structural development etc.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment**6.2.1 - The institutional Strategic/ perspective plan is effectively deployed**

The college is a government institution hence it follows government policies laid down by the Department of Higher Education, Madhya Pradesh. Still a perspective plan is in force in the college which takes into consideration the following aspects -

- **Annual Academic Calendar**
- **Annual Academic Plan**
- **AQAR**
- **Academic Audit – Action Taken Report**
- **Vision and Mission of the college**
- **Departmental Action Plan**
- **Feedback Mechanism**
- **Future plans of the college**

Deployment

The college takes initiatives in these regards by planning and formulating course of action for better utilization of available human resources and infrastructure. Students' academic excellence, their empowerment and welfare is of prime importance. The department heads plan the various activities keeping all these aspects in mind.

An Example

Students participate in socio-cultural activities through NSS and in sports they represent the college at district level , university or state level. Every year College adopts a village for social awareness or related campaigns. Last year we had adopted Bijri village for most of campaigns viz. Cleanliness, Literacy and social evils. However due to covid pandemic, these programs could not be conducted in this session.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Govt. College Banda is affiliated to Maharaja Chhatrasal Bundelkhand University and is run by the act and guidelines directed by MP Higher Education and MCBU to effectively deliver the lectures and further to execute and implement all the circulars issued by the government time to time. We strictly adhere to the instructions passed by MPHE and MCBU Chhatarpur. Based on the need, and according to the policy of Higher Education, Guidelines and Procedures are formulated by the affiliating University and get approval from the Higher Education

The overall planning and development of the institution is done by Principal of the college through different committees viz. IQAC, World Bank, UGC/Rusa, Library, Scholarship etc. consisting of

experienced faculty members of the institute .The day-to-day administrative affairs of the College are managed by the Principal and assisted by the Administrative Officer

Principal being administrative head of the institution shoulders the responsibilities of administration, janbhagidari appointments and infrastructure. Principal also ensures the proper conduct of all the academic, research and extension activities.

Office accountant is responsible for all financial matters going on in the institute whether it is of accounting or auditing (internal or external)

Under the aegis of MPHEQIP and IQAC many academic and non academic activities are organized for the sake of students and faculties for their complete grooming in terms of hard as well soft skills.

College faculties serve as member in board of studies of affiliating University i.e. MCBU Chhatarpur, they also set the question papers in respective subjects and take part in evaluating the sheets.

The programmes, courses and activities are periodically evaluated by the College through CCE, projects, oral exams etc. and reported in the appropriate Bodies i.e. MCBU Chhatarpur for proper implementation. All sorts of programme outcomes and specific outcomes are evaluated and analysed for revising the vision and mission of the college to escalate itself from the pre-mentioned level.

The Grievance redressal committees have been formed for both staff and the students. We also receive feedback from all stakeholders i.e. students , teaching and non teaching staff. Employees welfare measures are properly taken care of as per the norms and modalities.

The power delegation and decentralisation of authority enrich the effective and efficient functioning of the institution in all its spheres of planning, decision-making and implementation. plays a crucial role in enriching the bottom-up approach in planning and execution of various academic activities.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching Staff:

1. Medical Reimbursement

2. Maternity benefits as per norms

3. Opportunities for international exposure, as per norms.

4. Provident fund for all the employees who fall under the eligibility criteria as per MP state Govt. norms

5. 3% reservation in admission in MP Higher Education to the wards of Employees.

6. All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. programmes.

7. Study leave for pursuing higher studies.**Non Teaching Staff:****1. Medical Reimbursement****2. Maternity benefits as per norms****3. Provident fund for all the employees who fall under the eligibility criteria****as per MP state Govt. norms****4. 3% reservation in admission in MP Higher Education to the wards of Employees**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year****00**

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year****00**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

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

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

07

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Response:

The institution has performance based appraisal system for the assessment of teaching and non- teaching staff. The appraisal

report is based on the annual performance of the employees on the basis of their academic, research and other extra- curricular activities.

Performance appraisal system for teaching staff

The teacher, as a person and teacher as a performer, is also one of the mandatory assessments for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc. Besides, student feedback and pass percentage of the course are also considered.

The performance of the faculty is evaluated based on professional contribution to academics, contribution to short term training courses, performing invigilation duties, contribution to College administrative bodies such as college academic council, IQAC, World Bank, planning and development committee, NAAC, Board of Studies, etc.

Financial support to the faculty is rendered with the motive to enhance or upgrade their knowledge through their participation in conferences or workshops

The above set performance appraisal report is filled by employee in a given prescribed proforma which includes all the above set related to points and sub points. Filled in the prescribed format is revised by HOD to assess the attitudinal / behavioral / professional aspects of the faculty concerned.

Performance appraisal system for non-teaching staff:

A few strategies are observed in appraising non-teaching staff's performance this includes technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation willingness to learn, diligence etc. besides they also assess the behavioral aspects like group behavior, acceptability, punctuality etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly

Response:

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted by the appointed Chartered Accountant as per government rules and External audit is conducted once in every year by Accountant General office, MP (AGMP).

The mechanisms used to monitor effective and efficient use of financial resources are as below:

1. Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.
2. College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses.
3. The expenses will be monitored by the accounts department as per the budget allocated by the management.
4. The depreciation costs of various things purchased in the preceding years are also worked out.

Process of the internal audit:

Internal audit of the all accounts of college is done by chartered accountant appointed by the college as per the government norms. Accounting and auditing for the said session was done by the Chartered Accountant as per the guidelines and directions laid by MPHEQIP under World Bank. If any discrepancy is found that is discussed and is resolved as per the government rules.

Process of the external audit:

External audit of the college is done by the team appointed by Accountant General Madhya Pradesh (AGMP) Gwalior, as per the government rules. The auditor ensures that all payments and accounts viz. Janbhagidari, UGC, World Bank, NSS etc. of college are duly authorized after the audit. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years.

All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of Accountant General Madhya Pradesh.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

Response: -

Sources of funds are as follows:

1. **Fees:** Fees charged as per the university and government norms from students of various granted and self financed courses.
2. **Salary Grant:** The College receives salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and non- teaching staff as well as part-time teachers working on granted posts.
3. **World Bank-** under the MPHEQIP sponsored by world bank funds are allocated to the college for infrastructural development, accounting, internal auditing, sanitizer machine, remedial classes, lab articles and furnitures etc. Our resource mobilization policy and procedures are as follows:

1. Budget allocated by the state government or World Bank in the session are effectively used and mobilized as per the planning and resources available in the college.
2. The Purchase Committee takes care that purchases are done properly and in accordance with the rules.
3. The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.
4. Regular internal audits from the Chartered Accountant and external audits from the government make sure that the mobilization of the resources is being done properly.
5. The time-table committee looks after the proper utilization of classrooms and laboratories.
6. The Library Advisory Committee takes care that the resources in library are utilized optimally.

1. Our Botanical garden is maintained by department of Botany.
2. Campus cleanness and its utilization is monitored by the Campus Cleanliness and Beautification Committee.

9. To ensure the optimum utilization of resources, the Principal issues directions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

IQAC is one of the major policy making and implementing unit in our college. It strives hard for upgrading the college infrastructure and all support facilities to meet the standards of higher education and growing need of students. It assesses and suggests the parameters of quality education.

However following may be two examples of best practices institutionalized:

- **Academic Audit through IQAC :**

The college takes academic audit of each department and various committees every year through IQAC to increase and maintain the quality of education. Academic Audit Committee is set up for this purpose. At the beginning of academic session, the committee collects academic plan including publication, extension activity, collaboration, innovative and best practices, assignment, ICT based activity, students competition, seminar and workshop supposed to organize for better performance. The Committee evaluated plan submitted by the departments and committees, twice in an academic session as per the academic plan and reviewed their academic progress. The report of the committee was submitted to the IQAC and the same is put in the College Development Committee for discussion, suggestion and approval.

Due to implementation of such academic audit, it is found out that all departments and committees have been constantly improving their curricular, co-curricular and extra co- curricular performances.

Implementation of Green practices in the campus:

The IQAC proposed to initiate various green practices to maintain eco-friendly college campus through the activities i.e. Tree Plantation, paperless work, Plastic Eradication, Clean and Beautiful Campus, No Vehicle Day, Save Power, Paper Bag Workshop, Awareness Program on Renewable Energy and e- Waste Management. For the better implementation of green practices, IQAC distributed these activities among various departments. IQAC constantly takes the feedback about the proper result oriented implementation of these activities through academic audit every year. Because of

these

practices, eco-friendly and pollution free college campus and social awareness about renewable energy and e-waste management is developed in the community.

Use and enrichment of ICT infrastructure

The use of ICT tools has become an integral part in teaching-learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has trained teachers and non-teaching staff to use ICT by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument etc. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

After establishing the IQAC in the college, started working towards quality education and inculcating quality culture among the students and staff. The IQAC has also contributed towards institutionalizing the quality assurance strategies and developed various processes as follows:

1. Promote industrial involvement in academic practices by organizing industrial training, industrial visits, workshops, and guest lecturers from industry experts, MOUs, etc.
2. Implementation of Outcome-based learning education in each program.

3. Introduces the aptitude classes and soft skill classes for students to enhance personality and employability.
4. Participation of college in AISHE, and various other quality audits recognized by the state, national and international agencies.
5. conducting quality programs i.e., seminars, webinars, guest lectures, conferences, etc.
6. Establishment of various processes to take feedback/surveys from various stakeholders.
7. To implement and enhance the use of ICT tools to strengthen the teaching-learning process.
8. Establishment of the Mentor-mentee process and its effective implementation.
9. To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC.
10. To institutionalize the best efforts to make the campus ragging-free and develop the discipline in the students along with the establishment of grievance redressal cell.

Other than these initiatives IQAC works on improving the teaching-learning process and supports adopting Outcome-Based Education (OBE) in all programs of college gradually. The Program outcomes are adapted from NBA, program-specific outcomes, and course outcomes prepared by each program considering Bloom's taxonomy in collaboration with faculty, experts, and other stakeholders. A result-oriented, performance-based model is adopted at College that emphasizes accountability based on student learning. Outcome-based education aims to create a student-centric learning environment at the course level including curriculum and training.

The POs, PSOs, and COs attainment is measured every session, for low attained courses, proper action is planned and efforts are made to improve the attainments if required beyond curriculum content and activities planned and implemented, this helps in improving the employability of students and also rewarded with the NBA accreditation.

However due to Covid pandemic we were confined to only certain postulates and exercises.

The IQAC improve the teaching-learning process through standard academic practices, these academic practices include:

1. Adherence to Academic Calendar prescribed by MP Higher Education.

2. Preparation of Nominal roll, Attendance Sheets, and formation of sections/groups
3. Choice of Electives (Open/Departmental/Science based)
4. Course allocation Load chart and Timetable preparation
5. Mentor-Mentee distribution
6. Course Delivery (Online / Offline class)
7. Preparation of Course file
8. Conduction of Seminar, Projects, Industrial Training
9. Monitoring of class delivery
10. Attendance Monitoring of students
11. Preparing Detained List
12. Syllabus coverage
13. Setting up the question paper
14. Conduction of internal examinations
15. Evaluation of answer scripts
16. Slow and advanced learners
17. Industrial Visits & Guest Lectures.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our institution has been adhering to the idea of gender equality by giving equal consideration to the girl students with respect to their identity and personality to be expressed on equal footing. Our college is committed to educating and following the idea of gender sensitization among the students as their prime duty and part of constitutional obligation. Successive governments have taken a lot of initiatives by implementing welfare schemes to ensure gender sensitization in the field of Higher Education by providing totally free education to the girl students. Every year governments provide various scholarships for the betterment of girl students. Our college constitutes a women Cell an anti-ragging cell to create awareness among the students to assert their rights and to educate them about women empowerment. These cells on various occasions conduct various programs and activities for the students to popularize the idea of gender sensitization and empowerment. We display posters and other circulars from the government consisting of warnings and information about stringent measures against women harassment and ragging.

Anti-sexual harassment cell has been taking special care about the girl students and trying to support in terms of instilling confidence among them while they face any types of problems within the campus or outside the campus. Our principal and concerned head of the Cells even take their parents in to confidence while taking any kind of problems faced by the girls. This made the girls seek admissions in large numbers to our college. We conduct orientation programs for the newly admitted students for various courses and gender sensitization was one of the agendas to be included in the

program to educate the students on these issues when they enter the campus to pursue their degrees in different streams. The aim of the institution is to make them aware of gender equality and empowerment in a broader sense. Another major objective of such activities is to expose the students to interpersonal relationship, equality and fraternity among the students.

In addition to this our N.S.S unit has been engaging the students in various activities to imbibe qualities of leadership, social service, responsible and awakened citizenship to cherish the values of equality, social justice and tolerance.

The student counseling center has been working under the guidance of senior women faculty to take up informal counselling of students to keep them psychologically strong and confident enough to overcome any types of depression they face in life. We have a student welfare officer where the students are given representation to voice their problems and are given proper suggestions and solutions. We have maintained a complaint box in the College incase if they are hesitant to come up openly. Through these means the College is able to take necessary measures to maintain cleanliness in the campus including the washrooms. The discipline committee of the College looks after the disciplinary matters, especially protecting the girls students from all kinds of harassment and ensuring their privacy.

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

There are different types of wastes disposed of in the college for which there is a proper system functioning. The following wastes are being disposed of by the college:

Solid Waste Management-

College has a place on its campus where the solid wastes materials are disposed. It is to notice that in the state of Madhya Pradesh keeping a particular place for dumping the solid waste in its culture. As per Swachh Bharat mission every municipal council and municipal corporation has its own infrastructure for waste management whether it is solid, liquid or hazardous one.. It is to be noticed that there is flagship program of the state government that comprises of the concept of solid waste management. Keeping this in view, the college also manages its solid waste management system. However, there is no more waste from college. Liquid Waste Management- The waste water is carried out through the pipeline. This system is made by the Public Welfare Department of the state government.

Biomedical Waste Management- There is no biomedical waste management system in the college.

There are three sorts of bins viz. blue, green and yellow to collect and dispose the concerned wastes of college.

E-waste Management- There is no e-waste management system in the college.

Waste recycling system- There is no system of Waste recycling in the college. However, there is rain water harvesting system in the college.

The e-medical Waste Management- There is no e-medical waste management system in the college.

Hazardous chemicals and radioactive waste management- There is no Hazardous chemicals and radioactive waste management system in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other	

diversities (within 200 words).

Response:

Govt. College Banda is undertaking various initiatives in the form of celebration of days of Eminent personalities, National Festivals, NSS, and other such activities to provide for an inclusive environment by bringing students and teachers with diverse backgrounds on a single platform for creating inclusive environment. These functions help in developing tolerance harmony towards culture, region and linguistics and also communal, social economics and other ethnic diversities. Important national festivals like Republic Day, Independent Day constitution Day, yoga Day, National Voters' day etc are celebrated every year in the college to show the solidarity and to inculcate ethics and values among students. Teaching and non teaching staff not only help in organizing such programs but regularly motivate the students for their participation and developing such skills.

Days celebrated

Date

Gandhi jayanti

1 Day(2nd October)

Teachers day

1 Day(5th September)

Yoga day

1 Day(21st June)

Independent day

1 Day(15th August)

Republic day

1 Day(26th January)

NSS day

1 Day(24th September)

Women's day**1 Day(8th March)****Voters Day****1Day (25th January)****World environmental day****1 Day(5th June)****National Constitution Day****1 Day (26th November)**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. Through co-curricular activities college promotes and foster the values and fundamental duties as citizens which comprises Constitutional values of India, Gandhian Economic Thought, Moral Philosophy, Practical Ethics, Value Education, Philosophy of Human Rights and Applied Philosophy.

The institute hoists the flag during national festivals viz. Independence & Republic day and invites eminent personalities to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. The college establishes policies that reflect profound core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution encourages participation of students in Sports and Games and NSS at National level to strengthen nationwide bond and relation. The

institution takes many initiatives like conducting awareness campaigns, organizing orientation programs, training programs, seminars and workshops to sensitize the future leaders to inherit human values coping with the constitutional obligations. Ethical Values, rights, duties and responsibilities of citizens are some of the topics that are enlisted in Elocution/ Debates activities. But due to covid constraints college could not perform and organize such activities in more effective way.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Institution celebrates/ organizes national and international

commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout.

Republic day- The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world. This is a day to remind the students about the constitution of the country and the need to abide by it at all times. The celebration includes the hoisting of national flag and spreading a warm message of nationalism in a speech by the Principal.

Independence Day is celebrated every year on 15th of August, parades and flag hoisting is organized and is celebrated to mark freedom of India from British rule. The institution encourages students to remember our national leaders and their sacrifices.

Gandhi Jayanti is celebrated every year on 2nd October to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by students and staff. In today's times we inspire students of our institution to follow the Gandhian ideologies of truth and non- violence and inspire them to contribute towards the peace and prosperity of the Nation.

Martyr's Day is observed to salute the Father of the Nation and the other martyr soldiers on 30th January every year.

Unity day is celebrated on 30th October every year to commemorate the birth Anniversary of Sardar Vallabh Bhai Patel.

International Yoga day is celebrated on 21st June every year. The yoga Instructor organizes the yoga camp and a speech is conducted to make everyone aware on how Yoga embodies unity of mind and body; thought and action; restraint and fulfilment.

Voters Day is celebrated on 25th January wherein the students are given awareness on their duties and rights as a loyal citizen.

National youth day is celebrated on 12th January

to commemorate the birth anniversary of Swami Vivekananda to inculcate the moral values and ethics by emphasizing the quote: "Arise, awake and don't stop until you achieve your goal"

Constitution Day is celebrated on 26th November to promote the constitutional values among students and staff.

College celebrates and organizes every year all the above mentioned prominent days and dates to foster and inculcate the related and concerned values among employees and students. Through NSS units of college, villages are regularly being adopted since more than five years for spreading the awareness like cleanliness, literacy, AIDS, Environmental pollution and all social relevant issues. Cultural values are communicated and promoted through cultural activities including folk songs and dances in youth festivals of the institute which is annually organized in the campus.

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

7.2 - Best Practices

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

1. **Title of the Practice:** Holistic approach for overall development of students by emphasizing co- curricular and extra-curricular activates
2. **Objectives of the Practice:**
 - To improve the overall personality development
 - To inculcate leadership and entrepreneurial traits
 - To enhance communication and negotiations skills
 - To augment social and human relations awareness
 - To imbibe human values and professional ethics
 - To train with planning and execution skills
 - To build and balance physical, mental and emotional dimensions

3.The Context

Young minds are influenced significantly due to rapid cultural and social changes in the society. So, there is an urgency to steer, drive and enable them with proper values and ethics backed by mission and vision. In this direction there is ample scope for adapting holistic approach for overall personality development of young minds in an education institution through planning and organizing various co-curricular and extra-curricular activities.

4.The Practice.

- Each teacher has to play the role of mentor for selected students in their respective streams in a session or till completion of degree.
- Students regularly participate in sports activities at college, district and university level.
- Most of the students participate in cultural programs of the college organized in Annual function or youth festival.
- College creates the environment club awareness about the issues of environment among the students and the need to protect it. Reduce, Reuse and Recycle to avoid the usage of plastic and other non-recyclable products.
- To counsel and motivate the students mentor mentee system prevails in the college where faculty members mentor them through discussion and sessions.

5. Evidence of Success

1.Students secured top ranks in sports events in district ,division and state level and represented the college.

2.In cultural events students of the college secured top ranks in district ,division and state level.

3.students come out with flying colours in co-curricular and extracurricular activities represented the college at all the levels.

Problems Encountered and Resources Required

This practice requires committed teaching staff who has the sire to help students beyond teaching hours. There are no limitations or constraints faced during implementing the program.

2.Title of Best Practice - TEACHING – LEARNING PROCESS

1. Goal

- To ensure the completion of syllabus according to the academic calendar of College
- To encourage teachers to adapt to advance pedagogical methods including ICT adoption in class room teaching
- To improve pass percentage, average marks in each semester and enhance the number of ranks bagged by the college at the university level examinations
- To increase the placement of college as quality of students would be improved

2.The context

Different teachers use different methods to teach in class. They teach at different paces. It was observed that syllabus coverage remains a challenge when there is need of uniformity. The teachers find it difficult to keep pace with the techno - savvy student learners. There was a need of uniformity and standard setting so that everyone is able to meet the objective of best teaching practices. It has become essential for teachers to adopt to the latest pedagogic styles and include ICT in class room teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools available for teaching - learning needs to be bridged.

3.The practice

- As per the academic calendar prescribed by the department of MP Higher Education students are guided by the respective faculty members.
- On the basis of that, every faculty prepares the academic planner in the form of course file which is audited by the department head.
- The heads of different departments monitor the pace of coverage of the syllabus
- Timely Feedback is obtained from students regarding the content delivery by different teachers.
- Assignments, tests and evaluation are conducted at scheduled dates to improve performance in the semester - end examinations.
- Timeline of Assignments, syllabus coverage is monitored by Dean academics at regular intervals
- All the class rooms are ICT ready and all the departments adapted their class room teaching with the help of ICT.
-
- 4.Evidence of Success
- All teachers have adopted modern pedagogic styles and ICT in their classes.

- Appropriately paced and timely completion of syllabus
- Increased attendance in the classes
- Improvement in results.
- Every year we have branch toppers and university toppers.

5. Problems encountered and Resources required.

This practice requires a monitoring system which can show the progress and gaps at each point of time. The institute ERP is serving the purpose but it needs upgrades as the time changes.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Response:

An Atmosphere that facilitates personal commitment to the educational success of students in an environment that values multiplicity and society.

Govt. College Banda is very keen at facilitating personal commitment to the educational success of students and thus we adhere to the syllabus and Academic Calendar prescribed by the department of MP Higher Education .Prior to the commencement of session an orientation program is organized to discuss the syllabus and exam pattern in annual or semester system of college .Further faculty members prepare the lesson plan before starting the classes and make it available to the students.

So many efforts are being made for the past few years to change the Teaching - Learning environment into activity based learning. Following are the methods adopted to transform the academic environment:

- Changing the teaching methodology by encouraging the faculty to use power point presentation where ever required.
- Extensive use of online - content and other Video lectures to support the Class - room teaching.
- Students are encouraged to present poster and oral paper

presentations. Counseling system:

- Every Faculty member is allotted 15-20 students to whom one acts as a counselor. The counselor identifies the academic and personal problems of his/her ward.
- The wards are encouraged to participate both in curricular and extra- curricular activities.
- Each department arranges guest lecturers periodically addressed by the eminent persons from Industry, Academic and Research Institutions.
- Eminent experts of National reputed people are invited from academic /organization /industries for seminar, workshop, conferences etc.

In addition to the classroom interactions, following are the other methods of learning experiences provided to the students:

- Project work
- Short term Industrial visit o Internships.
- Oral presentation
- Paper presentations/ Group discussions
- Providing access to e-journals and e-books by use of ICT in delivering and learning process

Emphasis is paid to recieve feedback from students, faculty members and alumni through

General questionnaire about qualitative changes and constructive suggestions which are required.

Feedback System –

- Students give feedback about the faculty at the end of each session or semester.
- Feedback is also taken from alumni.

The students play major role by participating in the events like Annual day, Sports day and in other extension activities like NSS, which are being organized by the college to inculcate the qualities of co-operation, co-ordination and team work among students.

Personality development programs and other relevant programs are being conducted from the first year/semester to improve communication skills & soft skills of the students. Social Responsibility Activities like Go Green Activity through plantation, Blood Donation, Visiting Hospitals & Interacting with patients and distribution of nutritious food, plantation and visiting nearby villages and further adopting and helping them according to their requirements.

Achievement:

- Improved students understanding in domain knowledge.
- Improved results and pass percentage.
- Reduced backlogs and detention.
- Improved placements and opting for higher studies.
- Improved GER at college level.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The College IQAC has identified the broad objectives which the College should strive to achieve during this period, which are enumerated as under -

1. To create an enabling environment for holistic development of Students, Faculty and Support Staff;
2. To facilitate continuous upgradation and updating of Knowledge & Use of Technology, by Faculty and Students;
3. To fulfill its Social Obligations, in the manner of providing formal & informal education, dissemination of Knowledge, organizing programs and activities for the benefit of the Community and Other Stakeholders;
4. To create awareness and initiate measures for Protecting and Promoting Environment;

This Perspective Plan outlines the various initiatives and focus areas to achieve the aforesaid Objectives. The same are enumerated hereunder -

1) INSTITUTION

To revise the Vision and Mission of the College, where necessary, to align with the aforesaid objectives

To continuously Innovate, introduce new courses and remain relevant to the changing needs of the stakeholders

2) INFRASTRUCT

To develop an auditorium for organizing cultural and academic activities like seminar, conference, youth festival etc.

To provide resources required for Use of Technology to provide online course contents, video lectures, etc , to overcome space constraints.

3)ADMINISTRATION

To make available all Information online on the College website relating to Admission, Examinations, Courses, Rules, Committees, Attendance, Activities, Programmes, Seminars, Workshops, Extension Activities,& Others;

Use of Short Messaging Service (SMS), Apps developed and designed for communication with Students,to be extended to students of all courses;

4)FACULTY

To encourage faculty to Organize Faculty Improvement Programmes, National and International Conferences/Seminars

To encourage Faculty to Participate in Syllabus Framing (at Board of Studies), Setting Question Papers (at University Examinations), Visit Other Institutions as Resource Persons,etc.