



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	Government Degree College, Banda, Sagar
• Name of the Head of the institution	Dr. B.D.Ahirwar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07583292011
• Mobile No:	9479937511
• 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	MADHYA PRADESH
• Pin Code	470335
2.Institutional status	
• Affiliated / Constitution Colleges	
• 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. Sweetee Mishra				
• Phone No.	07583292011				
• Alternate phone No.	8889227477				
• Mobile	9131923047				
• IQAC e-mail address	iqacbanda1005@gmail.com				
• Alternate e-mail address	sweeteemishra510@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.mphighereducation.nic.in/InstitutePortal/Public/AQARReports.aspx?DT=MQ==&InstId=NTE4				
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/InstitutePortal/Public/NoticeDetails.aspx?id=NTM4Ng==&InstId=NTE4				
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	
College	Academic Excellence	World Bank /MPHEQIP	2021	100000	
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	4	
• 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.Seminars in the faculties of Political Science and Commerce.		
2.Certificate Courses in the various streams viz. MS-OFFICE,TALLY,BANKING AND INSURANCE etc. 3.Faculty Development Program in "e-learning tools and ethical values" 4.Expert Lecture Series in various faculties. 5.Annual e-subscription of N-list inflibnet was purchased.		
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
To conduct seminar in the college	Seminars in the faculties of Political Science and Commerce conducted in the month of feb and march 2022
To conduct Certificate Courses in the various streams	Certificate Courses in the various streams viz. MS-OFFICE, TALLY, BANKING AND INSURANCE etc.
Modification of the teaching and learning process.	Question bank is prepared for every subject strictly following Bloom's taxonomy which is mapped with Course Outcome. 5 days FDP has been organized for all faculty members to learn the right way to frame questions as per Bloom's Taxonomy. Transparent mechanism for attendance and internal marks has been developed . Successful implementation of attainment of course outcomes has been ensured for every course
To conduct Expert Lecture Series in various faculties.	Expert Lecture Series were conducted in various faculties.
To make the campus clean and green	Extensive plantation and a garden was developed.
To develop sports ground and basketball court.	Sports ground is extended and basketball court is developed
Conducting Green Audit to promote energy and an eco-friendly lifestyle within the campus and improving on the existing similar facilities	Significant power consumption reduction due to the implementation of solar cells, LED, and sensor-based lights.
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
2021	20/01/2023

15. Multidisciplinary / interdisciplinary

Govt. College, Banda (Sagar) has always strived for a multidisciplinary approach in its academic as well as co-curricular activities. Students are encouraged to undergo minor/major projects in the Multidisciplinary/ Interdisciplinary mode by formulating teams from different courses. Students are also encouraged to formulate teams from different disciplines to participate in various programmes like Internship, Field Projects, vocational courses viz. personality development, vermi compost, financial services and insurance etc. our institute has started a trend to commence certificate courses in various disciplines to help and acquaint the students of different streams from last session.

16. Academic bank of credits (ABC):

Government College Banda (Sagar) is affiliated to Maharaj Chhatrasal Bundelkhand University Chhatarpur MP, so this academic bank of credits (ABC) is not under the jurisdiction of college. In fact it is fully regulated and directed by the concerned university (MCBU) as per the latest guidelines or directions issued under NEP 2020.

17. Skill development:

Skill development helps build up strong foundation for learners. Government Degree College Banda has taken many steps to help students in becoming more skilled and job ready as mentioned below:

1. College has started certificate courses viz. MS OFFICE, TALLY, Income Tax and GST, Fashion designing to develop the hard and soft skills amongst students.
2. Since MP Higher Education is the pioneer and leader to commence NEP 2020 fullfledged in its institutes w.e.f. session 2021-22 , so in view of that Vocational courses are run in the college on chosen fields like Personality development, vermi compost and financial services and Insurance for students of all streams.

3. To have the wide exposure on theories and research based contents on specific topics/issues programs like seminar, webinar symposium and guest/expert lectures are conducted at college level. In the session 2021-22 two seminars were organized in the departments of Political science and Commerce on the contemporary topics "Liberlisation, Privatisation and Globalisation: Challenges and Opportunities" and "India's Foreign Policy and trade with special reference to Asian Countries" respectively.

4. To inculcate social values in students, many activities pertaining to socio-economic issues are performed by NSS units of the college. In fact a village named "Bijri" is adopted under NSS to bring awareness about health, education, sanitations etc. amongst villagers, under privileged people and volunteers.

5. For skill development of students, memorandum of understandings (MoUs) have been signed with Banda municipal council, madhya bharat Agro Industry Banda, Woman and Child development project Banda (Sagar) MP

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Being pioneer in implementing the NEP 2020, MP Higher Education's curriculum has been revised accordingly to acquaint and imbibe the traditional values and rich historical tradition and knowledge in students. In syllabi of all subjects, chapters commence from very Indian traditional discourses on the prescribed content of corresponding streams. Apropos, to that major contributors or scientists, physicist, chemists, philosophers, historians, Ayurvedacharyas', mathematicians, etc. have been discussed with their detail achievements and contributions in their respective core areas to inculcate and deliver the lectures. The National Education Policy 2020, as the first such document of the 21st century, aims to reconfigure the education system of India on the framework of Indian knowledge System. With its emphasis on the rejuvenation of Indian languages, arts and culture, the NEP 2020 is a promising policy document. It recognizes that the distinct place that India holds at the global stage is only because of its cultural developments, civilisational values and rich literature in all the fields. The curriculum of this nature would ensure that education is relatable, relevant, interesting, and effective for our students. It will also lead to strong identity formation as the young generation would be well versed with the rich culture and heritage of India and can take pride in it. NEP 2020 further mentions, rightly, that India is a treasure trove of culture, developed over thousands of years and

manifested in the form of arts, works of literature, customs, traditions, linguistic expressions, artifacts, heritage sites, and more. India is always looked up to for its spiritual and transcendental elevation. India has much to offer to the world from its glorious past. Thus, the promotion of Indian arts and culture is important not only for the nation but also for the individual. Cultural awareness and expression are among the major competencies considered important to develop in children, in order to provide them with a sense of identity, belongingness and appreciation of other cultures and identities. It would also build a positive cultural identity and self-esteem among the children. Thus, cultural awareness and expression are important contributors both to individual as well as societal well-being. (NEP 2020; para 22.2). Our ancient education system focused on the holistic development of the individual and emphasised on values such as humility, truthfulness, discipline, self-reliance and respect for all creations. Teaching and learning followed the tenets of Vedas and Upanishads fulfilling duties towards self, family and society, thus encompassing all aspects of life. Education in India has a heritage of being pragmatic, achievable and complementary to daily life. Thus, it's enthralling to see that the NEP 2020 has not only recognised the glorious past of ancient India but has also drawn our attention towards the inclusion of the seminal works of stalwarts like, Charaka, Susruta, Aryabhata, Varahamihira, Maitreyi, Gargi etc. in the present curriculum at various level from preschool to the university level.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

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. All such informations and data are displayed to the college website.

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.

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.

POs and PSOs attainment:

Step 1: Attainment of each COs for all courses was calculated as described above.

Step 2: 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 3: 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 taking their average.

Graduate Attributes in Outcome Based Education

1. **Problem analysis:** Identify, formulate, research literature, and analyse problems reaching substantiated conclusions using basic principles of Science and humanities.
2. **Students and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to the professional practice.
3. **Environment and sustainability:** Understand the impact of the professional solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
4. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of their corresponding faculties.
5. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
6. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of professional change.

20.Distance education/online education:

Our College has signed MoU with Bhoj Open university, Bhopal MP to provide effective education and learning in distance mode to the students of this rural background area where they are devoid of sometimes basic necessities of their lives. In the session 2021-22, college had inaugurated the session of Bhoj Open university, Bhopal MP in the presence of Regional Director of Bhoj Open university, Dr. Diwakar Rajput (Dr. H.S. Gour Central University Sagar MP) and welcomed the newly admitted students and told them about the vision and mission of this program, running in collaboration with our college. After advertising about the program, significant number of students enrolled themselves to run this new beginning smoothly.

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 **3182**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **1580**

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 **700**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **26**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **19**

Number of Sanctioned posts during the year

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	3182
Number of students during the year	

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Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	26
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	19
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	4059532
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	10
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

Response: Government Degree College Banda is affiliated by Maharaja Chhatrasal Bundelkhand University, Chhatarpur and its curriculum is provided by the department of Higher Education DHE, Government of Madhya Pradesh. Under Graduate/Post Graduate courses have the curriculum designed by the Central Board of Studies of the State. The College strictly adheres to the academic calendar as given by the department of Higher Education MP. The college carefully follows the academic calendar of events prescribed by the department of higher education MP and specifying available dates for significant activities to ensure proper teaching learning process and continuous evaluation. Teachers need to maintain a personal diary for effective academic planning, implementation and review of the curriculum. Institution ensures the effective curriculum delivery through a well planned and documented procedure. General timetable committee works to prepare a detailed timetable headed by the Principal and convened by the senior faculty members. Conventional classroom teaching is blended

with reasonable use of ICT like assisted learning, power point presentation, websites, audio lectures; notes are also being used by teachers. experiential learning, participatory learning and problem-solving methods are also used for effective curriculum delivery, special lectures, group discussions and departmental quiz by students, projects, group assignments, educational tours, field trips and interdepartmental quiz by students are also supplemented along with classroom teaching.

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.

An academic calendar is prepared by the concerned official at the beginning of each session in line with the MPHEd calendar consisting of various curricular, extra and co-curricular activities. The calendar is uploaded on college website, displayed on notice boards and is communicated to students through notice in the classes. It is updated and revised with respect to any changes suggested by the MPHEd. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.mphighereducation.nic.in/InstitutePortal/Public/Institute_Profile.aspx?InstId=NTE4#:~:text=Website%20of%20College%20%3A-,http%3A//www.mphighereducation.nic.in/bandacollege,-%7C%20HED%20Portal

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

A. All 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

7

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)	View File

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

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

4

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

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

155

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

75

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

1.3 - Curriculum Enrichment

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

Co-curricular and Extracurricular Activities Institute integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. Actually, the university decides the syllabus and college has to follow it. But in this limitations college do its best for above said issues. Some of the steps taken are below:

1. Gender:- Numbers of programs are conducted for women and girl students such as organization of folk dance competition, hemoglobin check up camps.

2. Environment and Sustainability: N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year, N.S.S. unit undertakes a host of activities in the nearby villages during the special camps. In these camps, N.S.S. organizes various environment related programs including tree plantation, village cleanliness, cleaning of gutters, digging of soak peats, eradication of Gajar grass, plastic free drive, Poster Competition, Debate Competition, etc.

3. Human Values and Professional Ethics:- To create scientific approach and social awareness among the students, lectures and quiz, essay, etc. are by NSS and other NGO or, govt. bodies. The college takes efforts for integration of ethical and human values through extra-curricular activities also. Programs conducted under N. S. S., and Political science department help to inculcate human values among students.

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

7

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

1122

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.mphighereducation.nic.in/bandacollege

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

3680

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

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

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

2696

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

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students in two ways at the time of the commencement of the classes. Students enrolled in various disciplines are identified as slow and advanced learners based on their +2 marks. In addition, teacher-student interactions, reports of Class Committees and Proctorial meetings also help in identification of different levels of learners. Faculty members and various Committees regularly review the academic progress and counsel students to improve their performance to ensure their academic growth. Apart from this, sessions are also included to inculcate positive attitude and competitive spirit. This process helps as a base for monitoring the future progress of the students.

Strategies adopted for slow learners

1. Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and helps them catch up into their peers.

2. Group Study System is also encouraged with the help of the advanced learners.

Strategies for the advanced learners

1. Advanced learners are encouraged to enrol in MOOC Courses – Swayam,

2. Provision of additional learning and reference material.

3. Assignment and Student Seminars on contemporary topics to enable them for placement.

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
3182	26

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 field work method, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional black-board presentation methods, especially in mathematics, physics, chemistry commerce and economics, where they teach mathematics and statistics as numerical solving. Also, some teachers use power point 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 class rooms with LCD, projectors, desktops, etc. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students.

Experiential learning: Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually.

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

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- 05 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 powerpoint 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

26

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

26

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

18

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

10

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. CCEs have been conducted four times 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.

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. All such informations and data are displayed to the college website.

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.

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.

POs and PSOs attainment:

Step 1: Attainment of each COs for all courses was calculated as described above.

Step 2: 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 3: 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 taking their average.

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

763

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)	View File

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)	View File
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

05

File Description	Documents
Report of the event	View File
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

00

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

10

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. During the session 2021-22, 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, 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, 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 under privileged 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.

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

04

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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

10

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

1599

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

01

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

05

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, new building is under construction by the Bhopal Development Authority(BDA), Bhopal sponsored by World Bank under Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP). Tentatively by the month of july 2023, building can be handed over to the college. For teaching-learning practice, teachers are effectively delivering their lectures despite some hurdles related to lab space, classroom space, and ICT. However smart projectors, PA system, computer systems, smart TV were purchased and old computer systems were repaired to strengthen the teaching learning process and office related activities. Science laboratories are equipped with more apparatus and appliances as per the need of curriculum directly purchased by MPHEQIP. Although number of computer systems and projectors are limited but most of the faculty members are prominently delivering their lectures in ICT mode. Infact five smart classes were developed in the college comprising smart projectors , sound system etc.

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. 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. In fact a basketball court has been developed in the campus. indoor games like badminton and Kabaddi can also be conducted in the premises. Yoga sessions are performed in an open area of the college. Two open gymnasium facilities are there in the campus, one is already installed while other is being developed .

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.

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

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)

4059532

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)

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.

Library has a huge collection of about 28,000 books. There are reference books, general books, course books to help student with the current syllabus approved by the affiliating university. Library is automated with SOUL 2.0 Library automation software developed by INFLIBNET in 2021-22 and still gets updated. The software provides the facility of different modules viz., Acquisition, Catalogue, Circulation, Serial Control, OPAC, Administration. OPAC (Online Public Access Catalogue) can be accessed from any device that is connected with the college network from SOUL server. It also helps to generate various reports regarding library collection. Three computers are there for automation, circulation and server in the library. Library also subscribes to N-LIST every year to provide access of rich and standard e-resources to teachers and students. It provides access to 6,000+ journals, 1,50,000+ e books from various sources. Teachers and students are encouraged to use N-LIST and for this purpose, individual username and password is generated to use the service.

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

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

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

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

38450

File Description	Documents
Any additional information	View File
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)	View File

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

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

170

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

4.3 - IT Infrastructure

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

The faculties make use of computer for supplementing lectures with PowerPoint presentation, make use of websites related to their subject, and also use YouTube lectures. The internet speed is 20 MBPS with. The Internet service provider of college is BSNL. The College has 05 projectors installed in different rooms. Printers and photocopiers are also setup at places of prime requirements. The College also has 1 generator installed for power backup. The College has also kept 4 Dongles for emergency use of internet. The College has 2 Wi-Fi access points for students and teachers.

The library E-resource INFLIBNET and DELNET is available to the faculty and the student's username and passwords have been given to them for open access to Journals and Books for research and learning. Some of the teachers use E-mail to provide study material to students. Display channel has been installed on the college premises for regular and important notices and circulars.

Table: Table showing updates of ICT facilities in the institute:

S/No.

Facility

At Present

1

Total Computers

20

2

Campus Network Broadband

20MBPS**3****ICT enabled Classrooms****05****4****Printers/scanners/Photocopier****10****5****e-Journals****6000****6****e-Books****150000****7****Number of LCD Projectors****05****8****Display Channel (For Notice)****01**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.mphighereducation.nic.in/bandacollege

4.3.2 - Number of Computers**20**

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)****4059532**

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.

Our college adopts a systematic procedure for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports complex, computers, classrooms etc. Every year each department gives a list of equipment, repairable

or broken, called physical verification.

First we look the cleanliness program:

(i) There are two employees for this purpose. One of them is government employee and other one is JBS employees. JBS employees clean the campus on regular basis. They sanitize the classrooms, staffroom, seminar hall, laboratory and veranda.

(ii) Dustbins are kept in-front of the class rooms. Students are asked to throw the rough paper in these dustbins. There are cleanliness captain nominated by NSS in each classrooms. They also take part in the cleanliness awareness program held by NSS.

(iii) Since there is no any lab-attendant against the sanctioned post, so these employees clean the laboratory time-to-time under the supervision of HOD.

Academic and support facilities:

(i) There are Generators for examination purpose, especially for occasional time. It is maintained by an skilled person, contacted in the city or from outside.

(ii) Projectors, Computers, CCTVs, Wi-Fi and anti-virus etc. are maintained by a responsible officer from teaching staff.

Maintenance of library and sports facilities:

(i) JBS employee keeps the library Maintenance.

(ii) sports officer keeps the record pertaining sports facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.mphighereducation.nic.in/bandacollege

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

3496

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

13

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)	View File

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

A. All 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)	View File

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

Nil

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

252

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)	View File

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

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

File Description	Documents
Self-attested list of students placed	View File
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

189

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

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

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)	View File

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

Our College motivates and facilitates students for their representation and engagement in various administrative, cocurricular 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

101

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

5.4 - Alumni Engagement

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

Alumni association of our institute is active and registered in May 2022 under the Society

Registration act 1973 at Sagar (M.P.)

GOALS OF ALUMNI ASSOCIATION :

1.To establish and maintain contact between past and present students through various activities.

2.To extend financial support in the form of donation and endowments to the needy and deserving students.

3.To Extend counselling (career as well as personal) support to

present students

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

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

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

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 empowered team of the college involves Principal, convener of different committees, Teaching-staff, IQAC committee, non-teaching and supporting staff, 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, Examination cell, NSS, NCC, 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 their 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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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.

Both perspective and strategic plan documents are available in the institution's website and prospectus. The following plans are projected after a discussion on the basis of analysis, assessment and estimates. Keeping in mind, the short term, medium term and long term development plans, the college always adopts a bottom-up approach with a strategic directives issued.

Strategic Plan

- Offering certificate courses through various excellence
 - Introduce skill development and value oriented courses
- Implementation
- Extension activities were carried out through NSS
 - Faculty Development Programmes were conducted to enhance the skill and knowledge of the teaching and non-teaching staff
 - The college established functional Memorandum of Understanding with various organizations for skill development training
 - To identify and train the youth from rural areas in sports activities in the campus
 - To encourage the students participating in co-curricular/ extracurricular activities
 - To encourage the Faculty for Paper publishing & UGC approved national and international journal Publishing

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.

Introduction The institution has established written policies for all the important aspects of governance. The participation of students, teachers and non-teaching staff in decision-making processes is also specified in the relevant policy.

Level 1: As the institution is a government college, it functions under the direct administrative control of MP High Education Department.

Level 2: At the apex in the college-level administrative setup, is the Principal, who is the academic and administrative leader of the college..

Level 3: The next level is made up of the Teaching and Non-Teaching staff.

Teaching staff: The college has departments which are headed by In-Charges followed by other teaching staff members. The college also has a Physical Director and a Librarian.

Non -Teaching Staff: non-teaching staff comprises Librarian, Sports Officer ,Record Assistants, Office staff members like Accountant, Head clerk , junior clerk and operators.

Committees: The institution has many committees to ensure the execution of all activities: Internal Quality Assurance Cell ,Academic/Examination Committee, Time-Table Committee, Library Advisory Committee, Research Committee, Staff Council, Finance/Purchase Committee, Scholarship Committee, Building and Infrastructure Committee, N.S.S etc.

Grievance Redressal Activities: Grievance Redressal Committee, Internal Complaints Committee, Anti-Ragging Committee Policies

etc.

Appointment, Service Rules & Procedures: As the college is a state government institution, it follows all the service rules and procedures for recruitment and promotion as per the guidelines issued by the Department of Higher Education, Madhya Pradesh.

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

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

Teaching and Non -Teaching Staff:

1. Medical Reimbursement

2. Maternity benefits as per norms

3. Opportunities for international exposure, as per norms. (only for teaching staff)

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. (only for teaching staff)

7. Study leave for pursuing higher studies. (only for teaching staff)

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

Nil

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)	View File

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

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

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	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)	View File

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

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

8

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.

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

Response:

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance.

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 sessions 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 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)	View File

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. Janbhagidari Committee - Being the secretary of JBS, Principal presents and get approved all the important proposals for the development of college through optimum utilization of Janbhagidari fund.
3. The Purchase Committee takes care that purchases are done properly and in accordance with the rules.
4. The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.
5. 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.

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.

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, 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. 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.

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

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar. All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various cocurricular activities, discipline and culture of the Institute.

Feedback from students is also taken individually by teachers for their respective courses, through IQAC. Students are also free to approach the principal of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the departments and faculty members. The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken in the current session include the following:

- Automation of Admission Processes - Provision for online fee payment
- Introduction of certificate courses
- Programms on gender senstization
- Green initiatives in Campus – tree plantation, Bio diversity Park,
- MoUs with local government/Non government bodies and Universities

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)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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. Every year governments provide various scholarships for the betterment of girl students. Our college constitutes a women Antiharrasment cell and antiragging 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. Our principal and concerned head of the cell even take their parents in 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.

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

One of the institution's principle is to keep the campus in pristine condition in order to provide a conducive environment for academic and non-academic interests. All stakeholders follow good hygienic practices as well as a comprehensive waste management plan. The core concern is to reduce, reuse and recycle wastes generated in the campus. The college has different dustbins for different types of waste, such as biodegradable, recyclable and non-degradable. Green, blue and red bins have been provided across the campus for the collection of solid waste generated at different sources in the college. Organic waste is disposed off in compost pits and processed and reused as manure for the plants and trees inside the campus. Plastic usage is prohibited on campus so as to create a plastic-free zone. For liquid waste management, the water transport system is inspected for leaks in pipes, taps, valves and other components on a regular basis and promptly repaired. All E-Wastes such as computer, its accessories and all electronic wastes are collected and discarded through the authorized vendor to ensure no hazard to the environment.

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

C. Any 2 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:

A. Any 4 or All of the above

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

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

D. Any 1 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

C. Any 2 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).

College vision has defined objective of providing value based education to all the students of institute irrespective of

streams. College has always strived hard to build an environment which has rationality with empathy and respect for ethnic diversities. Students are educated through different programmes organized on the days of National and international importance. College organizes Seminars/ webinars/ essay competition and quiz competition on these days. College also inculcates these values in the students through NSS and related activities.

NSS Unit of the college organizes 7 days residential camp in the adopted village where students are exposed to the problems prevalent in the local community, special sessions on the socioeconomic scenario so that they can be acquainted with the problems.

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.

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. Our curriculum is enriched with topics like Introduction to Constitution of India, Gandhian Economic Thought, Moral Philosophy, Practical Ethics, Value Education, Philosophy of Human Rights and Applied Philosophy as a small step to inculcate constitutional obligations among the students. 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. Staff members and students participate in the national celebrations, Flag Day

and take oaths for the cause of the nation. The institution takes many initiatives like conducting awareness campaigns, organizing orientation programmes, training programmes, 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/ Debate activities.

The Faculty of political science has organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. Various departments of the institution and NSS unit are actively involved in conducting several activities for inculcating values for being responsible citizens.

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

D. Any 1 of the above

4. Annual awareness programmes on Code of Conduct are organized

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

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

Gandhi jayanti- 2nd October

Teachers day- 5th September

Yoga day- 21st June

Independent day-15th August

Republic day- 26th January

NSS day-24th September

Women's day-8th March

Voters Day-25th January

World environmental day-5th June

National Constitution Day-26th November)

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

3.The Context

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.

Most of the students participate in cultural programs of the college organized in Annual function or youth festival.

5. Evidence of Success

1.Students secured top ranks in sports events in district,

division and state level and represented the college.

II. Title of Best Practice - TEACHING – LEARNING PROCESS

2. Objectives of the Practice:

To encourage teachers to adapt to advance pedagogical methods including ICT adoption in class room teaching,

3. The Context

It has become essential for teachers to adopt to the latest pedagogic styles and include ICT in class room teaching.

4. 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.

5. 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.

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.

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.

Promotion of e-content- Faculties of College have prepared e-content on the topics prescribed by MP Higher Education, Bhopal. e-content is wonderful and effective method of transacting the topics among students and faculties.

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.

Achievements:

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

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

Response: Government Degree College Banda is affiliated by Maharaja Chhatrasal Bundelkhand University, Chhatarpur and its curriculum is provided by the department of Higher Education DHE, Government of Madhya Pradesh. Under Graduate/Post Graduate courses have the curriculum designed by the Central Board of Studies of the State. The College strictly adheres to the academic calendar as given by the department of Higher Education MP. The college carefully follows the academic calendar of events prescribed by the department of higher education MP and specifying available dates for significant activities to ensure proper teaching learning process and continuous evaluation. Teachers need to maintain a personal diary for effective academic planning, implementation and review of the curriculum. Institution ensures the effective curriculum delivery through a well planned and documented procedure. General timetable committee works to prepare a detailed timetable headed by the Principal and convened by the senior faculty members. Conventional classroom teaching is blended with reasonable use of ICT like assisted learning, power point presentation, websites, audio lectures; notes are also being used by teachers. experiential learning, participatory learning and problem-solving methods are also used for effective curriculum delivery, special lectures, group discussions and departmental quiz by students, projects, group assignments, educational tours, field trips and interdepartmental quiz by students are also supplemented along with classroom teaching.

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.

An academic calendar is prepared by the concerned official at the beginning of each session in line with the MP HED calendar consisting of various curricular, extra and co-curricular activities. The calendar is uploaded on college website, displayed on notice boards and is communicated to students through notice in the classes. It is updated and revised with respect to any changes suggested by the MP HED. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.mphighereducation.nic.in/InstitutePortal/Public/Institute_Profile.aspx?InstId=NTE4#:~:text=Website%20of%20College%20%3A-,http%3A//www.mphighereducation.nic.in/bandacollege,-%7C%20HED%20Portal

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

A. All of the above

Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	
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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

7

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)	View File

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

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

4

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

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

155**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****75**

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

1.3 - Curriculum Enrichment

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

Co-curricular and Extracurricular Activities Institute integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. Actually, the university decides the syllabus and college has to follow it. But in this limitations college do its best for above said issues. Some of the steps taken are below:

1. Gender:- Numbers of programs are conducted for women and girl students such as organization of folk dance competition, hemoglobin check up camps.

2. Environment and Sustainability: N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year, N.S.S. unit undertakes a host of activities in the nearby villages during the special camps. In these camps, N.S.S. organizes various environment related programs including tree plantation, village cleanliness, cleaning of gutters, digging of soak peats, eradication of Gajar grass, plastic free drive, Poster Competition, Debate Competition, etc.

3. Human Values and Professional Ethics:- To create scientific approach and social awareness among the students, lectures and quiz, essay, etc. are by NSS and other NGO or, govt. bodies. The college takes efforts for integration of ethical and human values through extra-curricular activities also. Programs conducted under N. S. S., and Political science department help

to inculcate human values among students.

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**7**

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**1122**

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.mphighereducation.nic.in/banda college

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

3680

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

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

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

2696

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

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students in two ways at the time of the commencement of the classes. Students enrolled in various disciplines are identified as slow and advanced learners based on their +2 marks. In addition, teacher-student interactions, reports of Class Committees and Proctorial meetings also help in identification of different levels of learners. Faculty members and various Committees regularly review the academic progress and counsel students to improve their performance to ensure their academic growth. Apart from this, sessions are also included to inculcate positive attitude and competitive spirit. This process helps as a base for monitoring the future progress of the students.

Strategies adopted for slow learners

1. Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and helps them catch up into their peers.

2. Group Study System is also encouraged with the help of the advanced learners.

Strategies for the advanced learners

1. Advanced learners are encouraged to enrol in MOOC Courses – Swayam,

2. Provision of additional learning and reference material.**3. Assignment and Student Seminars on contemporary topics to enable them for placement.**

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
3182	26

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 field work method, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional black-board presentation methods, especially in mathematics, physics, chemistry commerce and economics, where they teach mathematics and statistics as numerical solving. Also, some teachers use power point 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 class rooms with LCD, projectors, desktops, etc. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students.

Experiential learning: Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually.

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

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- 05 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 powerpoint 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

26

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

26

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

18

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

10

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. CCEs have been conducted four times 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.

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. All such informations and data are displayed to the college website.

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.

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.

POs and PSOs attainment:

Step 1: Attainment of each COs for all courses was calculated

as described above.

Step 2: 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 3: 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 taking their average.

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

763

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)	View File

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)	View File
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****05**

File Description	Documents
Report of the event	View File
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

00

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

10

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. During the session 2021-22, 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, 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, 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 under privileged 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.

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

04

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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

10

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

1599

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

01

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

05

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, new building is under construction by the Bhopal Development Authority(BDA), Bhopal sponsored by World Bank under Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP).

Tentatively by the month of July 2023, building can be handed over to the college. For teaching-learning practice, teachers are effectively delivering their lectures despite some hurdles related to lab space, classroom space, and ICT. However smart projectors, PA system, computer systems, smart TV were purchased and old computer systems were repaired to strengthen the teaching learning process and office related activities. Science laboratories are equipped with more apparatus and appliances as per the need of curriculum directly purchased by MPHEd. Although number of computer systems and projectors are limited but most of the faculty members are prominently delivering their lectures in ICT mode. Infact five smart classes were developed in the college comprising smart projectors, sound system etc.

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. 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. In fact a basketball court has been developed in the campus. indoor games like badminton and Kabaddi can also be conducted in the premises. Yoga sessions are performed in an open area of the college. Two open gymnasium facilities are there in the campus, one is already installed while other is being developed.

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.

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**5**

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)****4059532**

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)**

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.

Library has a huge collection of about 28,000 books. There are reference books, general books, course books to help student with the current syllabus approved by the affiliating

university. Library is automated with SOUL 2.0 Library automation software developed by INFLIBNET in 2021-22 and still gets updated. The software provides the facility of different modules viz., Acquisition, Catalogue, Circulation, Serial Control, OPAC, Administration. OPAC (Online Public Access Catalogue) can be accessed from any device that is connected with the college network from SOUL server. It also helps to generate various reports regarding library collection. Three computers are there for automation, circulation and server in the library. Library also subscribes to N-LIST every year to provide access of rich and standard e-resources to teachers and students. It provides access to 6,000+ journals, 1,50,000+ e books from various sources. Teachers and students are encouraged to use N-LIST and for this purpose, individual username and password is generated to use the service.

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

A. Any 4 or more 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)	View File

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

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

38450

File Description	Documents
Any additional information	View File
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)	View File

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

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

170

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

4.3 - IT Infrastructure

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

The faculties make use of computer for supplementing lectures with PowerPoint presentation, make use of websites related to their subject, and also use YouTube lectures. the internet speed is 20 MBPS with. The Internet service provider of college is BSNL. The College has 05 projectors installed in different rooms. Printers and photocopiers are also setup at places of prime requirements. The College also has 1 generator installed for power backup. The College has also kept 4 Dongles for emergency use of internet. The College has 2 Wi-Fi access points for students and teachers.

The library E-resource INFLIBNET and DELNET is available to the faculty and the student's username and passwords have been given to them for open access to Journals and Books for research and learning. Some of the teachers use E-mail to provide study material to students. Display channel has been installed on the college premises for regular and important notices and circulars.

Table: Table showing updates of ICT facilities in the institute:

S/No.**Facility****At Present****1****Total Computers****20****2****Campus Network Broadband****20MBPS****3****ICT enabled Classrooms****05****4****Printers/scanners/Photocopier****10****5****e-Journals****6000****6****e-Books****150000****7****Number of LCD Projectors**

05

8

Display Channel (For Notice)

01

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.mphighereducation.nic.in/banda_college

4.3.2 - Number of Computers

20

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)****4059532**

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.

Our college adopts a systematic procedure for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports complex, computers, classrooms etc. Every year each department gives a list of equipment, repairable or broken, called physical verification.

First we look the cleanliness program:

(i) There are two employees for this purpose. One of them is government employee and other one is JBS employees. JBS employees clean the campus on regular basis. They sanitize the classrooms, staffroom, seminar hall, laboratory and veranda.

(ii) Dustbins are kept in-front of the class rooms. Students are asked to throw the rough paper in these dustbins. There are cleanliness captain nominated by NSS in each classrooms. They also take part in the cleanliness awareness program held by NSS.

(iii) Since there is no any lab-attendant against the sanctioned post, so these employees clean the laboratory time-to-time under the supervision of HOD.

Academic and support facilities:

(i) There are Generators for examination purpose, especially for occasional time. It is maintained by an skilled person, contacted in the city or from outside.

(ii) Projectors, Computers, CCTVs, Wi-Fi and anti-virus etc. are maintained by a responsible officer from teaching staff.

Maintenance of library and sports facilities:**(i) JBS employee keeps the library Maintenance.****(ii)sports officer keeps the record pertaining sports facilities.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.mphighereducation.nic.in/banda college

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****3496**

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****13**

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)	View File

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

A. All 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)	View File

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

Nil

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

252

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

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

File Description	Documents
Self-attested list of students placed	View File
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

189

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

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

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)	View File

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

Our College motivates and facilitates students for their representation and engagement in various administrative, cocurricular 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

101

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

5.4 - Alumni Engagement

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

Alumni association of our institute is active and registered in May 2022 under the Society

Registration act 1973 at Sagar (M.P.)

GOALS OF ALUMNI ASSOCIATION :

1.To establish and maintain contact between past and present students through various activities.

2.To extend financial support in the form of donation and endowments to the needy and deserving students.

3.To Extend counselling (career as well as personal) support to present students

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**

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 empowered team of the college involves Principal, convener of different committees, Teaching-staff, IQAC committee, non-teaching and supporting staff, 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, Examination cell, NSS, NCC, career 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 their responsibility for the plans and activities, and successfully tackle 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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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.

Both perspective and strategic plan documents are available in the institution's website and prospectus. The following plans are projected after a discussion on the basis of analysis, assessment and estimates. Keeping in mind, the short term, medium term and long term development plans, the college always adopts a bottom-up approach with a strategic directives issued.

Strategic Plan

- Offering certificate courses through various excellence
 - Introduce skill development and value oriented courses
- Implementation**
- Extension activities were carried out through NSS
 - Faculty Development Programmes were conducted to enhance the skill and knowledge of the teaching and non-teaching staff
 - The college established functional Memorandum of Understanding with various organizations for skill development training
 - To identify and train the youth from rural areas in sports activities in the campus
 - To encourage the students participating in co-curricular/ extracurricular activities

- To encourage the Faculty for Paper publishing & UGC approved national and international journal Publishing

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.

Introduction The institution has established written policies for all the important aspects of governance. The participation of students, teachers and non-teaching staff in decision-making processes is also specified in the relevant policy.

Level 1: As the institution is a government college, it functions under the direct administrative control of MP Higher Education Department.

Level 2: At the apex in the college-level administrative setup, is the Principal, who is the academic and administrative leader of the college..

Level 3: The next level is made up of the Teaching and Non-Teaching staff.

Teaching staff: The college has departments which are headed by In-Charges followed by other teaching staff members. The college also has a Physical Director and a Librarian.

Non -Teaching Staff: non-teaching staff comprises Librarian, Sports Officer ,Record Assistants, Office staff members like Accountant, Head clerk , junior clerk and operators.

Committees: The institution has many committees to ensure the execution of all activities: Internal Quality Assurance Cell ,Academic/Examination Committee, Time-Table Committee, Library Advisory Committee, Research Committee, Staff Council, Finance/Purchase Committee, Scholarship Committee, Building and Infrastructure Committee, N.S.S etc.

Grievance Redressal Activities: Grievance Redressal Committee, Internal Complaints Committee, Anti-Ragging Committee Policies etc.

Appointment, Service Rules & Procedures: As the college is a state government institution, it follows all the service rules and procedures for recruitment and promotion as per the guidelines issued by the Department of Higher Education, Madhya Pradesh.

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

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

Teaching and Non -Teaching Staff:

1. Medical Reimbursement

2. Maternity benefits as per norms

3. Opportunities for international exposure, as per norms. (only for teaching staff)

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. (only for teaching staff)

7. Study leave for pursuing higher studies. (only for teaching staff)

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

Nil

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)	View File

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

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

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	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)	View File

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

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

8

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.

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

Response:

The Institution has established a mechanism for conducting internal and external audits on the financial transactions

every year to ensure financial compliance.

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 sessions 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 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)	View File

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. Janbhagidari Committee** - Being the secretary of JBS, Principal presents and get approved all the important proposals for the development of college through optimum utilization of Janbhagidari fund.
- 3. The Purchase Committee** takes care that purchases are done

properly and in accordance with the rules.

4. The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.

5. 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.

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.

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, 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. 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.

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

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar. All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various cocurricular activities, discipline and culture of the Institute. Feedback from students is also taken individually by teachers for their respective courses, through IQAC. Students are also free to approach the principal of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the departments and faculty members. The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken in the current sesssion include the following:

- Automation of Admission Processes - Provision for online fee payment
- Introduction of certificate courses

- **Programms on gender senstization**
- **Green initiatives in Campus – tree plantation, Bio diversity Park,**
- **MoUs with local government/Non government bodies and Universities**

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)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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. Every year governments provide various scholarships for the betterment of girl students. Our college constitutes a women Antiharrasment cell and antiragging 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. Our principal and concerned head of the cell even take their parents in 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.

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

One of the institution's principle is to keep the campus in pristine condition in order to provide a conducive environment for academic and non-academic interests. All stakeholders follow good hygienic practices as well as a comprehensive waste management plan. The core concern is to reduce, reuse and recycle wastes generated in the campus. The college has different dustbins for different types of waste, such as biodegradable, recyclable and non-degradable. Green, blue and red bins have been provided across the campus for the collection of solid waste generated at different sources in the college. Organic waste is disposed off in compost pits and processed and reused as manure for the plants and trees inside the campus. Plastic usage is prohibited on campus so as to create a plastic-free zone. For liquid waste management, the water transport system is inspected for leaks in pipes, taps, valves and other components on a regular basis and promptly repaired. All E-Wastes such as computer, its accessories and all electronic wastes are collected and discarded through the authorized vendor to ensure no hazard to the environment.

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

C. Any 2 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**

A. Any 4 or All 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	C. Any 2 of the above										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Geo tagged photographs / videos of the facilities</td><td>No File Uploaded</td></tr> <tr> <td>Policy documents and information brochures on the support to be provided</td><td>No File Uploaded</td></tr> <tr> <td>Details of the Software procured for providing the assistance</td><td>No File Uploaded</td></tr> <tr> <td>Any other relevant information</td><td>No File Uploaded</td></tr> </tbody> </table>	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	
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).											
College vision has defined objective of providing value based education to all the students of institute irrespective of streams. College has always strived hard to build an environment which has rationality with empathy and respect for ethnic diversities. Students are educated through different programmes organized on the days of National and international importance. College organizes Seminars/ webinars/ essay competition and quiz competition on these days. College also inculcates these values in the students through NSS and related activities. NSS Unit of the college organizes 7 days residential camp in the adopted village where students are exposed to the problems prevalent in the local community, special sessions on the socioeconomic scenario so that they can be acquainted with the											

problems.

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.

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. Our curriculum is enriched with topics like Introduction to Constitution of India, Gandhian Economic Thought, Moral Philosophy, Practical Ethics, Value Education, Philosophy of Human Rights and Applied Philosophy as a small step to inculcate constitutional obligations among the students. 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. Staff members and students participate in the national celebrations, Flag Day and take oaths for the cause of the nation. The institution takes many initiatives like conducting awareness campaigns, organizing orientation programmes, training programmes, 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/ Debate activities.

The Faculty of political science has organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. Various

departments of the institution and NSS unit are actively involved in conducting several activities for inculcating values for being responsible citizens.

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

D. Any 1 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

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

Gandhi jayanti- 2nd October

Teachers day- 5th September

Yoga day- 21st June

Independent day-15th August

Republic day- 26th January

NSS day-24th September

Women's day-8th March

Voters Day-25th January

World environmental day-5th June

National Constitution Day-26th November)

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.

I. 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

3.The Context

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.

Most of the students participate in cultural programs of the college organized in Annual function or youth festival.

5. Evidence of Success

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

II.Title of Best Practice - TEACHING – LEARNING PROCESS

2. Objectives of the Practice:

To encourage teachers to adapt to advance pedagogical methods including ICT adoption in class room teaching,

3.The Context

It has become essential for teachers to adopt to the latest pedagogic styles and include ICT in class room teaching.

4.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.

5.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.

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.

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.

Promotion of e-content- Faculties of College have prepared e-content on the topics prescribed by MP Higher Education, Bhopal. e-content is wonderful and effective method of transacting the topics among students and faculties.

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.

Achievements:

- 1.Improved students understanding in domain knowledge.
- 2.Improved results and pass percentage.
- 3.Reduced backlogs and detention.
- 4.Improved placements and opting for higher studies.
- 5.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 facilitate continuous upgradation and updating of Knowledge & Use of Technology, by Faculty and Students;
2. 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;
3. 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 here under -

1) INSTITUTION

To continuously innovate, introduce skill based certificate courses and remain relevant to the changing needs of the stakeholders

2) INFRASTRUCTURE

To develop basketball court, open gymnasium, extension of sports ground, developing smart classes, botanical garden, 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.

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