



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GOVT. P.G. COLLEGE SHEOPUR (M.P.)

GOVT. P.G. COLLEGE PALI ROAD SHEOPURKALAN
476337

www.govtpgcollegesheopur.com

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Govt. Post Graduate College, Sheopur is a pioneer college established in October, 1965 and inaugurated by the honorable higher education minister Shri Narsingh Rao Dixit of M.P. with the two programmes at UG level in B.Sc. and B.A. degree courses. This college is serving as a temple of higher education in the Chambal Region. The college was honoured by post-graduate status in 1998.

It has own government building, college building have been constructed by the funding Govt. of M.P., UGC grants and Janbhagidari Samiti fund. It spreads over a vast campus of 10.25 acres.

The college runs department of UG and PG levels in arts, science and commerce along with B.Sc. with Computer Science subject under self finance scheme. The college is a unique educational organization in the most backward Sahariya tribal dominated Chambal region. The college has P.G. courses in Commerce, Economics, Hindi, Political Science, Sociology, Botany, Chemistry, Mathematics and Physics.

The number of posts sanctioned by the Department of Higher Education, Govt. of Madhya Pradesh is 35 out of which 26 are regular teachers. 9 Guest faculties are appointed by Deptt. Of Higher Education, M.P. Govt. and apart from it, two computer teachers under the scheme of self finance have been appointed.

The college has over 3506 students in this year (2020-21) which is highest in Sheopur district with best possible infrastructure facilities. For motive of academic research creativity, college is publishing a peer reviewed multi faculty journal with ISSN No. 2395-3836 since 2014. Many students participate each year in the inter-university and inter-state sports competitions. College also has Vivekanand career counseling center, which organizes Rozgar Mela (career fairs) for the benefit and placement of students and provides latest career guidance.

The chief motive is to undergo the process of assessment and accreditations by the NAAC lies in our intension that the overall efforts and endeavors done by this institution should be assessed, acknowledged and accredited by NAAC.

The college has its alumni club in which the old students have been registered as the members of club. Their support is useful for progress of the college in all respects.

Vision

Our institution should be a premier institute in the most backward Sahariya tribe dominated Chambal region which serves with dynamic quality to produce well mannered, skilled, educated and research oriented human resource which will be an asset for our nation.”

Mission

The college should become a leading institute with well known status for

1. Quality oriented teaching and learning,
2. Research activities and Job Oriented Skill development,
3. Centre known for some sports activities at universities and state level.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strength

- A good lush green campus with total area of 41482 sq. metre and inbuilt area of 5777.81 sq. metre.
- Real strength of the institution is the good number of students - 3506 for whom all the noble efforts are meant for and from whom the institution derives inspiration.
- N.C.C. unit, a very nice set up with infrastructure and commitment.
- One computer lab with about 25 computers with internet facility. A well organized library with computers, internet, photocopier and sitting arrangement with about 47282 books.
- Digital services- online admission, online submission of examination forms and fee, online submission of marks of C.C.E., Project works, Practical examinations, online payments and e-governance with all communications online.
- A well furnished seminar hall & 10 smart class rooms.

Institutional Weakness

- Lack of research center.

Institutional Opportunity

- Only College Which provides post graduate courses in the sahariya dominated tribal district of m.p.
- N.C.C., N.S.S., Red Cross for overall personality development of students.
- Most of the students from the deprived sections belong to SC, ST, OBC, EWS categories, it is an opportunity for the institution to work social justice, gender equality and women empowerment.
- Vivekanand career counseling cell for placement and job.... guidance.

Institutional Challenge

- To teach around 3500 students with about 32 teachers (regular and temporary) which is inadequate.
- To maintain a big library without a regular librarian. The post is lying vacant since more than 20 years.

Administrative posts and support staff are inadequate,

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular aspects of the institution are governed by the directives of Jiwaji University, Gwalior and the department of Higher Education, M.P. Government. The institution has set up cells and systems for the planning and implementation of the curriculum in an effective and transparent manner. IQAC and exmaition Cell play an important role in coordinating various issues among the teachers and the students. The curriculum has focused on issues of human values, gender, environment, sustainability, computer literacy, scientific temper and civic sense in the core courses. The institution conducts a number of activities to foster these values among the students. Students are encouraged to take up internships in various organizations such as industries, banks, hospitals, schools, forest, nursery, BSNL Administration and Panchayat department.

The curriculum consists of Semester system in P.G. courses and Annual system in U.G. courses. In Semester and annual both systems the evaluation process consists of Continuous Comprehensive Evaluation and Project work (In PG level)

For effective implementation of the curriculum, the institution develops and deploys many action plans which include formation of different committees and different units like N.S.S., N.C.C., Red Cross, Eco Club, Swami Vivekanand Career Counseling Cell, Sports department and Library also play an important role. The different units and departments always strive to inculcate ethical values to ensure holistic development of the students.

Feedback is obtained from students both formally and informally in the course of teaching and learning, extension lecture, different activities of N.C.C., N.S.S. and Career Counseling Cell etc.

Teaching-learning and Evaluation

The teaching, learning and assessment strategies of the institution are structured in accordance with the instructions and norms of the government and the University. Admission process is quite transparent as it is done on-line from registration of candidates to display of merit list. Provision is there for reservation in admission for SC, ST, OBC, women and differently able students in each category as per scheduled rules of higher education Government of MP.

The institution assesses the students' needs and skills before the commencement of the programme. The college sensitizes its staff and students by organizing lectures, seminars, workshops, group discussions concerning issues relating to women and environment. Competitions like essay, debates and quizzes are also held.

The college ensures a proper well-planned time-table for teaching and learning as per academic calendar. This is monitored by its effective implementation. It strives for organizing extra-curricular activities, which are a part of teaching-learning process.

The support structures and systems available for teachers and students in teaching and learning are - audio-visual aids, computer with internet, projectors, L.C.D., visualizes, practical equipments, field work, group discussions etc.

The institution nurtures critical thinking among students by displaying the thought of the day on board which also enhances the critical and creative ability of the students.

Research, Innovations and Extension

The Institution has a well equipped library, one computer lab with internet, labs in respective departments, Botanical Garden, Swami Vivekanand Career Counseling Cell etc.

Research articles by the teachers of the college are published in the shodh samidha journal of the college and other national, international journals. Efforts are on to convert the present library to an E-library and modernize the already existing laboratories of different departments.

The faculty members perform extension activities by acting as Judges in different competitions organized by the institution, by working during elections in different capacities such as master trainers, zonal officers, presiding officers; by working as observers, invigilators, centre superintendents in different competitive exams and other exams of other Universities.

The institution has N.C.C., N.S.S, Red Cross and Swami Vivekanand Career Counseling to motivate the students, to promote institution-neighborhood-community network contribute as good citizen, and their holistic development. These units perform social responsibility by their extension activities such as camps and procession for social, national, career and health awareness, environment, gender issues, placement activities and civic duties. Prominent extension activities include voter awareness campaign, plantation work, blood donation camp, swaccha bharat abhiyan, anti ragging awareness women empowerment rallies and programs.

Infrastructure and Learning Resources

The institution is spread over one campus with a total area of about 41482 sq. metre and built up area of about 5777.81 sq. metre. The important physical infrastructures worth mentioning are library building, N.C.C. Building, Administrative Office, one furnished Computer Lab with computers and internet, bicycle stand, seminar hall, Audio-visual system, well equipped departmental labs, Botanical Garden, play ground, 10 smart classrooms, a well equipped Gym, a guest house, and a separate campus with lust garden for saraswati idol.

Funds are generated by the policy decisions taken by Janbhagidari Samiti and by communicating with State govt. for financial assistance under RUSA (Rastriya Uchatar Sikhsya Agency) and World Bank Project. Library is equipped with SOUL software, computers, and photocopier with scanner, printer, internet facility, and washes room and drinking water facilities. There are 41rooms including class rooms departmental rooms and laboratories, office room, girls common room,etc.

Generator, inverters, stabilizers and U.P.S. have been installed for maintaining constant supply of electricity and preventing fluctuation.

The college has set up units such as N.S.S., N.C.C., Red Cross, Career Counseling and Placement Cell, Girls common room which contribute to learning process by their activities.

Student Support and Progression

Students support services include- Swami Vivekanand Career Counseling Cell, N.C.C., N.S.S., Sports Department, Red Cross unit, Girls common room, one computer lab that provide digital services, bicycle stand and RO drinking water. Youth Festival is organized and variety of literary and cultural activities are held. The students are rewarded and sent to represent the college at higher levels. Sports competitions are held to select students for state level, University level and national level competitions. Academic and career related counseling is provided by Swami Vivekanand Career Counseling Cell.

The institution has a grievance redressal cell and Anti-ragging Committee. The institution has set up a gender sensitization cell that is entrusted with the job of resolving issues pertaining to women's issues. College has a number of committees that work for students' support.

Library is well equipped with internet, photocopier, printers, reading room. Welfare schemes include different scholarships given - scholarship for girls under 'Gaon ki beti yojana', 'Pratibha Kiran Yojana', Post-matric scholarship for SC,ST and OBC students, poor boys fund scholarship and free stationery and books for SC and ST students. The UG students are provided smart phones from time to time by state government. Life insurance of all students is done. The institution facilitates student progression to higher level of education and towards employment. Students Union Council is constituted as per directive of the department of Higher Education.

Governance, Leadership and Management

The organization consists of the Principal being the Head of the institution and all administrative and financial powers are exercised by him. Principal forms different committees to advise and suggest him and to execute the works. There is also a Janbhagidari Samiti, a body of local representatives formed by the government that plays a vital role in development of the institution. It is headed by a Chairman and the Principal is ex-official secretary of it. IQAC (Internal Quality Assurance Cell) headed by the Principal is also an important constituent in the organization. Departmental Heads and In Charge of various wings are also a part of the decision making process. RUSA Incharge and Examination Coordinator also play active role in matters relating to infrastructure planning and examinations. The major sources of institutional receipts/funding are U.G.C., state government and prescribed Janbhagidari college development fee from students. Both Internal and external audits are carried out in the institution. Communication with higher authority, admission, examination, submission of marks, payment to employees and sellers are all done online and the college is rapidly moving towards e-governance.

At students' level, leadership is groomed by conducting election and forming Students Union Council as per direction of the government. Students are also taught to develop leadership quality during the manifold activities conducted by Swami Vivekanand Career Counseling Cell, N.S.S., and N.C.C. and during the Youth Festival held in the college.

Institutional Values and Best Practices

1. Green Campus

- Green Campus has been developed from the entrance to the overall campus with the cumulative efforts of teaching staff, students, academic staff and N.S.S. Every year plantation drive has been run by the institute with the equal participation of students and staff.

- **Botanical garden-**

Botanical garden is one of the best practices of our institute because of its unique medicinal plants. Botany department taking care of botanical garden in which different variety of medicinal plants have been flourished by students and teachers which have been of great importance for the students.

Plastic free campus –

Plastic free campus is the main ambition of our institute. Students, teachers and academic staff always try to avoid use of plastic bags, glasses and disposable products of plastics with the cumulative efforts. Institutes tried to maintain zero plastic zones in the campus.

1. ICT- (Information and communication technology.)

The use of ICT to provide support to the teaching and learning process has become an ingrained activity in educational institutions. A major benefit of ICT for the teachers is that they can make their classroom teaching more effective by making its justified use. The students are also benefited due to possibilities for interaction beyond the classroom through ICT. ICT enabled teaching-learning encompasses a variety of techniques, tools, contents and resources aimed at improving the quality and efficiency of the teaching-learning process. ICT are used by teachers to catalyze the transformation of information into student learning. The College undertakes a range of activities to support teaching learning through use of ICT facilities.

- **Digital smart classroom –**

Well equipped 10 digital smart class room are available to teach the student- Teachers are trying to deliver best of their knowledge with the use of technical application and students are actively enjoying their studies with interest. Our institute equipped with overhead projectors, computer, speakers, visualiser with 24/7 internet facility.

- **CCTV Cameras and WI-FI Campus :**

The whole campus of PG College Sheopur has been fully covered by CCTV cameras. 24/7 WI-FI facilities available in campus for academic and administrative staff as well as for the students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. P.G. COLLEGE SHEOPUR (M.P.)
Address	Govt. P.G. College Pali Road Sheopurkalan
City	SHEOPURKALAN
State	Madhya Pradesh
Pin	476337
Website	www.govtpgcollegesheopur.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	S.d. Rathore	07530-222142	7999092470	07530-222142	hegcshe@mp.gov.in
IQAC / CIQA coordinator	A.r. Khan	07530-222110	9424603122	07530-222111	kdr.abdulrehman@yahoo.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	18-10-1965

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Madhya Pradesh	Jiwaji University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	31-03-2004	View Document
12B of UGC	31-03-2004	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Govt. P.G. College Pali Road Sheopurkalan	Urban	10.25	5777.81

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Arts	36	XII	English + Hindi	850	806
UG	BSc,Science	36	XII	English + Hindi	310	278
UG	BCom,Commerce	36	XII	English + Hindi	140	126
UG	BCA,Professional Course	36	XII	English + Hindi	40	0
UG	BBA,Professional Course	36	XII	English + Hindi	40	0
PG	MA,Arts	24	UG	English + Hindi	80	76
PG	MA,Arts	24	UG	English + Hindi	80	76
PG	MA,Arts	24	UG	English + Hindi	80	73
PG	MA,Arts	24	UG	English + Hindi	80	80
PG	MSc,Science	24	UG	English + Hindi	40	14
PG	MSc,Science	24	UG	English + Hindi	40	35
PG	MSc,Science	24	UG	English + Hindi	40	26
PG	MSc,Science	24	UG	English + Hindi	40	30
PG	MCom,Commerce	24	UG	English + Hindi	80	79

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	5				1				27			
Recruited	5	0	0	5	1	0	0	1	11	9	0	20
Yet to Recruit	0				0				7			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				27
Recruited	14	2	0	16
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	5	0	0	5
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				33
Recruited	17	9	0	26
Yet to Recruit				7
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	5	0	0	1	0	0	3	4	0	13
M.Phil.	0	0	0	0	0	0	1	3	0	4
PG	0	0	0	0	0	0	7	2	0	9

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		4	2	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1659	0	0	0	1659
	Female	1098	0	0	0	1098
	Others	0	0	0	0	0
PG	Male	273	0	0	0	273
	Female	476	0	0	0	476
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	334	355	314	256
	Female	182	191	184	168
	Others	0	0	0	0
ST	Male	114	110	89	66
	Female	40	33	30	26
	Others	0	0	0	0
OBC	Male	701	598	489	439
	Female	691	616	503	397
	Others	0	0	0	0
General	Male	214	212	197	233
	Female	341	335	333	324
	Others	0	0	0	0
Others	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2618	2450	2139	1909

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	New Education Policy, which is implemented by M.P. higher Education Department in the session 2021-2022. NEP provides opportunities of multidisciplinary/ interdisciplinary subjects. Students of all faculties may choose minor and open elective subject of other discipline.
2. Academic bank of credits (ABC):	Academic bank of credits is part of NEP of M.P. Higher Education 2021-2022: Major subject- 54 credits, minor- 28 credits, open Elective Subject- 18 credits, Skill Enhancement Course- 12 credits, Foundation Course (Ability Enhancement Course)- 24 credits. Credits System equally divided in to the yearly scheme of points.
3. Skill development:	Skill Development is basic motive of MP, NEP-2021. Vocational and Commercial skill development and enhancement area of studies are essential part of under graduate degree programs. Total studies twenty five subjects are included for this motive. Internship/Field Project/ Apprenticeship is part of skill development aspect of NEP. SWAYAM/NPTEL/PM Kaushal Vikas Yojna online helping academic sources is suggested to students for their purposes.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Appropriate integration of Indian Knowledge System is basic characteristic of NEP. Teaching medium in mother tongue e.g. Hindi, Urdu are available with English language. Indian culture, nationalism and socio-cultural values are included in the course: e.g. Indian Society and Culture, Folk Dance, Indian Music Legacies, Child Right, Women Empowerment, Shri Ram Charitmanas ka Darshnik Chintan, etc. are available to teach about Indian System basically.
5. Focus on Outcome based education (OBE):	NEP of MP Govt. is mainly focused on outcome based education to facilitate maximum applied benefits for students. Many programmers e.g. Web Designing, Accounting and Tally, Nutrition and dietetics, Medical Plants Study, Handicrafts, Organic Farming, Security Services etc. are included in the syllabus to achieve target of outcome based education. Purpose according to NEP
6. Distance education/online education:	Virtual Education System is available in the Institution. External Subject expert's lectures are provided by Virtual Education Center Bhopal (M.P.) for all discipline. Online classes are taken by our

teachers with help of Google Meet, Zoom app in the COVID period. Institution is an examination Center for Bhoj University (Distance Education) M.P. Bhopal and now our Institution has signed MOU for Distance Education Study Center of Bhoj University Bhopal. So Institution is ready and well prepared to implement NEP in the Institution.

NAAC

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
315	315	315	315	315
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	14	14

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3506	2618	2450	2139	1909
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1188	818	610	571	571

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
893	789	744	582	516

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
26	27	9	10	10

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
32	32	32	32	32

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 21**4.2****Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
24.97	15.49	51.31	35.15	8.95

4.3**Number of Computers****Response: 33**

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - 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:

The college is affiliated to Jiwaji University, Gwalior and it follows the curriculum designed by Jiwaji University, Gwalior and Dept. of higher Education, Bhopal. For the development of students, there are available almost courses of all streams like Science, Commerce and Arts. The Teachers prepare their lecture before delivering in the classroom and lecture process is based on interactive lectures means students are given an opportunity to get their all questions solved right at the moments. For science students, there are well equipped laboratories and smart classrooms.

Teachers use projectors whenever is required. With the discussion to head of the department, teachers are allotted the subjects and topics according to their expertise so they can deliver a lecture according to their area of specialization and interest. Virtual classes are conducted for the students by experts of the subject from the different regions of Madhya Pradesh. The college principal also conduct a meeting regarding the teaching and learning activities not only for students but also for teachers and makes a better co-ordination among them. For taking the students on the right path our teachers suggests ways to make the students future bright not only in the private sector but also in the government sector. Teachers maintain daily attendance records of students and their teaching dairy which are supervised by the head of the department and checked by the principal. A part from the syllabus, students are guided for nation building for their personality development For the development of their communication skills, group discussion, and debate and extempore are conducted and students take active part in the aforesaid activities. Teachers continuously update their knowledge related to their subjects from various recourses.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

In the college as per the direction of the Department of Higher education of Madhya Pradesh, CCE (continuous and comprehensive evaluation) is conducted. This evaluation is conducted in all the subjects of UG and PG as per the mentioned time table in the Academic calendar pre-decided / pre-declared by the university. The CCE is conducted only for the students who pursue the courses in a regular mode. At the level of post graduation, this evaluation in all subjects is conducted once in a session as per the academic

calendar in under graduation courses, the continuous and comprehensive Evaluation is conducted twice in a session. The main objective of the CCE is to ensure the continuous and comprehensive progress of the students, and to complete the syllabus timely and practically along with the grasping and understanding evaluation of the students.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

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

Response: 0

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

File Description	Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of Add on /Certificate programs	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response: 0****1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

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

Institution integrates cross-cutting issues relevant to Gender, environment and sustainability, human values and professional ethics into the curriculum. To safeguard and promote gender equity there are the woman equity cell, woman grievances and redressal cell, units of NCC and NSS.

Students and teachers are committed to environment protection and green campus development. They do

plantation work every year to inculcate a love for the environment among the students. Swachhata Abhiyan (Cleanliness Movement) is carried on with rally, posters and different kinds of competitions organized. Botany Department has developed a beautiful Botanical Garden. Study of environment is studied in the foundation course of the UG students.

Human values and professional ethics are a part of the teaching learning curriculum in foundation course at UG level. There is a special paper on moral education in foundation course at UG level. The thought of the day is presented and displayed on the board which is a big platform to learn human values and professional ethics. This is one of the best practices in the institutions. Human values, professional ethics and patriotic and civic duties are presented. N.S.S. and N.C.C. teach the values of social service, blood donation and bravery in life.

Students of Political Science are taught topics on human right, woman rights, and constitutional protection on rights of women, children and deprived section of the society.

Birth days of great man such as Mahatma Gandhi, Swami Vivekananda etc. are celebrated with speeches and various competitions. Vivekananda Jayanti is observed with mass Surya Namaskar and practice of Yoga, to the value of solar power and yoga in life.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 5.33

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	22	22	22

File Description	Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	
Response: 6.47	
1.3.3.1 Number of students undertaking project work/field work / internships	
Response: 227	
File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni	
Response: B. Any 3 of the above	
File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:
<ol style="list-style-type: none"> 1. Feedback collected, analysed and action taken and feedback available on website 2. Feedback collected, analysed and action has been taken 3. Feedback collected and analysed 4. Feedback collected 5. Feedback not collected
Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 77.63

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1699	1063	970	854	798

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1980	1364	1220	1140	1140

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1188	818	610	571	571

File Description

Average percentage of seats filled against seats reserved

Document

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

Most of the students admitted in the college are from poor and rural background. The learning levels of the students are evident from their marks in the last qualifying examination and also are assessed in various stages of teaching learning process. At the time of admission career counseling is provided to them in the choice of subject and faculty as per their competence level. They are also taught basics of language skills, mathematics, computer knowledge, environment and civic duties in what is called zero classes immediately after the admission.

Student's language proficiency, regularity, attentiveness, participation in curricular and extra-curricular activities is also assessed. Performance of students in CCE (internal examinations) also reveals their learning level. Based on these indicators, the varying educational needs of advanced and slow learners are observed. Extra efforts are done by teachers in meeting the special needs of slow learners. They are separately paid attention by the teachers.

Advanced learners are encouraged to participate in various competitions under the guidance of teachers and Vivekanand career counseling cell. They are especially encouraged to set their goals according to their SWOT analysis. They are specially assisted by teachers in getting study materials and books. A lot of personal level interaction between the teachers and students helps both the advanced learners and slow learners. The library has a reading section and e-learning centre that is open in working hours for the students. Departments including Career Counseling cell have their own library and books are issued to students. Communication skills, inspiring lectures and career counseling tips are provided to the students by career counseling cell. Students whether slow learners or advanced learners, all are given digital facilities with internet services, printers and photocopiers. Meritorious student are awarded medals and certificates by the institutions on their performance in pratibha samman samaroh.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 135:1

File Description	Document
Any additional information	View Document

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

Response:

Teaching learning process has always remained student-centric in the college. Students participate in various curricular and extra-curricular activities within and outside the college. Visits to other institutes, field trips, seminars and workshops are organized with participation of students.

Swami Vivekananda Career counseling cell allows students to discuss about competitive exams and other carrier related field. Vacancies and other advertisements are display on display board for information to students.

N.S.S. camp of one week in a village is a very good example of participative and experiential learning where students learn a variety of things about life and life skills. They learn a punctual and discipline life schedule, yoga, cooking, cleanliness, group discussion, cultural activities etc. N.C.C. activities also teach the same things.

All the practical works that science subjects, Geography, Home science and computer science departments conduct contribute to experiential learning.

Library and ICT facility with one computer labs is a great support to the students in teaching and learning. Smart class based teaching and learning is extensively used in the classrooms. Students of Home Science department learn about food and nutrition and practice cooking to have practical knowledge.

Every year on 12th Jan and 25th June Surya Namaskar and Yoga Programme is organized.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

ICT is an umbrella term that includes any combination device or application encompassing: cellular phone, computer and network hardware and software, virtual class systems and so on, as well as the various services and applications associated with them, such as videoconferencing and distance learning.

This college is situated in remote area of Madhya Pradesh, earlier it was very difficult to reach every student but by use of ICT, we are now able to contact each and every student. We are using following ICT tools.

- 1.Projectors:** We have 10 projectors in Classes. All teachers teach students with the help of projectors.
- 2.YouTube:** Many teachers have their own you tube channel. They teach by the help of you tube.
- 3.Mobile/Laptop:** All teachers are teaching with Mobile /Laptop. They are taking online classes. In this period of Covid-19 this mode of teaching is very beneficial for students who are unable to reach in college.
- 4.TV:** MP Government is helping students who do not have internet facilities. Department of Higher Education is delivering lectures for all classes on DD national channel.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

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

Response: 110:1

2.3.3.1 Number of mentors

Response: 32

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 51.25

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 67.19

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	7	8	8

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 9.81

2.4.3.1 Total experience of full-time teachers

Response: 255

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Students are intimated about the dates of internal assessment much before C.C.E. In fact the probable dates are already announced in the academic calendar that is issued by the department of Higher Education before the commencement of the admission. The counseling session carried out at the time of admission acquaints the students well in advance about the nature of internal tests and their schedule. Guidelines for teachers and students for internal assessments are prepared as per the University guidelines and are made available to all faculties. Students are informed by their teachers about CCE performance with some positive and progressive suggestions.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

Students are shown the evaluated copies of the internal assessment tests to know their mistakes and this ensures transparency. If there is any tabulation related error in the assessment, corrections are promptly done. The institution has an effective mechanism for redressal of grievances pertaining to internal assessment. The maximum and minimum marks in the tests are reviewed regularly.

For any grievance related to university main examination such as 'being marked absent or W.H. securing low marks, students need to apply to the University. Teachers and college administration extend all guidance and assistance in this matter. Their applications are forwarded to the competent authority. Students are provided required attested document for any grievance.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

Mechanisms of communication of Course Outcomes include resolutions in the IQAC, Departmental meetings and Semester Cell proceedings. This is intimated to the students, in the class rooms and during various activities. Swami Vivekananda Career Counseling Cell organizes counseling programmes and annual Rojgar mela for students where the scope and career opportunities of different programs are conveyed to the students. The learning objectives and expected outcomes of each course are articulated properly to the students before commencement of the session.

Participation in multiple activities helps students to acquire leadership quality, independent and creative thinking and an analytical mind. Course outcomes are declared by the university and mark sheets are dispatched to the college. The teachers and students including the different cells work untidily to achieve outcomes. Students are pointed out their shortcomings so that they make improvements

File Description	Document
Upload any additional information	View Document
Past link for Additional information	View Document

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

Response:

Programme Outcomes (POs) contain creating and developing among students Aptitude/ skill/ ability/ capacity for

1. Employment
2. Critical thinking
3. Social Awareness and Interaction,
4. Political Consciousness
5. Ethics and Responsible Citizenship, and
6. Awareness of and Sensitivity to Environment and Sustainability, and
7. Women Empowerment and Inclusive Education.

Programme Specific Outcomes (PSOs) and Course Outcomes (COs) include

1. Producing among students:
2. knowledge and skill of the subject
3. Awareness of and sensitivity to local, national and global problems related to deprivation, socio-political issues, gender, environment, and discriminatory and exclusionary practices.

4.employment capacity

Evaluation and the level of attainment:

- 1.Knowledge and skill that students acquire in their subject and also their capacity for critical thinking, are evaluated through Continuous Internal Evaluation, End Semester / annual Examinations and personal interaction. Attainment of these outcomes is good, with pass percentage ranging between 82% to 95% in the past 5 years.
- 2.Regarding attainment and evaluation of (PSO& CO-II) following details can be mentioned:- Syllabus revision was undertaken by Jiwaji University to integrate value added courses across different programmes.

Subjects like gender, environment and sustainability and human values and professional ethics were included as core units in all UG and PG programmes.

Vibrant NSS.

Most departments organize departmental seminars, surveys, presentations, debates, internship etc. on topics dealing with vital social, political, economic, ethical and environmental issues of the time. internship activities as project work are assessed. The awareness and sensitivity level is good, gauged from the appreciable student participation in activities on these issues.

- 1.Active participation of students in NSS and activities of departments attest to their sense of Ethical and Responsible Citizenship. The attainment is satisfactory evidenced through their responsible contribution to different activities.
- 2.Level of attainment of political consciousness is excellent proved by notable participation of students in University level activities held every year under Yuva Utsav, sports and cultural activities.
- 3.Some of the students qualifying NET Test who are pursuing their post graduate course.
- 4.The number of alumni who qualify in various competitive examinations, or are employed in various organizations attest to accomplishment of the outcome of employability.
- 5.Achievement level of Women Empowerment and Inclusive Education is excellent considering the percentage of women students in the College, ranging from 55% to 58% in past 5 years.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 93.72

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
893	789	744	582	516

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
893	809	816	656	566

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

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

Response: 0

3.1.2.1 Number of teachers recognized as research guides

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	14	14

File Description	Document
List of research projects and funding details	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

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

Response:

The institution has set up committee like Vivekananda Career Cell to enhance exposure of students for better career opportunities. Every year, career fair is organized with significant proportion of the participants. Various company representative as well as other experts from outside are invited to deliver jobs as well as career oriented lectures to students. Apart from this, teachers as well as students are encouraged to present papers in seminars and workshops organized in other institutions with significant publications.

Additionally, Botany department has developed a botanical garden to encourage interaction of students with plant community for their better understanding of subject. Botany department also has developed basic infrastructure for plant tissue culture. NSS also organized various motivational events which also significantly contribute to develop an eco-system in the campus.

File Description	Document
Paste link for additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years	
Response: 0	
3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years	
3.3.1.2 Number of teachers recognized as guides during the last five years	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.49

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
06	01	0	0	01

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in

national/ international conference proceedings per teacher during last five years**Response:** 1.65**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	10	10	04	03

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

College faculty members regularly judge different kind of competitions, organized either inside campus or outside campus. Apart from academics, they also play different other role organized by other central or state department such as master trainer, zonal officer, presiding officer etc. during elections, observer role in different university exams and centre in charge during different PSC and other competitive exams.

Institution also has functional NSS, NCC, Eco club and Swami Vivekananda Career Cell where students are potentially introduced with society oriented issue. All these functional clubs organize various society oriented programmes and contribute their role in holistic development of students. These units perform social responsibility by their extension activities such as camps and procession for social, national, career and health awareness environment, gender issues, placement activities and civic duties.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/

government recognised bodies during the last five years**Response:** 17**3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
03	05	01	03	05

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**Response:** 69**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
09	28	13	13	06

File Description	Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response:** 45.14**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
624	2090	1174	968	666

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document

NAAC

Criterion 4 - 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.

Response:

Government Post Graduate (Lead) College, a pioneer in Chambal Division situated at Pali road of the city Sheopur serves as a higher education institution with a majority of SC,ST,OBC and minority along with General category students of its tribal region.

There is a big campus surrounds the college with two separate parking zone for vehicles. Pathway from entrance to primary structure is flourishing with greenery. A Botanical garden with different herbal plants is situated inside the building. College facilitates students and staff with a large sports ground and gym for sports activities. There is a multipurpose Seminar hall for conducting academic seminars, virtual classes and culture activities.

Separate departments with smart classrooms are allocated for each and every discipline like Arts, Commerce and Science faculties. The college is well equipped with the facility of computer in the account section including with separate chamber of the Principal. There is a computer lab, E-library etc. with 33 active computer systems for the students.

The College has Swami Vivekananda Cell with library for career counseling and skill development of the students, which regularly guide and support for competitive examinations. A Career Fair is also organized by this cell every year.

Two separate sports grounds with boundary wall are available for sports activities. Well equipped gym facility is provided to student athletes and staff. A multipurpose seminar hall provides infrastructural support for cultural activities. During academic session students actively participates in various competitions at district, division and university level. There is an open badminton court inside the college. College provides enough space for yoga practice regularly, in this regard Swami Vivekanand Jayanti and the international Yoga Day is celebrated every year.

Youth festival is the matter of attraction in the college that aims to motivate and inspire the concept of national integration, patriotism, spirit of mutual harmony, fraternity. Equity based brotherhood, courage and exciting activity amongst the youth by exhibiting their cultural competence in a common platform. Various competitions and cultural activities like Rangoli, Mehendi, Nukkad natak, speeches and debates are held with active participation of the students and staff.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

The college has two separate play grounds for sports activities; the ground is engulfed with boundary wall. It has well established gym facility for students, athletes and staff, a seminar hall as multipurpose hall provides infrastructural support for youth festival, cultural activities during academic session. Students participate in different sports competitions at district, division and university level. There is an open badminton court inside the building of college. College provides enough space for regular yoga practice which is conducted on 12th January every year on Swami Vivekanand Jayanti and on 21st June as International Yoga Day.

The youth festival is a matter of attraction for cultural activities every year. Various competitive programmes such as Rangoli, Mehendi, Nukkad natak, Speeches, Debate etc, are conducted with massive participation of students and staff.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 47.62

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 10

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

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 60.13

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
12.52	8.23	42.12	20.89	5.00

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

An enriched library is available in the college with E-library system and student reading room. All types of books, multi disciplinary journals, magazines, reference study material, news papers etc. are offered by library to enhance reader's academic potential for their academic goals. It provides academic and learning support to the students and staff. There are 47282 books with a separate section of reference books in the library.

It endows with the facility of a Reading room that can accommodate 25 persons together at once. Daily inspiring thoughts are written by librarian to motivate student on the board. A notice board is also available to convey important information to the students. S.C./S.T. students are provided free syllabus books and study materials under the Scheme of Higher Education Department, MP Govt.

Swami Vivekananda Career Counseling Cell provides the facilities of reading Competitive books, magazines, news papers etc. in Hindi and English, Current Competitive magazines and employment news also provided by cell.

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

4.2.2 The institution has subscription for the following e-resources**1.e-journals**

- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: D. Any 1 of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 9.42

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

2020-21	2019-20	2018-19	2017-18	2016-17
12.45	7.25	9.18	14.25	3.95

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

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

Response: 0.71

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

Response: 25

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Govt. P. G. College, Sheopur frequently updates its IT facilities including Wi-Fi. The college has well defined I.T. mechanism for providing and updating latest academic data to meet current technical requirements. A Provision is made in the Annual Budget for maintenance and upkeep of Information Technology infrastructure. We have Wi-Fi facilities in the college campus with Bandwidth 30 to 50 Mbps with the help of paid company city net service Sheopur. College has E-library and Well Equiped computer lab to facilitate latest information technology aids for teachers and students. Smart class facilities are available for the best innovative teachings.

College has E-library with computers, scanners, printers and photocopiers facilities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 106:1

File Description	Document
Upload any additional information	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: B. 30 MBPS – 50 MBPS

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
24.97	15.49	51.31	35.15	8.95

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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.

Response:

Maintenance of the college is carried out by the technical staff and with the help of the Public Works Department. Required maintenance is always done with the prior permission of the government and Janbhagidari Samiti. The infrastructure of the college and equipments are maintained through monitory aids of government and Janbhagidari Samiti.

There are two Computer faculties and six employees who have been appointed by Janbhagidari Samiti on temporary basis to maintain and utilize the support facilities like library, computer labs, cleanness of classrooms etc.

Facility of Water purifier is available for the staff and students. The water tank is cleaned at the regular interval. Botanical Garden is well maintained and watered regularly.

Fees collected from students at the time of admission are used in expenses like routine activities for career counseling, prizes distribution maintenance etc. Sport equipments are purchased according to rules and

guidance of the Department of Higher Education MP Govt. Electrical and plumbing systems are maintained through local mechanics as per the requirements.

Different committees like Purchase Committee, Library Advisory Committee, Physical Verification Committee and Writing off Committee have been formed to maintain the facility of infrastructure and equipments.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 103.56

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
3397	3044	2997	2158	1554

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.08

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
7	5	0	0	0

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

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: B. 3 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 7.27

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	196	330	158	153

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 125.64

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 1122

File Description	Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 4.71

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
01	04	01	01	01

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	70	30	40	50

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 2

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	02	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

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

Response:

In the last five years institute organized various kinds of administrative, co-curricular and extra-curricular activities for the student's .Election had been held for the session 2017-2018 to form student council .This election had been held for the post of President, Vice-president, Joint Secretary and Secretary.

Various competitions were organized from time to time under the guideline of the department of Higher Education at district and institutional level.

NSS camps were organized to provide opportunities to NSS volunteer to play their due roles in the implementation of various development programmes by planning and executing development project. Swachh Bharat mission, Election Commission, Yoga Divas and other days of national and international importance were celebrated by the students under the guideline

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**Response:** 4.6**5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	08	05	06	04

File Description	Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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****Response:**

The College remains connected with its former students who have passed and have 48 members enrolled in its association. Every year one alumni meet is organized by the college and feedback forms were distributed to get their valuable suggestions and advise.

Alumni of the college are in the field of Politics, business, non-government and government services etc, attempts are being made to use their knowledge and expertise for lectures, guidance, support services and contributions for welfare and development of the college and students. A very interesting fact is that honorable principle Dr. S. D. Rathore and IQAC head Dr. A. R. Khan are also alumni of the college.

Alumni's of the college have also been closely by associated with the development of the college as their valuable suggestions and advises for the betterment of the college have been enforced and when they have been made.

Alumni's of the college have also been regularly registering their presence during various activities being held in the college form time to time. Their feed backs are taken and valuable suggestions are found to be useful in the development and progress of the college.

In short, alumni's have been actively interacting and contributing towards the institution and its students. The college intends to take this cooperative equation further for the betterment of the institute in the long run.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

N
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C

Criterion 6 - 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

Response:

Vision-

Our institution should be a premier institute in the most backward sahariya tribe dominated Chambal region which serves with dynamic quality to produce well mannered, skilled, educated and research oriented human resource which will be an asset for our nation.

Mission-

The college should become a leading institute with well known status for

1. Quality oriented teaching and learning,
2. Research activities and Job Oriented Skill development
3. Centre known for some sports activities at university and state level
4. To develop technical skill to face the challenges of society.

Thus, the Vision, Mission, Goals and Objectives of the institution reflect the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution. The governance of the institution is carried out with the support of the State government and Higher Education Department's guideline. The Vision and Mission of the institute are to provide quality education to produce competent and skilled young generation ready to face challenges of life. Majority number of the students belongs to the Minority, SC, ST and OBC from rural background. Keeping in view the needs of these students, the perspective plan is to enhance quality education through curricular and extra-curricular activities. For qualitative personality developments of students various innovative methods and IT tools are set up for this purpose. The plans of the institution are framed keeping in view the vision and mission of the institution. The Principal and different committees of teachers are committed to fulfill the vision and mission of the institution. Principal maintains regular and active interaction, formal and informal, with all stake holders. All the teachers of the college extend their whole hearted contribution and participation in decision making as well as in execution.

All committees are as follows-

1. Purchasing Committee.
2. Students Welfare Fund Committee.

3. U.G.C. Committee.
4. Anti-ragging Committee.
5. Students Union Committee.
6. Library Advisory Committee.
7. N.S.S. Committee.
8. Sports Committee.
9. Time-table Committee.
10. Grievances Redressal Cell.
11. Committee for Guest Faculty appointment.
12. Audit Committee.
13. Semester Cell.
14. Teachers-students Guardian Cell.

There is also the Janbhagidari Samiti. It is a body of local citizens headed by a Chairman (nominated by the state government) and the Principal of the college is its Secretary, apart from many other members

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The College has a clearly defined organizational structure for the optimum and effective decision making and its implementation. The college works on a culture of decentralization and participative management in doing work and achieving academic goals, organizational progression and better campus environment. The Principal appointed various committees at the beginning of the session for decentralized responsibility and accountability. Each committee has a specific work. Coordinator and members who work under the overall supervision of the Principal. All departments have a Head who is generally the senior most Professor of the concerned department. He monitors the academic activities and discipline related to his department. Different units in the college such as N.C.C., N.S.S., Career Counseling Cell, Sports Department, Grievances Redressal Cell, RUSA Cell and U.G.C., Building and maintenances, Swami Vivekanand career margdarshan yojana, C.M. helpline, R.T.I., virtual class and guest faculty appointment Cell are working on behalf of the Principal. IQAC (Internal Quality Assurance Cell) and Janbhagidari Samiti perform key role in the management in the institution. IQAC is an vital academic body, which ensure quality education in the college. Library is managed by a In charge Guest Librarian and other helping staff. Examination Coordinator and Semester Cell coordinator is appointed by the Principal who controls the examination related activities and C.C.E. examinations.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The college being under the Department of Higher Education, Madhya Pradesh Government, most of the plans and policy matters are decided by higher education department and by the affiliating university that is JIWAJI University, Gwalior. Academic Calendar, calendar for career counseling activities and trainings, N.S.S. activities, examination schedules, C.C.E. and Practical examinations schedules are decided by the Department of Higher Education and by JIWAJI University, Gwalior. These are followed and implemented by college administration. Yet, the institution enjoys some freedom in deciding certain things relating to exact dates, venue of programmes, and utilization of the budgets for different purposes etc. as per norms of the state government. Time table committee plans the time table considering the convenience of the students, teachers, availability of rooms etc. IQAC holds meetings for quality assurance as per requirement. Plans are made by IQAC for utilizing the budgets under different heads and also in utilization of grants from the World Bank fund. The Vivekanand Career Counseling Cell provides guidance to students for their career development and professional orientation. The government lays down plans for career related activities which are completed by of this cell. Students are provided counseling at the time of admission, career counseling lectures, personality development lectures and counseling before the university examinations. Career Fair (Rojgar Mela) and placement activity are held every year by Vivekanand Career Cell. Budgets are allocated by the Higher Education Department, MP government. In Janbhagidari Samiti also, funds are allocated for development of infrastructure and academic activities under the rule regulation of M.P. government.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The Principal appointed various committees at the beginning of the session for decentralized responsibility and accountability. Each committee has a specific work. Coordinator and members who work under the overall supervision of the Principal. All departments have a Head who is generally the senior most Professor of the concerned department. He monitors the academic activities and discipline related to his

department. Different units in the college such as N.C.C., N.S.S., and Career counseling Cell, Sports Department, Grievances Redressal Cell, RUSA, World Bank activities Cell, NAAC related activities and U.G.C. have In Charge or Coordinators who work on behalf of the Principal and are accountable to him. IQAC (Internal Quality Assurance Cell) and Janbhagidari Samiti are two important set ups in the institution for policy decisions. IQAC is an important body and is represented by the Principal, senior teachers, students, an entrepreneur, alumni, community member and administrative staff. Decisions are taken in its meeting and are executed by different units. People's participation in management is ensured in the functioning of the Janbhagidari Samiti. As the name suggests, it is a body of local citizens headed by a Chairman (nominated by the state government) and the Principal of the college is its Secretary, apart from many other members who comprise of alumni, students, parents, academicians etc. This body has made significant contribution to the infrastructure and academic development of the college. Library is managed by a Professor In charge. Examination Coordinator and Semester Cell coordinator is appointed by the Principal who controls the examination related activities and C.C.E. examinations.

The Institution ensures that grievances are promptly resolved by setting up a Grievances Redressal Cell and CM helpline cell. There is also a Discipline Committee to maintain discipline in the campus. These bodies analyze the nature of grievances for promoting better stakeholder relationship. Recruitment to teaching and non-teaching posts is done by the state Higher Education Department. Guest faculties against vacant posts are invited as per procedure laid down by the department and it is done by the department through a transparent online system. Temporary appointments to teaching and some non-teaching posts are done by Janbhagidari Samiti as per rules of state government. Service rules and promotional policies are entirely the discretion of state higher education department though the department considers the recommendations of U.G.C. as per its capability.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Various welfare measures are available for teaching and non-teaching staff provided by the Department of Higher education.

These schemes are-

Duty leave to attend studies and programmes under Career Advancement scheme (Faculty improvement) such as Orientation Course and Refresher Course, pursuing higher studies like research work and Ph.D., Short term professional development training programmes. Medical reimbursement facility Medical and Earned leave. 20 half medical leave is allowed per year that is accumulated if not availed. Earned leaves are sanctioned for working during vacation. Maternity and Paternity leave

GPF Advance and GPF part/final Gratuity and encashment of earned leave at the time of retirement for employees. Income Tax relief on Principal amount and interest amount as per rules for home loan. Employees appointed after 2004 are covered under new pension scheme. Employees appointed Prior to 2004 are covered under old pension scheme.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 16.92

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

2020-21	2019-20	2018-19	2017-18	2016-17
22	0	0	0	0

File Description	Document
Upload any additional information	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

The Performance Appraisal System for teaching and non-teaching staff is as per instructions of the Department of Higher Education, M.P. Government. The Department of Higher Education has made it mandatory for teaching staff as per U.G.C. rules to submit Performance Appraisal form, a kind of self assessment Performa (better known as confidential report or C.R.) duly signed by the employee and scrutinized by IQAC and Principal. The teachers maintain records of teaching, examination duties, works related to extra-curricular activities, research, publication etc. to calculate API scores. API is examined by IQAC and the Principal gives remarks on C.R. which is sent to the office of Regional Director and then to the directorate. The API scored plays a decisive role in the promotion of the teachers. For non-teaching employees, performance appraisal system is as per rules in form of C.R, which is laid down by the state government. CR is decisive for promotion of non-teaching staff.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The Govt. P. G. College, Sheopur has a system for both internal and external financial audit. Faculties of internal audit committee carry out the internal audit regularly. Governmental External aud it is done by the team of A.G.M.P and Government audit team from Department of Higher Education, Govt. of M.P. The audit team sent by the government to examine the utilization of funds which are received through fees, amalgamated funds, UGC grants, contingency fund and grants received from governments under different heads of institution, All expenditures from deferent sources and Janbhagidari Samiti expenditure also audited annually by a Chartered Accountant.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**Response:** 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**Response:**

The source of institutional receipts/funding are U.G.C., state government, RUSA, Janbhagidari Samiti of college and fee from students. Our institution is a govt. institution governed by Dept. Of Higher Education Govt. of M.P. various funding are provided by the government. Proposals for demand of budget under different heads are sent to the government. IQAC, U.G.C. In charge, N.C.C. incharge, N.S.S. incharge, Professor incharge of Sports, Professor In charge of library, Swami Vivekanand Career Counseling Cell In charge, various Departmental Heads and Janbhagidari Samiti to monitor effective and efficient use of available resources. Govt. Rules, relating to purchase and utilizing funds, are followed by institution through purchasing committee. Now college has a system of GeM, E- Tender, E-procurement for purchasing and all financial transactions are online now. External audit and internal audit of financial transactions are done by institution, time to time.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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**

Response:

IQAC is formed as per norms decided by NAAC. It holds meetings in a year to decide upon quality assurance strategies, SWOC analysis, and feedback analysis and give information about feedback to teachers. It discusses on issues relating to academic, research, teaching learning, extra-curricular activities, and infrastructure development and takes resolutions. Resolutions are implemented by different cells and units working for quality sustenance. With the help of UGC, RUSA and department of higher education. state grant and Janbhagidari fund, efforts are made to develop infrastructure like laboratories, equipments, ICT facilities, teaching learning materials and construction works. It prepares report of overall quality improvement done in the college based on various parameters. It strives throughout the year in documenting the activities going on in the college by different units for quality sustenance. In the last five years with the resolutions of IQAC, quality assurance is a dynamic process and the institution is making its best efforts in documentation of strategies and processes as per new guidelines.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms. It provides necessary suggestions to the principal regarding the strategy of academic improvement. Teachers are asked to assess the learning outcomes in their respective classes. It organizes three meetings in a year for this purpose.

Semester cell, Career Counseling and Placement Cell and different departments assist in this process. Various quality initiatives for improving teaching leaning process taken are-

1. Organizing short term job-oriented training programmes.
2. Organizing workshop for improvement in Hindi and English language.
3. Organizing personality development and career oriented lectures and activities.
4. Inculcating the spirit of social service and patriotism among students, teaching them to respect our National symbols and cultural heritage.
5. Creating awareness about environmental issues and cleanliness.

6. Developing scientific spirit, punctuality, discipline and a love for fellow human beings.

Imparting the virtue of secularism and communal harmony.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: D. 1 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

Our Institute is highly Concern on the Gender equity and Sensitization issues for women in Campus. There are several kind of activities like Anganwadi Chalo Abhiyan, Women Empowerment, mahila hinsa Rok Sambhandhi Karyashala, Beti Bachoo Abhiyan, International women's day, Driving License camp for girls and Role of women in Indian Democracy etc curricular activities done by the institute in the year 2015- 16, 2016-17, 2017-18, 2018-19, 2019-20. Moto of organizing such activities is to make aware about the scheme and activities provided for the girl by the government through several kind of training session have been done by the program to the girls. As government is very much concern about the education of girls Scholarship programme launched for the girls, so higher education aim to promote financial assistance towards the girls student with the programmers GAO ki Beti, pratibha kiran yojna so our institute committed for these two programme of government P.G. College Sheopur to ensure that each an every deserving girl candidate must get benefit of GAO ki beti and pratibha kiran yojna

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

The Govt P G College, Sheopur very much concerned about cleanliness and environmental issues. Campus including all the rooms are cleaned regularly by the cleaning staff. Dustbins are kept at many points in the campus. Collected waste is processed depending on the nature of waste. Regularly waste is collected by

Sheopur Nagar Palika every morning. Use of Polythine and plastic is strictly prohibited in the campus. The institute teaches the students and staff the policy of reduce, recycle and reuse.

Every month Cleanliness drive continuously run in the campus by students of NSS and the staff of Sheopur P.G. College

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: D.1 of the above

File Description	Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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

Response: E. None of the above

File Description	Document
Link for any other relevant information	View Document

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 500 words).

Response:

The Institute is very much concern on the cultural, regional linguistic, communal socioeconomic harmony for the overall development of student's different kinds of activities organized every year in P.G. College Sheopur so that overall growth of students could be focused.

Many cultural program run on regular basis to inculcate national values among the youth.

For maintaining communal harmony among students program like rally on national harmony, essay competition on communal harmony and unity. Celebration of tolerance day and sadbhavna divas. Kaumi ekta saptah organized in our institute Gandhi Sahitya vachan has been done in institute on 150th birth anniversary of gandhiji for creating awareness among youth on the literature of mahatma Gandhi.

Cultural programme regularly run in college for enrichment of skills in students. National youth day, teacher's day, surya Namaskar, International Yoga day and celebration of Madhya Pradesh establishment day. Linguistic programs organized in our college like celebration of rastrabhasha divas.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Plantation drive runs on regular basis in the institute with the help of NSS students and academics staff. Proper greenery maintained in the campus.

Cleanliness: Institute aim to maintain cleanliness in the whole campus. Cleanliness drive runs regularly with the help of staff teacher. Plastic free campus is the main target of institute and i.e. maintain properly by teachers and students.

Voter's day: For creating awareness among students every year voters day organized in institute appeal

for voting has been done with different kind of activities like rangoli competition, human chain, poster presentation, extempore, slogan and essay writing competition etc.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: B. 3 of the above

File Description	Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Independence Day and Republic Day: The institution regularly celebrates Independence Day (15th August) and Republic Day (26th January) functions with flag hoisting and singing of National Anthem. The teaching and non-teaching staff, students, alumni and honorable Chairperson and members of Janbhagidari Samiti remain participate in the function. Various competitions such as speech, patriotic songs, painting, general knowledge, and essay are organized by college. Winners in these competitions are awarded prizes cultural activities. N.S.S. students also perform various activities on these occasions.

Gandhi Jayanti: The college is named after Mahatma Gandhi and his birth anniversary (2nd October) and death anniversary (30th January) are celebrated in the college with competitions centering on his thoughts and philosophy. Students participate in various competitions and are awarded prizes.

Swami Vivekanand Jayanti: Swami Vivekanand Career Counseling Cell celebrates the birth day of Swami Vivekanand on 12th January every year. About a week celebrations consisting of different competitions related to life and contributions of Vivekanand are held. Students are given certificates and prizes. Mass Suryanamaskar (Mass salutation to sun and Yoga are done by staff and students.

Apart from the above, the institution regularly organizes National Voters Day (25th January) with posters, paintings and rally in the city. Birth days of Sardar Ballav Bhai Patel (31st October) are held. Birth day of S. Radhakrishnan on 5th September is celebrated as Teachers Day maintaining the rich tradition of teachers and students. Guru Purnima is also celebrated where retired teachers are invited and honored by the institution. International Women's Day (8th March) is celebrated with great enthusiasm and competitions are held. World Environment Day is organized and students are taught in various ways to save

the environment. Human Rights Day (10th December) is also organized to make students aware of protection of human rights.

National Harmony Day: In our institute harmony day celebrated every year. Essay competition, rally, speech organized for upliftment of students.

Unity Day: On the birth of anniversary Sardar Vallabh Bhai Patel institute celebration unity day with different kind of activities like human chain, Essay competition, public competition etc.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Title: Green Campus

Objective:

- To promoting and maintaining greenery in college campus.
- To develop more and more botanical plants in institute
- To educate and motivate students for planting more and more plants

Context:

Green corridor fully developed in the campus. College is flourished with good quality medicinal plants that will be benefitted to our staff and students. Green Campus has been developed in very well manner from the entrance to the overall campus with the cumulative efforts of teaching staff, students, academic staff and team N.S.S.

Maintaining greenery and nurturing plants is the key responsibility of teacher and student who has adopted that particular plant and area.

The practices:

Every year plantation drive has been run by the instituted with the equal participation of students, teaching and academic staff.

- Botanical garden-

Botanical garden is one of the prompt best practices of our institute because of its unique medicinal plants. Botany department of our institute taking care of botanical garden in which different variety of medicinal plants have been flourished by students and teachers of botany department. Practical utility of

medicinal plants and herbarium file discussed and developed in the garden. Creating awareness in between the students to planting more and more medicinal plants at local area.

- Plastic free campus –

Plastic free campus is the main ambition of our institute. Students, teacher' s and academic staff always try to avoid use of plastic bags, glasses and disposable products of plastics with the cumulative efforts of students, teachers and academic staff. Institutes tried to maintain zero plastic zones in the campus.

Problem encountered and resource required:

- Sheopur climate is so unpredictable and non- convening. So at the time plantation and upbringing of plants is difficult to maintain the medicinal plants.

- Some time it happen that teachers and students are busy in their own professional work in college time, so it is so tough to gather them for the maintenance of green campus. It's very challenging to asking for time during working hour from faculty and students.

- Common peoples of Sheopur used to damage the boundary wall of college campus intentionally that's the reason animal entered in campus anyhow and used to disturb greenery as well as damaging plants.

Evidence of success:

As we enter in institute the aura of maintained greenery is eye opener and mouth warming. This is the fruitful result of success to planting and developing greenery.

2. Title - ICT- (Information and communication technology.)

Objective:

- Safety and security of college students and campus is the basic objective of our practice.
- To ensure safety of students in classroom as well as common room
- To prevent ragging, proper vigilance of students 24*7 in every aspects is done by institute's CCTVs
- To observe that no students and outsider create nuisance in the campus

Context:

The use of ICT to provide support to the teaching and learning process has become an ingrained activity in educational institutions. A major benefit of ICT

is that they can make their classroom teaching more effective by making its judicious use. The students are also benefited dues to possibilities for interaction beyond the classroom through ICT.

The practices:

ICT enabled teaching- learning encompasses a variety of techniques, tools, contents and resources aimed at improving the quality and efficiency of the teaching-learning process. Teachers in the higher education system today can use a variety of media and technologies inside and outside the classroom to make their teaching effective. ICT are used by teachers to catalyze the transformation of information into student learning. While using Internet related resources in the classroom, every care may be taken to address the appropriateness of the content and avoid inappropriate contents therein. The College may undertake a range of activities to support teaching learning through use of ICT.

· **Digital smart classroom –**

Well equipped 10 digital classes have been running in the institute smartly- Teachers are trying to deliver best of their knowledge with the use of technical application. And students are happily enjoying their studies with interest. Our institute equipped with overhead projectors, mic's, computer, speakers, visualiser with 24/7 internet facility.

· **CCTV Cameras and WI-FI Campus**

The whole campus of PG College Sheopur has been fully covered by CCTV cameras. 24/7 WI-FI facilities available in campus for academic and administrative staff as well as for the students.

Problem encountered and resource required:

· As Sheopur is very small town so the electricity problem is very common and due to unavailability of electricity. Whole college campus suffers a lot in various aspect of technical system like CCTV, WI-FI, projector, light, fan etc.

· Sheopur came under the wide range of forest zone of Madhya Pradesh and Rajasthan. Due to this there is very poor network connection. So unavailability of bundle of technical hurdle in Wi-Fi connection and phone and video calls.

· There is no technical expert available in Sheopur so for repairing of technical system and electronics. So we need to outsource the technical experts from Gwalior and Bhopal. So it is so far. As well as challenging to demand technical expert from out of Sheopur. As this place is so disconnected so nobody easily convince to come Sheopur for short period of time and small work.

Evidence of success:

· No ragging matter has been found till now

· No girl student has been found with mishappening

· Teaching methodology observed on daily basis and the interaction of teachers with students monitored via CCTV

· Examination conducted under the proper vigilance of CCTV cameras. There is absolute fair examination has been during last five years. There is no case of cheating found in our institute. Because examination has been done with 100 % transparency.

Digital presentation of lecture by the faculties improves the interest of learning and standard of knowledge towards the students. Due to digitalization in study material awareness of knowledge boosted a lot in students.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Financial assistance to the students belonging from the poor family by the college

It has been obtained from the profile students joining various courses of the college that there are many students coming from the rural areas with low economic back ground. Their parents are unable to provide them a sustained financial support because agriculture, being a gamble with rain in the district, is not a source of assured income. So, the noble objectives of the practice are

- To extend financial aid to the poor students, especially from the rural, to save them from discontinuation of their studies owing to poverty.
- To support finically all the deserving poor students without any discrimination of caste, creed or gender.
- To promote the 'equality' among the students
- To inculcate the values of 'generosity' and a 'sense of social responsibility' among the students.

The expected outcome is that the students should be able to complete their degrees with good marks. The beneficiaries should treat the needy with the principle of 'lend a helping hand without discrimination.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

No any additional Information

Concluding Remarks :

Conclusion Government P.G. College Sheopurkalan is situated in most backward Sahriya tribal rural area despite of that Institution has been constantly trying to offer a holistic education which encourage creativity, skill development and values. We are facilitating an atmosphere helpful for the all-round growth of the students. The emphasis is on providing them an ecosystem, where academic job oriented education and various other professional learning skill activities are available. These activities not only enhance student's potential but also make them well equipped to face the hurdles of a highly competitive current scenario of the world. A number of seminars, workshops, lectures, trainings are organized regularly to encourage quality and moral level of students. College provides opportunities for sports, social service and good citizenship spirit development. Our students are very versatile and active. They participate in awareness campaigns, social activities, cultural contests and art competitions. The institute offers myriad learning opportunities within and outside the classroom. The college offers a number of scholarships to promote poor, backward, tribal, disable, minority students with gender equity for their academic goals. IQAC has been continuously taking initiatives for quality enhancement with target of impressive preparation and implementation of New Education Policy 2021 in the college. Despite lot of challenges and hurdles we are marching ahead in our mission and vision of quest for excellence through present dynamic leadership and team spirit of staff.