

Annual Report 2016-17

This format outlines the annual reports to be published by all colleges in the Madhya Pradesh on their websites, by October 31st of each year. Part I is intended as a guide and colleges are free to alter the contents and format as they see fit. Part II, the Appendix (Institutional Performance Data and Financial Reports), is mandatory and colleges are required to report all data as per the attached format and instructions.

Important Information –

- *Name of the college -* **Govt. M.B. Arts & Commerce (Autonomous)
College for Women, Jabalpur (M.P.)**
- *Place of the college -* **Near Shashtri Bridge, Napier Town**
- *District -* **Jabalpur (M.P.)**
- *Division -* **Jabalpur**
- *Year of establishment of college -* **1987**
- *Name and Contact details
(Mail id , Phone) of Principal -* **Dr. Geeta Shrivastav (PRINCIPAL)**
Mobile No. **9425151254**
College email- **hegmkbaaccjab@mp.gov.in**
- *Name , Post and Contact details of (mail id, Phone no.) of Reporting In charge –*

- *Date of report submission -*

Part I

1. *The Principal's Report (2 pages)- Highlights the key activities, events, and successes of the past year and briefly describes major new initiatives to be undertaken over the next year.*

Mankunwar Bai College, established in 1954, is a women's college in Jabalpur district of Madhya Pradesh state. The College which is affiliated to the Rani Durgavati University of Jabalpur is recognized by the UGC under 2 (f) and 12 (b) of the UGC Act of 1956. It was conferred autonomous status by the UGC in the year 1990. The College has progressed to become one of the leading women colleges in the country ever since its existence. It was accredited by the National Assessment and Accreditation Council in the year 2004 and was conferred A+ grade.

The College was awarded A+ grade by National Accreditation and Assessment Council consecutively for two cycles for ensuring quality education and sustainable development.

I.Q.A.C. of the institution constituted in 2004 is consistently making sincere efforts to achieve its goals.

Being autonomous institution, the college boast of a meticulous transparent functioning of its examination cell. The semester examinations were held strictly

adhering to the academic calendar. The results both at U.G. and P.G. level declared within the stipulated time frame were exemplary as 90% of U.G. and 97% of P.G. were declared pass.

The institution has been identified for infrastructure development grant under Rashtriya Uchcharat Shiksha Abhiyan(RUSA) and has been allocated sum of two crores mainly for infrastructural development. The college administration is continuously monitoring the civil work being carried out under the supervision by PWD(P.I.U.)

Research is a salient feature of this institution. It was highly appreciated by the NAAC peer team. More than 60% of the faculty are registered research guides with the affiliating university.

It is pertinent to mention that on date, 129 students from different disciplines are pursuing Ph.D. programmes under the guidance of our faculty. The college takes pride in mentioning that there are 06 ongoing minor research projects. The college also publishes a national level research journal 'ANVIKSHA' with ISSN No. 0976-674x. An annual library magazine 'MANSI' provides a platform to the students to dole out their literary and creative output.

In 1954 the college was established with a vision to provide empowerment to women through imparting holistic education to make them responsible citizens for a better society. Empowerment is provided through education and overall personality development. Keeping this in view, a Women Development Cell has been established which carried out many activities in the year 2016-17.

Ragging free environment in the institution led to no registration of any grievance or complaint in the year 2016-17.

The college intends to strengthen its infrastructure by utilising the grants allocated by U.G.C. and State Project Directorat, RUSA. The management has planned to provide free Wi-Fi zone to all its students. It would also endeavour to procure more and more reference books/educational software and more I.C.T. enabled teaching tools.

2. Overview (1 page)

(i) Vision, Mission and Objectives of the college

Vision

- Empowerment of women through imparting holistic education to make them responsible citizens for a better society.

Mission

- To impart knowledge to women in order to strengthen their status in the society.
- To improve the process of teaching and learning, at the same time making young girls aware about the new parameters of multifaceted improvements in the sphere of women education.
- To make women self-reliant and to build leadership qualities in them so that they become capable of recognizing their worth.
- To ensure women participation in all creative activities.
- To inculcate basic human virtues in them like truthfulness, responsibility towards society, self confidence, courage, generosity and compassion.
- To offer opportunity to women for learning and research so that they are able to contribute to the welfare of the society.
- To make youth well skilled by polishing their talent so that they can compete in the professional and industrial social scenario.
- To provide an environment that would help them understand the true essence of patriotism so that they can work towards national interests.
- To make them self sufficient so that they can work for the development of society in general and the world at large.

Vision / Mission reflected in the academic programmes

- The College facilitates P.G. programme in 13 subjects under one roof and the only college that offers subjects like Music and Drawing and Painting which are very appropriate job oriented subjects which aptly suit the feminine temperament of the young girls.
- Subjects like Functional Hindi, Computer Application, Advertisement Sales Promotion & Sales Management, Diploma Courses in Public Administration,

Interior Decoration & Home craft and Diploma in Guidance and Clinical Counselling have immense scope for employment and practical value.

- Project-work, Internship, Excursion are compulsory part of the curriculum which substantiate and ensure confirmation of the goals and objectives of the institution.
- Job oriented project works compulsory for all students boost up their self-confidence.
- A wide range of practical subjects ensure practical skill and human resource development leading to global competency.
- The compulsory Papers of Hindi and English Language at U.G. level ensure value education which incorporate, motivational and inspiring stories, poems and essays by eminent writers.
- Literature is taught at UG as well as PG level which enables the students to understand human values and thus naturally emphasizes on value education.
- Compulsory paper on Environmental Studies at U.G. level makes the students aware and responsible towards environmental issues. The paper Entrepreneurship Development creates and develops understanding about entrepreneurship. Both lead to goal of sustainable development.
- Compulsory paper on Computer Awareness and optional paper Computer Application at UG level ensure employability and global competency.
- The college also inculcates value education through Yoga and Surya Namaskar.

(ii) *Brief introduction of the college (including the status (Govt. / Lead/ Constituent/ Affiliated/ Private), Parent University, UGC recognition, CPE status, etc), location & campus area*

The college is spread over an area of 3.13 Acres and is situated at the heart of the city. Affiliated to Rani Durgawati University Jabalpur, the College was registered under Section 2(f) and 12(B) of the UGC Act, 1956 in the year 1987. The institution has been accredited at A+ grade and A grade in the year 2004 and 2014 respectively.

(iii) *History of the college with significant milestones*

Mankunwar Bai College, established in 1954 is a women's college in Jabalpur district of Madhya Pradesh state. The College which is affiliated to the Rani Durgawati University of Jabalpur is recognized by the UGC under 2 (f) and 12 (b) of the UGC Act of 1956. It was conferred autonomous status by the UGC in

the year 1990. The College has progressed to become one of the leading women colleges in the country ever since its existence. It was accredited by the National Assessment and Accreditation Council in the year 2004 and was conferred A+ grade.

The College offers 06 programmes in all. There are 03 Under Graduate, 02 Post Graduate programmes in the faculty of Arts and Commerce and 01 PG diploma programme. The college offers 03 self-financing subjects at UG level. The College has PG in 13 subjects.

The college provides comprehensive information to the students about its goals and objectives, admission rules, courses offered, fee structure and the available facilities through its prospectus, calendar and website. The total learner strength of the College in the year 2013-14 is of 2022 girl students. The average success rate of the students in UG and PG programmes during the last year have been 92% and 98% respectively. The average dropout rate is 4.7% in UG, 3.8% in PG. which is almost negligible.

The primary goal of the institution is to train young women to become leaders in various spheres of the society. It is dedicated towards nurturing scholarly dynamism, concern, compassion and respect to others. The vision and mission statement and goals and objectives of the college are made known to all the stakeholders through the all-inclusive prospectus website and personal interaction.

The college introduced semester system at both the UG and PG levels in 2008-09. The curriculum has been modified and is continuously updated to meet the demands of this new system.

With the introduction of the semester system the college is practicing learner centric pedagogy through projects and internship which encourages the students to visit libraries, industries and other institutions. Apart from traditional lecture method, student's participation in Seminars, Group Discussions, Workshops and Extension Lectures on contemporary and emerging issues. is encouraged. Further, they are exposed to facilities of audio-visual learning through ICT enabled teaching-learning methods. The facilities of departmental library, automated central library and smart classes have introduced the students to modern methods of teaching and learning.

In the semester system there is provision of Continuous Comprehensive Evaluation (CCE). Examination process and evaluation system is completely transparent and fair. In order to maintain confidentiality of the valuation system; college adopts coding and decoding of the answer books. The results are displayed on the notice board and also on the college-website.

A number of interdisciplinary and innovative subjects like Entrepreneurship Development, Environmental Awareness and Computer Awareness have been included as compulsory papers at UG level which are in tune with the set goals and objectives of the college and are relevant to local, national and global trends. In addition to these subjects English language is taught compulsorily at UG level to provide proficiency to the students in today's global scenario. The new semester system includes skill development, career training, community orientation, computer literacy and value based education, as an integral part of the curriculum of both the UG and PG programmes.

Curriculum revision is done periodically based on the feedback from students, teachers, stakeholders, and alumni. Subsequently, in the last five years the curricula have regularly been revised. The course content in most of these new curricula are designed with scope for practical training, field work, computer awareness, ICT exposure, and community orientation.

The online admission process is absolutely transparent and in accordance with the reservation cum merit norms of the state government. Slow learners are facilitated with remedial classes while advanced learners are given special assignments and encouraged to perform better. The College practices an Academic calendar for the smooth and timely functioning of all the academic activities. In the last academic year, the college had total 287 working days out of which 180 days were devoted to teaching. Rest of the days were devoted to conducting extra classes, examination, evaluation and preparation of results.

At present the College has 69 permanent faculty teaching staff. Most of the teachers are from Madhya Pradesh with only 2.63% teachers from outside the state. There is altogether 24 non-teaching staff. The yearly cost of education of this institution is 55298.54 including the salary component and 4624.49 excluding the salary component.

Teachers are well qualified with 67 teachers holding Ph.D as the highest degree. The teachers regularly participate in national and international Conferences, Seminars, Workshops, Refresher and Orientation courses and other training programs organized by the Administrative and Management Academy of M.P. and other universities, colleges and the institutions of the country. During the years from 2009-2016, teachers of this college regularly attended seminars and conferences of national and international level. More than 35% of them acted as resource persons in various seminars and workshops. 65% teachers are members of the reputed organizations and institutions. They often get recognition in the society for their expertise in the particular subject and are invited as subject experts, judges, resource persons etc. The teachers are also introduced to modern technology and are motivated to use it in teaching and research. Departments have organized a number of seminars and workshops in the last four years. Eminent professors, researchers and experts are also invited from other academic institutions, industries and

universities to share their experience and expertise with other teachers and students of the college.

The Teacher- Guardian Scheme of the college helps in building cordiality between the teacher and the taught and proves to be an apt platform to resolve their grievances. The college has also adopted the feedback mechanism for the evaluation of the teachers by the students. This is carried out every year by the students of both the UG and PG programmes. Such feedback reports are analyzed and a consolidated report is generated. Depending upon the outcome, the principal takes appropriate action. The feedback of the students on curriculum, course content and other aspects of teaching-learning are also used to bring improvement measures.

There has been constant improvement in the research performance of the college during the last four years as the College promotes a research culture among the teaching, non teaching staff and students. This comprises enhancement of the infrastructural facilities, expansion of the laboratory and library facilities, setting up smart classes, subscription to more research journals, provision of free access to internet etc. This ICT enabled culture has motivated the teachers and scholars to take up research seriously. It is admirable that the college has completed 27 minor research projects during the last four years. At present the college has to its credit 04 minor research projects sanctioned under XI plan of UGC. Most of the research activities are focused on contemporary issues relating to women, culture, economy and society. Project work and internship helps the students to develop their research acumen, and knowledge by exposing them to several new avenues.

The academic environment of the college has helped to augment quality education and professional skills of the faculty. Pre Ph.D course, Minor project, seminars, workshops, excursions, project work filed studies mandatory for students in VI semester UG and IV semester PG ensure research culture in the institution. The college also functions as a research centre where substantial numbers of student are registered to pursue their Ph.D. degree under the guidance of the faculty members. 45% of teaching faculty is recognized as research guides by Rani Durgawati University Jabalpur. Research Scholars are registered for Ph.D. in different departments. A substantial number of Ph.D theses have been completed under the guidance of research guides of the college during the last four years. There is a research committee, which keeps the record of the research activities. College is research centre for pre Ph.D course work in 03 subjects. The College publishes an annual magazine “Manasi”, a quarterly newsletter and a research journal on Arts and humanities “Anviksha”.

The College has sufficient infrastructure for the existing academic programmes and administrative functions. The College has campus area spread over 3.13 acres of land. There are altogether 75 classrooms along with auditorium,

conference halls, student's common room, computer laboratories, language lab automated library, 13 departmental Libraries, departments with basic infrastructure. There is public address system in all the class rooms, CC TV cameras and local telephone coin boxes installed inside the premises. The entire infrastructure is well maintained under the supervision of the HODs and principal of the College with the assistance of the maintenance committee. The infrastructure is optimally utilized as the college works in two shifts to facilitate the Commerce and the Arts classes.

The automated central library has a collection of 62,535 books, 22,535 text books 32,000 reference books and it subscribes to 18 journals and 30 magazines. The library has a large number of books for the competitive exams. During the last four years the college spent 12, 53,612 and in the current year 6, 82,685 on the purchase of books and journals.

The College has adequate computer facility and other learning resources which are extensively used for academic and administrative purposes. It has computer laboratories for the students. The college also has Network Resource Centre.

The College has a joint hostel in Govt. M.H. College of Home Science situated just opposite the college building to accommodate 100 students of this college. This joint Hostel is provided with all basic amenities. The college also has hostel in its premises for tribal students. The college has adequate infrastructure for sports and games. It has one multipurpose field for athletics, volleyball, and Kho-Kho and Indoor facility for chess, carom and table-tennis. College also facilitates special training in martial arts Judo Karate and Wushu. Since the first accreditation, a great deal of infrastructural development has taken place. Several new construction works like the new wing for Music department and gymnasium, new canteen, auditorium, ramp and washroom for the differently abled persons, elevation of boundary wall, and new class rooms have been completed.

Financial support is available to the students in the form of state government scholarships and schemes for SC, ST and OBC, students. Various kinds of financial assistance are provided to the needy and deserving students in the form of fee and railway concession. Majority of Students avail financial aid from the Government scholarship schemes. Gold medals and certificates are given to the meritorious students. The College also gives Best Student award to the student with overall outstanding performance. The College has always been working for the poor students by giving them special consideration during admissions and by providing scholarships and financial assistance and the Book Bank facility.

The IQAC of the college has created quality consciousness in the college ever since its inception in 2004. The IQAC and Swami Vivekanand Career Counselling & Placement Cell have successfully organized a number of

seminars, conferences workshops and Career Fairs for the welfare of the students. Five clubs have been established under IQAC for the overall development of the students. The IQAC provides personal counselling to the students. One full time trained counsellor has been employed to help the students overcome various problems relating to examination stress and other academic and personal issues. The college has also strengthened counselling and placement services with the establishment of “Swami Vivekanand Career Counselling and Placement Cell” since 2006. The Placement Cell offers training and development programmes to the students and prepares the students for campus interview for employment in the industry and other organizations. All the faculty members are involved in providing academic and personal counselling through the Teacher- Guardian Scheme available to all the students.

The College regularly takes up extension activities and various types of outreach programmes through its departments, NCC, NSS and Red Cross units to inculcate social concern and responsibility in the minds of the students. The NCC and NSS units of the college conduct programmes in collaboration with Government and NGOs for the community development, women empowerment, literacy and promotion of national spirit, peace and harmony. The College has two NCC companies. In the year 2009 the NCC unit has won the trophy for being the “Best Company” in the state. In order to sensitize the students on social responsibilities, the institution has developed linkages with certain NGO’s working towards societal development and social reforms. The college has a formal linkage with an NGO – SAHYOG – which is committed for bringing in social reforms through awareness campaigns, social work etc. The students of the institution escorted by the faculty visit the target area of the NGO and contribute physically to the cause. Issues like Awareness of rights of women, Domestic violence, Hygiene, Child care, environmental conservation have been dealt with by the students.

The other student support services include Grievance Redressal Cell, Anti Women-Sexual Harassment Cell, Women Development Cell, Student Cell, Anti Ragging Committee, Remedial Classes, Equal Opportunity Cell, Sports, NET SLET Coaching, Research Cell and Chhatra-Mitra Yojna.

Several cultural and sports facilities are available to the students. The students participate in various types of sports activities at local, university and state levels and have won fame and glory for the College. Incentives are also given to the students who excel in sports. The Students Union helps and supports many co-curricular activities like seminars, cultural programmes etc. They promote the spirit of patriotism and secularism by celebrating national and religious festivals with dedication and fervour.

The College has a well-defined and de-centralized organizational structure to coordinate the academic and administrative functions of the institution. The

organizational structure consists of statutory bodies like the Executive Council, Academic Council, Board of Studies, and Finance Committee. The Principal is the head of the college who provides leadership and inspiration in planning, organization and execution of all programmes with the active support and participation of the staff. He maintains healthy contact with the stakeholders like parents, teachers, alumni and the public. He plays a key role as the member secretary of the Executive Council, chairperson of all the statutory and non-statutory bodies.

Each Head of the department takes care of the academic and extension activities of the department. Similarly separate committees are made for various academic and co-curricular activities. The academic planning of various departments is carried out by the respective BOS, with the approval of Academic Council. The meeting of the statutory bodies is convened at least once in a year.

The assessment of the performance of the teaching staff is mainly ensured using the feedback from students and by the principal on annual basis. The non-teaching staff members attend training in the use of IT and office administration. Resource mobilization as well as resource allocation is carried out efficiently. The financial accounts of the College are subjected to both internal and government audit. The College prescribes the fee for its programmes as per the directives of the State Government; fee for the Self Financing Programme is prescribed by Finance/Executive council. The College has a number of welfare programmes for students and staff, which includes various scholarships, group insurance, medical reimbursement, loans and advances.

Thus, Government Mankunwar Bai Arts & Commerce Autonomous College for Women, Jabalpur is dedicated to turn its vision and mission into reality by putting in sincere efforts in all the spheres of academic, co-curricular and administrative activities.

(iv) *Faculties and major disciplines*

There are 03 Under Graduate, 02 Post Graduate programmes in the faculty of Arts and Commerce and 01 PG diploma programme. The college offers 03 self-financing subjects at UG level. The College has PG in 13 subjects.

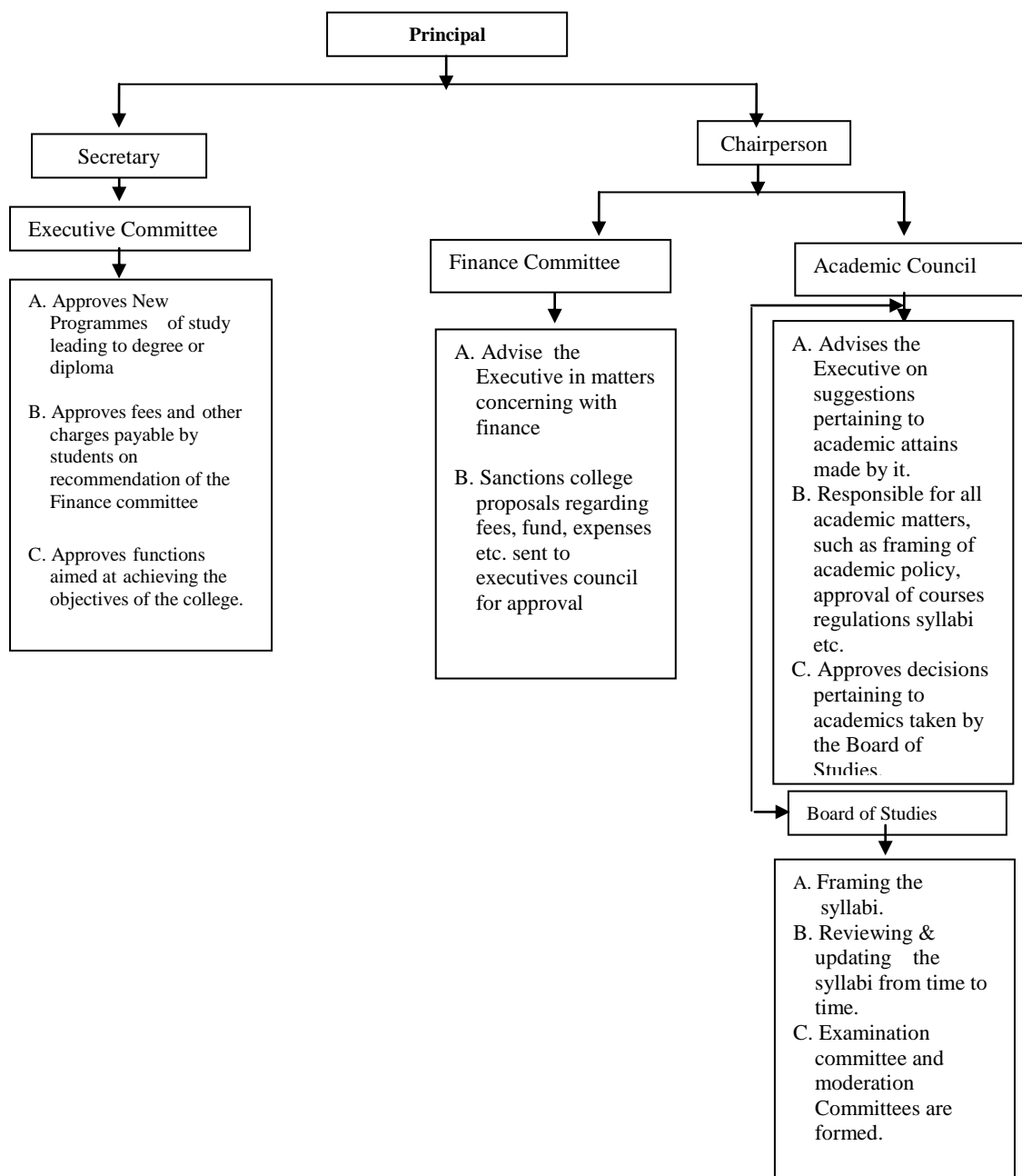
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3. *Senior Management Team and Board of Governors (1 page)*

Lists the members of the senior management team (Principal, Registrar, Deans etc.) and members of the Board of Governors including their designations and professional backgrounds.

Administrative Hierarchy



List of Chairperson/members of Statutory Bodies like Board of Governors/ Executive Committee/ Academic Council/ Janbhagidari Samiti, etc

The organizational mechanism of the college is operated in a democratic manner. Decisions are taken after a consensus is drawn from the faculty, university representatives, industry, alumni, students union and other stakeholders. The IQAC ensures sustenance and initiation of quality measures in the college.

The Janbhagidari Samiti of the college constituted by the State Government monitors the governance, developmental activities and all other major issues related with a college. The Janbhagidari Samiti (Peoples Participations Committee) as the name suggests comprises a chairman nominated by the State

Government who is a citizen of repute. The Chairman further nominates members in the committee from all walks of life including an educationist, an industrialist, a farmer, an entrepreneur and the like. The Janbhagidari Committee works alongwith the autonomous college management towards a holistic development of the college.

4. Admission Statistics (1 page)

- The number of applicants at the UG and PG level who ranked the college as their 1st, 2nd and 3rd preference, the number of applications received for PhD courses, and the number of students admitted at each level as per the following format.

Applications	UG	PG	PhD
Applications that ranked the college as the 1st preference	1500	248	NA
Applications that ranked the college as the 2nd preference	635	211	
Applications that ranked the college as the 3rd preference	126	37	
Total number of applications received	2261	496	
Number of students admitted	1032	248	

Data Source: E-pravesh portal, records of the affiliating university

- A brief demographic profile of students admitted (in terms of gender, caste, whether from MP etc.)

Name of the Course	Gender	Category	% of students from the State	% of students from other states
B.A. / B.Com	Female	ST/ SC/ OBC/ UR	99%	1%
M.A. / M.Com	Female	ST/ SC/ OBC/ UR	99%	1%

5. Academic Programs: Core Programs - UG & PG

Core programs at UG level

Stream	Name of the Core Program	Eligibility	Optional subjects
Arts	Bachelor of Arts	10+2 from a recognized Board OR 10+2 with relevant vocational course from M.P. Board	Foundation course + a group of 3 optional subjects

Commerce	Bachelor of Commerce	10+2 from a recognized Board OR 10+2 with relevant vocational course from M.P. Board	Foundation course + a group of 3 optional subjects
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Core Options at PG level

Faculty	Name of the Core Program	Eligibility	Subject Options
<i>Arts</i>	<i>Master of Arts</i>	<i>3year Degree course in any faculty/ Honours degree course in same subject</i>	<i>No. of subjects</i>
			<ol style="list-style-type: none"> 1. Economics 2. History 3. Urdu Lit. 4. Geography 5. English Literature 6. Political Science 7. Hindi Literature 8. Drawing& Painting 9. Music 10. Philosophy 11. Psychology 12. Sociology
Commerce +	<i>Master of Commerce</i>	<i>3year Degree course in any faculty/ Honours degree course in same subject</i>	M.Com Optional group IV Semester Management Marketing Accounting Insurance Applied Economics
Commerce (Computer Application)			

M.Phil/ Ph.D. Programs

S.no.	Subject	Eligibility	No. of scholars registered
1	HINDI	Post Graduation with minimum 55 % of marks subject to clearing the D.E.T.	134 students registered in various disciplines.
2	COMMERCE		
3	ENGLISH		
4	MUSIC		
5	SOCIOLOGY		
6	PSYCHOLOGY		
7	HISTORY		
8	POLITICAL SCIENCE		
9	URDU		
10	ECONOMICS		
11	GEOGRAPHY		
12	DRAWING & PAINTING		
13	HOME SCIENCE		
14	SANSKRIT		
15	PHILOSOPHY		

PG Diploma/ Diploma/ Certificate/ Self-financed/ Skill based Vocational/ Short term courses

Name of the Course	Department	Duration	Fees	Seats
Interior Decoration & Home Craft	Home Science	01 Year	5000	30
Clinical Psychology	Psychology	01 Years	5000	20
Public Administration	Political Science	01 Years	2000	20

6. *Academic Calendar 2017-18*

Academic Work	First/ Semester	Third/ Fifth	Second/ Fourth/ Sixth Semester
Orientation Classes/Zero Classes/SWOT analysis	01 July TO 08 July 2017 (07 working days)		26 Dec2017 (01 working day)
Teaching and Continuous Comprehensive Evaluation	10 July to 02 November 2017, (93 working days)		27Dec to 18 April 2018 (92 working days)
CCE Schedule	October 2 nd week		March 2 nd week
Preparation Leave	02 November to 09 November 2017 (Total 07 days)		19 April to 21 April 2018 (Total 03 days)
Practical Exams (Graduation/Post Graduation)	Between 23 October to 09 November 2017		Between 02April to 18 April 2018

Semester and ATKT Exams	15 November to 21 December 2017	28 April to 26 May 2018
Declaration of Examination Results	Up to 31 December 2017	Up to 15 June 2018
Semester Break (for students)	15 December to 23 December 2017 (09 days)	27 May to 30 June 2018 (35 days)
Semester Break (for teachers)	15 December to 23 December 2017 (09 days)	27 May to 15 June 2018 (20 days)

7. *The Student Experience (4 pages)*

Briefly describes student life in the college:

- *Infrastructural facilities available to students - Classrooms, Smart classrooms, laboratories and equipment, Common Research Lab, Hostel; Canteen; Garden; Students common room, Auditorium, Sports Complex & other facilities*

The college has adequate physical infrastructure to support the smooth functioning of various kinds of academic and co-curricular activities. The planning committee works on the need of adequate availability of infrastructure. There are 36 class rooms to accommodate 2022 number of students. The college functions in two shifts, in these way 1200 students are accommodated in each shift. College has 68 computers in all. Infrastructure is optimally utilized between the two shifts of the students. The Computer student ratio is 1:18.

One of the major functions of the planning board is to consider the financial feasibility of the proposals. Funds are made available by the UGC, Janbhagidari Committee, and Institution's own fund for development purpose.

The following infrastructural developments were created in the past four years:-

Library automation – Library automation work was completed considering the recommendations of the Planning Board. The library provides better service to the students with automation process and infrastructural facilities.

Ramp for differently abled – Ramp facility has been provided to the disabled students, teachers and employees of the college. One of the ramps has been constructed by the Janbhagidari Samiti Fund and the other one by UGC XIth Plan development grant received under the HEPSN Scheme.

New Canteen – Looking to the increasing requirement of the students the existing canteen has been extended and renovated by the college seeking funds

from the Janbhagidari account. The Janbhagidari Samiti of which the Principal of the College is the ex-officio secretary, has been actively involved in the infrastructural development of the college.

Gymnasium - The College has setup a multi function gymnasium with basic infrastructure, ensuring that the students as well as the female faculty get benefitted by it.

Renovation of Music wing - The department of Music has been extended by developing the entire wing. New rooms have been constructed; infrastructural facilities have also been developed.

Elevated Boundary wall - The boundary wall of the college has been elevated to ensure safety.

Lecture hall - Lecture hall has been renovated and developed with audio visual facilities for facilitating smart classes and other presentation at the behest of the Janbhagidari Samiti.

Auditorium – The college with the financial support from Janbhagidari Samiti has developed an auditorium for the smooth functioning of various programmes. The college also has an open auditorium for organizing functions.

Smart class rooms – Four smart class rooms have been developed to promote ICT based teaching learning process.

Basket ball field – The basket ball field has been developed to provide better sports facilities to the students.

Computers, printers – New computers and printers have been procured to accelerate the administrative and academic works.

Fire extinguisher – Fire extinguishers obtained from the UGC funds have been setup at various points to ensure safety.

Furniture – Furniture has been procured for class rooms, departments and different cells to improve better work environment.

Cemented Road within campus – New cemented approach road has been constructed in the college premises. The college has received financial support from the Vidhayak Nidhi materialized through the active involvement of Chairman of Janbhagidari Samiti.

CCTV Camera – CCTV camera sponsored by the Janbhagidari Samiti have been installed at different points to facilitate the college administration to ensure or safe and secure environment to girls.

High Tension Line – High Tension Line has been drawn from the State Electricity Board looking to the steep increase in the Electric load in the institution.

- *Library as a learning resource- advisory committee, its composition, facilities & services (e & print), annual improvement initiatives*
- The library has an Advisory Committee. The advisory committee is constituted by the principal in accordance with the provision in UGC guidelines. A senior professor of the college convenes the committee with the librarian, two senior teachers, a student representative and the college accountant as its members.
- The Committee decides the policy for the improvement of the Library facilities and also frames rules for new activities like establishing research facility, reading club etc.

The college has a fully automated library for the benefit of the faculty and the students. There is a regular librarian who is assisted by around five other employees, Computer and internet facility is available in the library by which access to e-material and e-journal is made available. The librarian disseminates information regarding websites, e-libraries and e-journals. Orientation programme is also held for the students to make them informed about the library usage.

- *Student support services:*
✓ *IT enabled services*

(1)	Online Admission
(2)	Maintenance and monitoring of 02 large computer labs.
(3)	College Website Updation

- ✓ *Financial assistance (scholarships/ schemes for SC/ST/OBC/ minority, Group & Health Insurance Schemes)*

SCHOLARSHIP SCHEME NAME - GAON KI BETI (2016-17)	
CATEGORY	ALLOCATED AMOUNT
SC	25000
ST	30000
OBC / GENERAL	505000
TOTAL	560000

SCHOLARSHIP SCHEME NAME – PRTIBHA KIRAN (2016-17)	
CATEGORY	ALLOCATED AMOUNT
SC	5000
ST	35000
OBC / GENERAL	185000
TOTAL	225000

SCHOLARSHIP SCHEME NAME – AAVAGAMAN (2016-17)	
CATEGORY	ALLOCATED AMOUNT
SC	153600
ST	56000
OBC	373600
GENERAL	141600
TOTAL	724800

SCHOLARSHIP SCHEME NAME – AIKIKRIT (2016-17)	
CATEGORY	ALLOCATED AMOUNT
U.G. (NEW)	27000
U.G. (RENEW)	82500
P.G. (NEW)	60000
P.G. (RENEW)	60000
TOTAL	229500

SCHOLARSHIP SCHEME NAME – POST MATRIC (2016-17)	
CATEGORY	ALLOCATED AMOUNT
SC (NEW)	1463704
SC (RENEW)	1534909
ST (NEW)	932466
ST (RENEW)	1259723
OBC (NEW)	1185365
OBC (RENEW)	1220320
TOTAL	7596487

❖ Group Insurance of all the students covering of Rs. 50,000/-

❖ Students Welfare Fund for Economically weaker section.

✓ *Personal enhancement & development schemes- NCC, NSS, Facilities for physically challenged & slow learners; Tutor-Guardian Scheme, Grievance Redressal Cell, Entrepreneurship Cell, Remedial classes, Career Guidance Cell.*

✓

- NCC - 02 Girls Battalions
- NSS - Active unit rendering social service schemes
- Facilities for Physically challenged and Slow learners-
 - (1) Ramps
 - (2) Tutorials & Extra classes for slow Learners

- Grievance Redressal Cell -

Yes, the college has a grievance redressal cell with a senior professor and 3-4 other faculty as members in its composition. The head of the institution constitutes the cell as a major initiative with the aim to provide our students with a democratically healthy and safe environment in the college. This cell works in coordination with a separate committee that deals with the suggestions of the students. This committee has setup a suggestion/complaint box in the premises of the college giving the students an opportunity to voice their grievances/ opinion on various aspects of the college. It is observed that written grievance regarding academic, financial and infrastructural matters generally come to the knowledge of the college management. Grievance regarding time table also comes to light as several students come from remote areas. Grievance regarding short attendance are also resolved and dealt with periodical meetings which are held with the Principal to adopt appropriate measures in order to resolve the said grievances.

With this mechanism college has been able to develop various support service such as Gymnasium, Wi Fi facility, the new improvised canteen, new approach road etc.

Problems related to short attendance are solved by giving assignments, handouts and extra time to the students. Thus, cordiality, peace and harmony is maintained between the teacher and the taught.

Suggestions pertaining to examinations have brought about reforms such as printing of question papers coding and decoding of answer books and change in the examination pattern with multiple choice questions (MCQ)

- ✓ *Extracurricular activities: Calendar of activities (Sports, Youth Festival, cultural and literary events), Achievements, Awards*

Student Union	30 October 2017 proposed
Sports / Youth Festival & Other Activities (One week)	September/October 2017
Diwali Vacation	17October to 21 October 2017
Annual Function / Price Distribution & Publication of Annual Magazine & Redemption	February Last week / May (First Week) 2017 (maximum 04 days)

✓ Major student welfare initiatives over the past year

S.No.	Support service	Structure	Functional characteristics
1.	Women Development Cell	A duly constituted committee with a senior faculty as in-charge or convenor along with other nominated members in clouding a student's representation.	Development and awareness programmes
2.	Student section		Admission, fee, exam, result, scholarships
3.	Teacher Guardian scheme		Mentorship regarding teaching learning, evaluation, grievances etc.
4.	Student Union		Extra- curricular, cultural and sports services Literary Activities
5.	Vivekanand Career Counselling cell and placement and vocational courses		Career Counselling
6.	NCC, NSS Red Cross,		Extension work, Soft skills, social awareness
7.	Grievance redressal cell		Resolves the Grievances of the students
8.	Remedial classes		Targeting slow learners
9.	Equal opportunity cell		Ensures opportunity to all categories of students
10.	Sports		Overall development of the students
11.	NET SLET Coaching		Ensures employability
12.	Research cell		Research orientation
13.	<i>Chhatra-Mitra Yojna</i>	An innovative measure initiated by the Janbhagidari Samiti with a large committee comprising teachers as well as students.	Ensures a congenial environment in the college. All kinds of student grievances are resolved amicably. Suggestions regarding teaching, learning, admission, extracurricular activities, developmental needs etc. are sought from the students to supplement the developmental plans.

- *Extension Activities*

- | |
|---|
| <ul style="list-style-type: none"> • Awareness Programmes • Rallies • Poster Competitions • Lecture Series etc. are consistently carried out as extension activities for community development. |
|---|

8. *Student Achievements (5 pages)*

Highlights the most significant academic and non-academic achievements of students over the past year. This can include major academic awards and scholarships received student research, and sports and other extracurricular activities. Focusses, in particular, on profiling top achievers and describing how resources provided by the college helped these students succeed.

ACADEMIC

- *Merit*

Name of the award/ medal/ meritorious scholarship	Name of the Discipline / Class	Subject
Gold Medal for Obtaining Maximum marks in Post Graduate exam.	M.A. IV Sem	Hindi
		English
		Urdu
		Sanskrit
		Political Science
		History
		Economics
		Geography
		Sociology
		Psychology
		Home Science
		Philosophy
		Commerce
		Music
Drawing & Painting		

- *Research scholarship/ award*

S.no	Name of the scholarship award/	Name of the recipient	Class	Area of research
NIL				

CULTURAL

- *Participation*

S.no	Name of the event	District Level	State Level	University	National Level
1	Youth Festival (Solo Dance)	√	√	√	√
2	Debate			√	

- *Awards and Achievements*

Name of the student	Class	Event	Award/Achievement
Ku. Ashwani Soni	B.Com	International Youth Festival Classical Dance	Ist Prize

SPORTS

- *Participation*

S.no	Name of the event	Division Level	State Level	University/ National Level	International Level
1	Cross Country			√	
2	Hockey			√	
3	Cricket			√	
4	Chess	√			
5	Kho-Kho		√		

- *Awards and Achievements*

Name of the student	Class	Sport	Award/Achievement
N.A.			

9. Research Activities (4 pages)

Identifies major research themes, places these themes in their social and economic context, highlights major research achievements (publications, collaborations, intellectual property produced, external funding received etc.), and profiles top researchers. Lays out the research agenda and identifies themes for the coming year.

- *Major research themes*

S. No.	Department	Prioritized research area and expertise
1	History	Freedom Struggle
2	Sociology	Anthropology
3	Hindi	Women Studies
4	English	Linguistics

- *Ongoing Minor research projects*

S. No	Name of the Faculty	Title of the project	Name of funding Agency/ Industry	Total grant received
1	Shri Indra Singh Warkade	"Samkaleen Hindi Kahaniyon Main Samajik Chetna Ka Vikas"	U.G.C.	1,10,000/-
2	Dr. Rajeev Jain	Hindi Filmon main "Kaifi thaath" ke raagon par aadharit geeton ka vishleshanatmak addhyan	U.G.C.	1,25,000/-
3	Dr. Ragini Upadhyay	"Lok Jeevan Shaili main Chitrankan'	U.G.C.	1,50,000/-

- *Papers presented in regional, national and international seminars/ conferences*

- *Publications in national/ international journals*

S. No.	Name of the Discipline	Regional/ State	National	International
1	Hindi	04	08	04
2	English	03	10	-
3	Urdu	-	02	-
4	Drawing & Painting	03	01	-
5	History	04	02	02
6	Music	01	08	-
7	Economics	01	10	01
8	Psychology	-	10	02
9	Political Science	04	15	01
10	Sociology	02	09	-
11	Home Science	02	05	01
12	Geography	02	08	-
13	Sanskrit	0	04	01
14	Commerce	02	12	03

S.No.	Name of the Discipline	International Journal	National Journal
1	Hindi	05	35
2	English	02	06
3	Urdu	-	02
4	Drawing & Painting	-	03
5	History	-	04
6	Music	-	05
7	Economics	-	05

8	Psychology	-	05
9	Political Science	05	12
10	Sociology	-	05
11	Home Science	-	03
12	Geography	-	05
13	Sanskrit	-	02
14	Commerce	02	10

- *List of linkages/ Collaborations/ MOUs*

The college has developed MOUs and linkages with several academic institutions at national level and also with industry and certain NGO's committed to community development research has definitely improved, as working with these institutions and organizations lead exposure to the students to the world of knowledge and practical wisdom. The experience, observation and data collection in the surveys conducted in collaboration with NGO's provide them primary research inputs.

The college has links, formal as well as informal, with Madhya Pradesh Itihas Parishad, Swaraj Sansthan Bhopal, INTACH Jabalpur Chapter, Rani Durgawati University Jabalpur, Medical University Jabalpur, Govt. Home Science College Jabalpur, St. Aloysius College Jabalpur, Kadambari, Lions Club, Department of Police, Central Jail Jabalpur apart from linkages with Bhartiya Hindi Sahitya Parishad, Allahabad, Pragatisheel Lekhak Sangh, Jabalpur, Hindi Parishad Bhopal, ELTAI (English Language Teachers Association of India), Indian Commerce Association, Indian History Congress New Delhi, I.I.P.A. Delhi, Helpage India, Rotary, Udan, Anjuman Tarraqui Urdu (Hindi) Jabalpur, Netaji Subhash Chandra Bose Medical College Jabalpur and Central Jail, Kalaniketan College Jabalpur, Home Science Association of India. It has also very strong linkages with NGOs like SAHYOG with which the college students and faculty are working on community development programmes like Awareness Campaigns on Domestic Violence, Aids, Hygiene, Child Care, Literacy etc. This has made a very positive impact on the psyche of students making them realize their social commitments.

- *College Publications: Research Journal, Magazine, Newsletter*

- 1- Anviksha Research Journals ISSN – Quarterly Research Journals since 2015
- 2- News Letter – Quarterly Published
- 3- College Magazine – Mansi (Yearly Magazine)

10. Human Resources (2 pages)

Highlights senior faculty and administrative appointments. Describes what new areas of activity (new courses, research areas, extracurricular activities etc.) and administrative improvements are enabled by these appointments.

1. Faculty and Administrative appointments: Teaching and Non-teaching

Positions	Teaching Faculty				Non Teaching Faculty	Technical Staff
	Prof	Promoted Prof	Assistant Prof	Guest Faculty		
Sanctioned by UGC/ University/ State Govt						
<i>Filled</i>	06	27	37	09	31	08
Sanctioned by Management/ Janbhagidari Samiti/ Other authority	-	-	-	-	-	-
<i>Filled</i>	-	-	-	-	-	-

2. Guest Faculty: subject-wise appointments

S.no.	Name of the Guest Faculty	Qualification	Subject
Appointment under process			

3. Annual improvement in academic, research & administrative Initiatives

- Regular faculty Development Programmes.
- Research facilities improved.
- Introduction of Biometric Attendance.

11. Events and Initiatives (5 pages)

Describes major events including seminars, conferences, competitions, student study trips etc. Focuses on what was achieved and learned, and how the college will follow up.

Describes significant academic, administrative, student support, fundraising, and other initiatives over the past year. The description of each initiative will be structured around the need for the initiative, how it was designed, what resources were used, what results were achieved, and which features of the initiative drove success.

- Study Trips undertaken by 05 departments.
- Debate / Declaration competitions.

- Formation of 13 Clubs viz.-
 - (1) Research Cell
 - (2) Life Coping Skills Club
 - (3) Literary Club
 - (4) Music Club
 - (5) Nature Club
 - (6) Joy of Giving
 - (7) Hindi Drafting
 - (8) E-Club
 - (9) Hindi Drafting Club
 - (10) Book Reading Club
 - (11) Heritage Club
 - (12) Democratic Spirit Club
 - (13) Creative Club
 - (14) Health Club
 - (15) Chhatra-Mitra Yojna

12. Institutional Development plan (4 pages)

Describes the college's activities over the past year under different schemes, discusses performance against strategic/institutional development plans and commitments over the previous year.

Indicator*	Baseline Value	Target for [current year]	Value as on 30th September [current year]
The college has been given infrastructure grant under under component 7 through Rashtriya Uchatar Shiksha Abhiyan (RUSA) worth Rs 2 crores for the XII plan period	Under the scheme budget allocation of Rs 25,00,000 (25% of the total approved amount) was given to the college on 25/01/2016	We hope to complete the works mentioned in DPR by the end of current year	Civil work as proposed in DPR is worth Rs 1.40 crores and and work to the tune of Rs .25 crores will be completed

Role of Internal Quality Assurance Cell (IQAC) in academic audit and initiating quality assurance strategies and processes

The Internal Quality Assurance Cell ensures the various academic and administrative activities of the college facilities which are student centric, gathered from the feedback of the quality advisory committee monthly meeting of HODs of all departments, suggestions from the suggestion box installed in the college and stakeholders are brought to the notice of the

planning board of the institution and with optimum use of resources, within a stipulated time limit all activities are reviewed so that development is ensured.

- IQAC also ensures the quality development programmes and activities in the college.
- Major decisions regarding planning are taken by the quality advisory committee of IQAC and Jan Bhagidari Samiti.
- Monthly meetings of HODs of all the departments are conducted by the principal.
- There is suggestion box installed to invite suggestions of the stakeholders.

13. Placement Report (3 pages)

Describes the college's placement cell activities, placement rate and salary statistics, and lists major employers and sectors of employment (disaggregated by gender and course studied). Profiles successful alumni and identifies emerging placement trends.

Activities of Placement Cell

S.no.	Name of the activity	Name of the Resource Person/ agency	Date & Duration
1	Career Tanning programme Fare	Shri Aditya lunavat	27/07/2016 to 27/08/2016
2	Career Opportunity Fare	Dr- Seema Dekate	12/07/2016
3	Campus Drive	Bulls Eye Investment Corporation	14/03/2017
4	Training for Interviews	Shri Akshay	22/09/2016
5	Training for Interviews	Shri Jaideep Mishra & Shri Digvijay Singh	27/07/2016 to 27/08/2016
6	Campus Drive	Ardent Knowledge and Research Private Service Ltd.	29/08/2016

Placement Details

S.no.	No. of Students Selected	List of employers/companies	Salary Package
1	22	Bulls Eye Investment Corporations	3.5 Lacs (P.A.)
2	21	Life Insurance Corporation	Client Base

Alumni Profile

S.no.	Name of Alumni	Employment status	Name of the organisation
1	Ku. Surbhi Shukla	Income Tax Commissioner	Income Tax Department
2	Suniti Thapa	Professor in English	U.S. University

S.No.	Name of Alumni	
1	Ku. Mridula Chaursiya	They are all registered artists with the All India Radio. Moreover, these alumni are renowned musicians/singers of regional/National repute
2	Ku. Shalini Bajpai	
3	Ku. Shobhna Kashyap	
4	Ku. Ujjvala Dixit	
5	Smt. Preeti Shrivastava	

6	Smt. Nidhi Tiwari	
7	Ku. Sharmishtha Ghosh	
8	Ku. Radhika Dubey	
9	Ku. Swalpa Jutshi	
10	Ku. Sipra Sullere	

S.No.	Name	ALL OF THEM ARE FREE-LANCE PAINTERS AND ARTISTS OF NATIONAL/REGIONAL REPUTE
1	Priyanka Nigam	
2	Arpana Sharma	
3	Tanu Dubey	
4	Shivani jain	
5	Bhumika Prajapati	
6	Rakhi Prajapati	
7	Rupal Barmaiy	

S.No.	Name	
1.	Dr. Arti Singh	IRS- Railways Dept.
2.	Dr. Aruna Pathak	Professor in History, Higher Education.
3.	Smt. Amita Shukla	IRS Railways.
4.	Monika Vyas	Nehru Memorial Library, New Delhi.
5.	Dr. Karuna Mishra	Archeries, Art Gallery, New Delhi

14. *Innovations and Best Practices*

Best Practice

Title of the practice

Research: The Best Practice of the Institution

Objectives of the Practice

Keeping in view the importance of the best practice of any academic institution' the college chooses "Research" as the "Best Practice" of the institution. It has its relevance in relation to the quality development of the self and the society, Nevertheless; it is one of the chosen dimensions of Higher Education as well. Thus, in its attempt, to focus on this best practice the college highlights the outstanding research environment of the college that has helped quality education and professional skills of the faculty.

The first assessment of the college by NAAC in February 2004 opened the doors for several new initiatives and played a vital role for greater quality education to the students. There has been an intensive drive towards excellence ever since the establishment of IQAC in March 2004 and its contribution to assure and sustain quality have been significant.

Considering the standard of students entering the gateway of this institution, moulding them into intellectual independent women has always been a great

challenge to the teaching staff. However, the college ensures the availability of qualified staff. Continuous efforts are on for improving the teacher quality through knowledge and skill upgradation strategies. In this respect research activities play a key role to broaden the horizon of the teachers and students.

The Context

Government M.K.B Arts & Commerce (Autonomous) College for Women, Jabalpur, has been consistent with the aim of imparting quality education to its students. The student profile majorly consists of the students who are marginalized; both economically and socially, belong to rural areas, who are mostly first generation learners with Hindi medium background. This target group faces the challenges of life and society in order to attain Higher Education. On the other hand, competent and qualified teacher quality of the college with commendable research output is striving incessantly to abridge this disparity. The college has made commendable progress in research in the last five years. It is very well evident from the qualification of the teachers. Out of the total 76 permanent teachers 69 teachers have Ph.D and one has D.Lit as the highest degree.

The Practice

Ph.D has not just been a boon for teachers, but it has benefitted the teaching in a great way. The teachers keep up with latest happenings in the fields of their specialized subjects and other inter-disciplinary areas. Hence, they show greater ability to teach in today's global scenario. Teachers are guiding Ph.D research scholars on contemporary relevant issues.

The college offers UG & PG programmes in the faculty of Arts & Commerce to the girls. It is observed that most of the students of these faculties, are motivated to become future Ph.D degree holders, which is a necessary criterion to become teachers and professors in colleges. Many alumni of the college are working as guest faculty, Assistant professors in colleges and universities and pursuing Ph.D simultaneously under the guidance of permanent faculty.

Apart from motivating the students to take research seriously, the research oriented insight of the faculty has been very helpful for the college in several other ways. It has encouraged the other faculty of the college to pursue Ph.D in their specific subjects. Even the lab attendant has been awarded Ph.D and the librarian of the college is motivated to opt for Ph.D degree. Three teachers have been awarded Ph.D in last four years along with a D.Lit. one teacher has availed study leave for the completion of Ph.D work.

The college was highly appreciated by NAAC during the accreditation process, in 2004, for having excellent research output. The college has sustained its research activities for the benefit of the teacher and the taught. Departments like the department of History, Psychology, Geography, Economics and Political Science take up surveys as well. For example the faculty and the students of the department of

History have surveyed the areas of historical interest and archaeological importance of Jabalpur division. They compiled the survey in the form of a "Photo Archive" Exposure to survey inculcates deep knowledge of the subject in students. The entire task involved in surveys ranging from selecting the topic, collecting data, tabulation to drawing out conclusions has helped them immensely. "Student projects" are also being conducted in all the subjects with good quality results.

The faculty has praiseworthy record of their involvement in Minor & Major Research Projects. In the last five years 27 Minor research projects have been completed. At present 04 minor research projects are ongoing and 03 proposals have been submitted to UGC. Research funds are also obtained from ICPR & ICHR. It is commendable that one of the research scholars is getting financial assistance from ICHR. The faculty has published several books and research papers in the last four years in national and international journals. They have served as subject experts and resource persons at national level. The college organizes workshops, seminars and conferences. In the year 2011-12, 09 workshops and 03 national seminars were organized. Organizing a National seminar in Sports with an inter-disciplinary approach was a unique endeavour by the college.

Evidence of Success

The college is running pre Ph.D course work in three subjects Music, Drawing & Painting and Urdu. These subjects are those rare subjects which are not being taught in any other government college of Jabalpur. These subjects are well in tune with the innate nature of feminine essence. Hence, these departments have broadened their horizons by facilitating research assistance to the research scholars, who are mostly women. There are 06 registered research scholars in Music and 07 in Drawing & Painting and 03 in Urdu. Such Pre Ph.D course work is a new practice adopted by the Universities of M.P. State, under the revised ordinance 16 of UGC, in which pre Ph.D course work is a prerequisite.

Both the departments are running the classes of research methodology, specialized subjects and computer skills with required aptitude. The faculty of both the departments is competently lending their services for the benefit of the research scholars. The aforesaid courses have enriched the overall environment of the college by creating awareness amongst other PG students about the PhD programme. They are highly motivated regarding this new practice of the college.

- Research promotion is through research guidance leading to M. Phil. and Ph.D guidance. It is notable that 43% of the faculty is registered guide
- In the last five years 45 students have been registered for PhD and 29 have been awarded the degree.
- College recurrently organizes Workshops and seminars on research methodology.
- Research Committee, promotes and monitors research activities.
- About 15 students get their Ph.D. degree annually under the guidance of the

faculty of different subjects.

- Teachers are members of the reputed libraries, councils, organizations and institutions relating to their subjects.
- The research students are provided with infrastructural facilities and library resources.
- Availability of central library and departmental libraries in 13 subjects.
- Establishment of Network Resource Centre.
- Adequate infrastructure and learning resources to accommodate the needs of research activates.
- College publishes annual Magazine “Mansi” and a research journal on Arts & Humanities “Anviksha” (ISSN No. 0976-674X)
- The college is also publishing its quarterly News letter in compliance with the guidelines of the department of Higher Education. The news letter is also uploaded on the website of the college to make the activities of the college known to all.
- The college recognizes and honours the faculty for their contribution in research area.
- The teachers of other departments also deliver lectures on Research Methodology and share their experiences with research scholars.
- Students are motivated to participate in research (Journal, Projects etc.)

Problems Encountered

- The challenges of carrying both the domestic and research responsibilities at the same time.

Resources Required

- ICT enabled learning resources to be developed.
- E- books E- journals to be subscribed
- Membership of the E- libraries to be procured

Outcome

Thus, it can be summed up that despite few obstacles, college has been committed to the best practice of maintaining a rewarding- research environment in its premises. This is evident in students’ excellent performance in exams and overall result of the college. It is hoped that such research oriented milieu will always help the teacher and the taught for the better exchange of intellectual ideas by sharpening their critical acumen. It will further lead to the advancement of the knowledge and creation of genuine and intelligent interest in their own respective disciplines.

Best Practice II

Title of the best practice

Creating Democratic Spirit among Students

Objectives of the Practice

The college has linked its second best practice with our nation's belief in democratic principles with its increasing need for well trained citizens and scholarly talent. Such approach is necessary in today's times for the nation's social and economic development. The institution believes that educational platform can generate an amalgam of democracy and human capital.

"Democratic spirit" is a term to describe both the organizational quality that would emerge from such a setting, as well as the enduring characteristic that institutions should convey to students by training and shaping their intellect and attitudes. Leadership qualities in women are strengthened through such approach. In this respect a linkage between college's vision and mission and democratic spirit becomes mandatory for the overall development of its students. This very notion of democracy and democratic spirit is what our institution aims to instill in the students. The importance and good fortune of being born in the world's largest democracy, having one's rights and being able to voice them for one's betterment must be taught to the young women. The freedom to elect one's own representatives is a boon that needs to be valued and honoured. It is this spirit that our college strives to inculcate in the students to make them empowered and independent.

The Context

Democracy is not just a form of government; it is in fact a way of life. As has been rightly described by Abraham Lincoln- "Democracy is of the people, for the people, by the people" The ideals of a democracy do not hold true only in the context of a country but also in the context of various institutions embedded in it. Institutions imparting education being one of them hold great responsibility and play a major role. Their role becomes more crucial as they educate the youth of the country.

The Practice

The young girls who are students of our college are the budding future of our country. The important role that they can play in the formation of their own lives and the life of many is well understood by the college. Our college being a women's' college has always been sensitive to the needs of women and all the various malpractices against them. In so doing, the college leaves no stone unturned to disseminate the importance of democratic spirit in the interest of the students. In order to accomplish this challenging role a well developed academic curricula is the basic requisite of any institution which should be diverse enough to suit students who come from a range of backgrounds, abilities, and future career plans. Through curricular diversity and by allowing vertical and horizontal mobility across curricular categories, our college creates opportunities for students to develop intellectual, vocational, and aesthetic skills, and to attain social status based on their own personal talents and interests.

By offering the same opportunities to all the students in all kinds of curricular and extracurricular activities the college reduces social barriers, thereby promoting the notion of equality. Moral learning is also shaped by the varied social interactions and events of college life that teach them the value of mutual understanding and respect. The college does contribute to the development of democratic understanding; it does so in both formal and informal ways. This occurs formally via explicit instructions, rules and classroom teaching. Clubs, teams, committees and other kinds of extra-curricular activities. Understanding social justice, honesty and punishment is also reinforced through instructional content which are part of the syllabus in all the programmes. Fables, myths, legends, and true stories which are an integral part of the compulsory papers of Hindi and English convey what can happen when people struggle to live up to or fail to live up to.

Discipline, responsibility, freedom of expression and articulation, respect for the rights of others, equality, belief in human dignity, self-discipline courtesy, readiness to volunteer, belief in participation, rational thought, scientific outlook, questioning mind, collective decision-making, co-operation, team work and learning to live together in peace and harmony are the core values of democratic spirit which are an inclusive part of the college's agenda.

Throughout the year the college organizes programmes in which students enthusiastically take part to ponder upon various matters of national and international importance. Debates, intellectual discussions, essay writing competitions, extempore are held where students feel free to speak or pen their valuable thoughts and opinions.

The institution achieves this adjective through the following college level bodies/agencies:

- a) IQAC
- b) Women Development Cell
- c) Department of Political Science
- d) Extension Activity Cell

Evidence of Success

Following the democratic spirit student representation is ensured in all decision taking mechanisms

The college has student representation in all its statutory bodies.

Student -elections are held

There are five clubs in the college namely literary, cultural, heritage, environment, and book reading club. Students take membership of any one club as per their interest.

Mock Youth Parliamentary Session is held every year. The student of our college won first prize in national level competition and were felicitated by the Chief Minister of MP and also at Sansad Bhawan, Delhi in the year 2012

In the year 2013-14 Voter Awareness Day was celebrated. Student and the faculty participated in the voting promotion campaign. Student further spread the message by door to door campaigning in order to educate more number of people including their parents, neighbours and others.

In the year 2013-14 Under the SVEEP PLAN (Systematic Voters' Education and Electoral Participation) various competitions such as Debate, Essay Writing, Quiz Competitions were held at college level to spread the message of democracy and importance of casting a vote; The Role Responsibility and Rights of the voter were communicated to the students. It was also communicated through Human Chains, Rallies, Rangoli and *Nukkad Naatak*,

Under SVEEP PLAN a senior professor of the college has been nominated as nodal officer to maintain the functioning of SVEEP PLAN.

The 85% faculty of the college underwent training for master trainer and presiding officers in Vidhan Sabha and Lok Sabha Elections.

The institution facilitated the inclusion of the names of its students and faculty in the electoral list well before the general election 2014 were held.

The 20% faculty of the college worked as master trainer and presiding officers in Vidhan Sabha and Lok Sabha Elections

Faculty shared their experience of election duty with the students.

Our college played a key role in promoting the importance of having Unique Identification Number (Aadhar Card) to its student's faculty and non teaching staff. The college served as a registration centre for Aadhar Card. All the teachers in their respective classes informed, counselled and motivated the students to further spread word amongst their parents and in the vicinity to get them registered

Problems Encountered and Resources Required

NIL

Outcome

The College consists of a sizeable population of young voters and by creating awareness amongst them the college became instrumental in increasing the voting turnout.

The young voters were attracted towards competitions related to Voting.

The intra college environment plays an important role in the creation of democratic spirit among the students. If the students feel important in their college and have a say in the decisions made for the betterment of the college, then they naturally develop a democratic spirit within them. This automatically makes them have a democratic outlook towards their society as well which is indeed the true aim of quality education.

15. *SWOC Analysis (strength , weaknesses, Opportunity and Challenges*

- S** - Qualified Faculty, Excellent Library as well as Teaching Tools Women centred activities Quality Education
- W** - Space constraint, Geographical location of town teaching to Lesson exposure to metro cities
- O** - Personality Development
- C** - Globalisation, Modernisation

16. *Looking Ahead (3 pages) Future Plans*

Lays out the college's priorities and goals over the coming year. Describes key initiatives planned, what each initiative is expected to achieve, and how it will contribute to the college's long term development.

Key Initiatives Planned/ implemented

S. No	Head (administrative/ academic, etc)	Nature of proposal	Expected Outcome
1	Rashtriya Uchcharat Shiksha Abhiyan (RUSA) The scheme covers infrastructural development of the college looking at the future needs of the college in terms of increase in student enrolment in the college and need for use of technology in teaching and learning aspect of higher education	The college proposal under RUSA is Infrastructural development plan proposal (component 7) which includes: i. New Construction (Using Pre-Fabricated Technology) ii. Upgradation and renovation work (A) Upgradation	The new construction, using Pre-fabricated technology, will enable the college to create extra space in the form of a laboratory, a classroom and toilets. These creations will help the students to have a proper laboratory along with a classroom and toilets. Creation of new laboratory is a long standing demand of the departments as they are operating their practicals from make shift laboratories in classrooms. Open Air Auditorium, (the college endeavours to provide students with proper auditorium with some facilities where they could hone their cultural and academic skills. Water proofing of Terrace, (is very important from the point of view of safety of

			the college building) complete upgradation of all the toilets in the college (it is a girls college and girls should have access to proper and clean toilets) etc.
		(B) Renovation (i) Academic Section (ii) Administrative Section and (iii) Purchase of new equipments	Plastering, Flooring, Paint, Putty, Doors, Windows, etc. Sports, Computer Centre, Server, Networking, Library with E-Resources, IT Cell, Office, Laboratories, Wi-Fi, CC TV Cameras will add to quality education, research and efficient working of the college

17. Appendix: Institutional Performance Data and Financial Reports

Provides key data on the institution and its performance, including achievement against strategic plan targets and financial reports. This section is mandatory. All data fields must be completed, in the format and as per the instructions attached.

Part II

Appendix: Institutional Performance Data and Financial Reports (all part II data kindly fill in attached excel sheet)

1. Sanctioned seats and enrolment

(a) Sanctioned Seats					
	SC	ST	Other Reserved Categories	General	Total
Undergraduate	131	162	114	403	810
Postgraduate	80	100	70	250	500
PhD	-	-	-	-	-

Data Source: AISHE

(b) Enrolment							
		Undergraduate			Postgraduate		PhD
		Year 1	Year 2	Year 3	Year 1	Year 2	
SC	Male						
	Female	156	108	68	38	26	04
ST	Male						
	Female	119	114	61	36	20	03
Other Reserved Categories	Male						
	Female	352	216	179	81	94	06
General	Male						
	Female	170	189	197	93	71	04
Total	Male						
	Female	797	627	505	179	211	17

Data Source: AISHE

Number of sanctioned seats by discipline group and enrolment in the 1st year as on September 30th [current year]				
Discipline Group	Undergraduate		Postgraduate	
	Sanctioned Seats	Enrolment	Sanctioned Seats	Enrolment
Arts	550	539	430	179
Commerce	260	258	70	69

Data Source: AISHE

2. Transition and on-time graduation

(a) Transition from the 1st year to the 2nd year (Undergraduate)							
		Number of students admitted to the 1 st year in [the previous academic year] (*)		Of (*), the number of students currently enrolled in the 2 nd year who:			
				Passed all subjects in the 1 st year		Were Allowed to Keep Terms	
		B.A.	B.COM	B.A.	B.COM	B.A.	B.COM
SC	Male						
	Female	82	53	51	33	19	13
ST	Male						
	Female	93	45	52	22	27	18
Other Reserved Categories	Male						
	Female	157	88	112	78	27	07
General	Male						
	Female	137	75	96	67	28	08
Total	Male						
	Female	469	261	311	200	101	46

Data Source: AISHE, examination results declared by [affiliating university/autonomous college]

(a) Transition from the 1st year to the 2nd year (Postgraduate)							
		Number of students admitted to the 1 st year in [the previous academic year] (*)		Of (*), the number of students currently enrolled in the 2 nd year who:			
				Passed all subjects in the 1 st year		Were Allowed to Keep Terms	
		M.A.	M.COM	M.A.	M.COM	M.A.	M.COM
SC	Male						
	Female	28	07	19	04	03	02
ST	Male						
	Female	22	03	18	01	01	02
Other Reserved Categories	Male						
	Female	95	39	52	33	04	06
General	Male						
	Female	72	21	45	18	07	01
Total	Male						
	Female	217	70	134	56	15	11

Data Source: AISHE, examination results declared by [affiliating university/autonomous college]

(b) On-time graduation (Undergraduate)					
		Number of students admitted to the 1st year in [year t-3] (*)		Of (*), the number of students who passed all final year examinations for the previous academic year	
JULY 2013		B.A.	B.COM	B.A.	B.COM
SC	Male				
	Female	47	34	25	14
ST	Male				
	Female	57	27	25	09
Other Reserved Categories	Male				
	Female	132	77	74	47
General	Male				
	Female	135	81	70	49
Total	Male				
	Female	371	219	194	119

Data Source: AISHE, examination results declared by [affiliating university/autonomous college]

(b) On-time graduation (Postgraduate)					
		Number of students admitted to the 1st year in [year t-2] (*)		Of (*), the number of students who passed all final year examinations in the current year	
JULY 2015		M.A.	M.COM	M.A.	M.COM
SC	Male				
	Female	29	14	21	07
ST	Male				
	Female	36	07	25	05
Other Reserved Categories	Male				
	Female	78	18	62	14
General	Male				
	Female	66	32	38	29
Total	Male				
	Female	209	71	146	55

Data Source: AISHE, examination results declared by [affiliating university/autonomous college]

3. Faculty and administrative staff in position and training

(a) Faculty and administrative staff in position as on 30th September, [current year]							
		Reserved					Unreserved
		SC	ST	MP Residents	Females	Others	
Assistant Professor	Sanctioned						
	Filled (Regular)	08	05	-	28	-	24
	Filled (Contract)	-	-	-	-	-	-
	Guest Lecturers	-	-	-	-	-	-
Associate Professor	Sanctioned	-	-	-	-	-	-
	Filled (Regular)	-	-	-	22	-	23
	Filled (Contract)	-	-	-	-	-	-
	Guest Lecturers	-	-	-	-	-	-
Professor	Sanctioned						
	Filled (Regular)	-	-	-	03	-	03
	Filled (Contract)	-	-	-	-	-	-
	Guest Lecturers	-	-	-	-	-	-
Admin. Staff (all)	Sanctioned	-	-	-	-	-	-
	Filled (Regular)	-	-	-	-	-	-
	Filled (Contract)	-	-	-	-	-	-
Accountant	Sanctioned	-	-	-	-	-	-
	Filled (Regular)	-	-	-	-	-	01
	Filled (Contract)	-	-	-	-	-	-

Data Source: AISHE

(b) Training of faculty and administrative staff between October 1st [previous year] to September 30th [current year]				
		Leadership and management training	Training in the area of academic specialisation	Other training
Assistant Professor	Number trained	15	25	-
	Avg. number of days	15	15	-
Associate Professor	Number trained	-	-	-
	Avg. number of days	-	-	-
Professor	Number trained	03	03	-
	Avg. number of days	15	15	-
Administrative Staff (all)	Number trained	02	N/A	
	Avg. number of days	07	N/A	
Accountant	Number trained	-	N/A	
	Avg. number of days	-	N/A	

Data Source: Compiled from training certificates submitted by faculty/administrative staff

(c) Faculty qualifications as on 30th September, [Current Year]					
		PhD	Post graduate	Under graduate	Others
Assistant Professor	Regular	33	04	-	-
	Contract	-	-	-	-
	Guest Lecturers	-	-	-	-
Associate Professor	Regular	30	-	-	-
	Contract	-	-	-	-
	Guest Lecturers	-	-	-	-
Professor	Regular	06	-	-	-
	Contract	-	-	-	-
	Guest Lecturers	-	-	-	-

Data Source: AISHE

4. Student support services

(a) Financial support received (from all sources) by students in the college between October 1st [previous year] to September 30th [current year]							
		Undergraduate		Postgraduate		PhD	
		Number	Average Value (Rs.)	Number	Average Value (Rs.)	Number	Average Value (Rs.)
SC	Male	-	-			-	-
	Female	379	6281.9			-	-
ST	Male	-	-			-	-
	Female	281	7271			-	-
General	Male	-	-			-	-
	Female	931	2622.7			-	-

Total	Male	-	-			-	-
	Female	1641	4183.9			-	-

Data Source: AISHE

(a) Financial support received, from the DHE, by students in the college between October 1st [previous year] to September 30th [current year]							
		Undergraduate		Postgraduate		PhD	
		Number	Average Value (Rs.)	Number	Average Value (Rs.)	Number	Average Value (Rs.)
SC	Male	-	-			-	-
	Female	379	6281.9			-	-
ST	Male	-	-			-	-
	Female	281	7271			-	-
General	Male	-	-			-	-
	Female	931	2622.7			-	-
Total	Male	-	-			-	-
	Female	1641	4183.9			-	-

Data Source: College records, DHE

(b) Hostel occupancy as on 30th September, [Current Year] (all hostels)		
<u>Capacity</u> Males: Females:	Number of residents	
SC	Male	-
	Female	28
ST	Male	-
	Female	32
General	Male	-
	Female	145
Total	Male	-
	Female	205

Data Source: Hostel register verified against fee receipts on record

(c) Hostel occupancy as on 30th September, [Current Year] (girls only hostels opened after _____)	
<u>Capacity</u>	Number of residents
SC	28
ST	32
General	143
Total	205

Data Source: Hostel register verified against fee receipts on record

5. Examination Results

(a) Examination results for [previous academic year] (undergraduate)											
B.A. & B.COM											
		SC		ST		Other Reserved Categories		General		Total	
		B.A.	B.COM	B.A.	B.COM	B.A.	B.COM	B.A.	B.COM	B.A.	B.COM
1st year	Appeared	72	46	81	41	141	85	124	75	418	247
2nd year	Appeared	42	25	48	15	109	75	122	80	321	195
3rd year	Appeared	39	33	48	24	110	70	110	72	307	199
	1 st division	25	04	23	02	67	29	57	33	172	68
	2 nd Division	03	10	07	07	08	18	09	16	27	51
	3 rd Division	-	-	-	-	01	-	01	-	02	-

Data Source: AISHE, Examination results declared by [affiliating university/autonomous college]

(a) Examination results for [previous academic year] (postgraduate)											
M.A. & M.COM											
		SC		ST		Other Reserved Categories		General		Total	
		M.A.	M.COM	M.A.	M.COM	M.A.	M.COM	M.A.	M.COM	M.A.	M.COM
1st year	Appeared	22	06	19	03	56	39	52	20	149	68
			04		01		33		18		56
			02		02		06		01		11
			-		-		-		-		-
2nd year	Appeared	24	14	27	06	66	16	50	31	167	67
	1 st division	19	06	20	03	55	12	33	24	127	45
	2 nd Division	02	01	05	02	06	02	04	02	17	10
	3 rd Division	-	-	-	-	01	-	01	-	02	-

Data Source: AISHE, Examination results declared by [affiliating university/autonomous college]

6. Placement and student tracking

(a) Placement and Tracking of Students who graduated in [previous academic year] (Undergraduate)						
		Number of students who graduated in [the previous academic year] (*)	Of (*), the number of students who were successfully tracked and are:			
			Employed / Self-employed	In education/ training	Unemployed	Not in the labour force
SC	Male					
	Female	01				
ST	Male			-	-	-
	Female	02				
General	Male	05				
	Female	20				
Total	Male	05				
	Female	23				

Data Source: Records of the college placement cell

(b) Placement and Tracking of Students who graduated in [previous academic year] (Postgraduate)						
		Number of students who graduated in [the previous academic year] (*)	Of (*), the number of students who were successfully tracked and are:			
			Employed / Self-employed	In education/ training	Unemployed	Not in the labour force
SC	Male					
	Female					
ST	Male					
	Female					
General	Male					
	Female					
Total	Male					
	Female					

Data Source: Records of the college placement cell

7. PhDs Awarded

Number of PhDs awarded between October 1st [previous year] to September 30th [current year]	
Discipline Group	Number
Arts	24
Commerce	03
All disciplines	

Data Source: AISHE

8. Research and consultancy

Revenue generated through externally funded research and consultancies over [previous financial year]		
Discipline Group	Number of active projects	Total Revenue Generated (Rs. lakhs)
Arts	05	6,70,000/-
Commerce	-	-
All disciplines		

Data Source: College/university records

Number of papers published in peer-reviewed journals between October 1st [previous year] to September 30th [current year]
--

S.No.	Name of the Discipline	International Journal	National Journal
1	Hindi	04	30
2	English	01	05
3	Urdu	-	01
4	Drawing & Painting	-	02
5	History	-	06
6	Music	-	03
7	Economics	-	04
8	Psychology	-	04
9	Political Science	05	13
10	Sociology	-	04
11	Home Science	-	03
12	Geography	-	04
13	Sanskrit	-	02
14	Commerce	02	09

Date Source: College records based on published papers submitted by faculty

9. NAAC accreditation and UGC autonomy

	Date of Application (LOI & SSR submitted)	Date on which accreditation was received	Grade	Valid till
1st Cycle	Nov 2003	16/02/2004	A+	15/02/2009
2nd Cycle	16/06/2014	10/12/2014	A	09/12/2019
3rd Cycle	N.A.			

Date of submission of the Annual Quality Assurance Report for the current year: _____.

Does the college have currently valid UGC autonomy? _____ . If yes, by order number _____, dated _____.

The college had valid autonomy, as per UGC Letter No. F.22-11/2010 (AC) date 25/10/2010 till 2014-15.

The Annual Quality Assurance Report for the current year is being prepared.

The proposal for extension of autonomy has been submitted on **30/05/2016**

Institutional Trends

Variable	Baseline Value	[Year 1]	[Year 2]	[Year 3]	[Year 4]	Current Year
Percentage of sanctioned seats in the 1 st year filled (undergraduate, all categories)	500	2012	2013	2014	2015	2016
	200					
Percentage of sanctioned seats in the 1 st year filled (postgraduate, all categories)	600	2012	2013	2014	2015	2016
	100					
Transition rate from the 1 st year to the 2 nd year (undergraduate, all categories)	500	-	493	462	447	471
	200	-	182	176	172	179
On-time graduation rate (undergraduate, all categories)	700	78%	73%	74.6%	80%	79%
Transition rate from the 1 st year to the 2 nd year (post graduate, all categories)	600	94%	95%	96%	97%	97%
	100					
On-time graduation rate (postgraduate, all categories)	600	82%	80%	83.5%	82%	81%
	100	93%	94%	95%	94.5%	94%
Regular faculty in position rate (all levels, reserved categories)		40%	32%	25%	40%	40%
Regular faculty in position rate (all levels, unreserved categories)		60%	68%	75%	60%	60%
Percentage of regular faculty with PhDs (all levels)		60%	72%	81%	86%	96%
Employment rate of graduates from the previous academic year (undergraduate, all categories)		10%	17%	34%	37%	-

Employment rate of graduates from the previous academic year (postgraduate, all categories)	-	-	-	-	-
Percentage of total revenue generated through externally funded research	6,70,000/- M.R.P. (U.G.C.)				
Number of papers published in peer-reviewed, international journals	Peer-reviewed International Journals – 12				

Source: Tables under section 1-8.

10. Financial Reports

Name and registration number of the auditor

SHRI SUNIL BHANDARI.
HRN – 103458
GTN - 0109770

Number of audit observations recorded by the auditor **01**.

Number of audit responses found satisfactory, as certified by the project directorate **Not Applicable as of now**.

Certified audit reports as per the standard Chart of Accounts to be attached.

11. All India Survey of Higher Education

Date on which all applicable fields of the Data Collection Format for the All India Survey of Higher Education were completed and submitted on **22/03/2016**

Instructions

- All data is to be reported as on 30th September of the current year.
- Postgraduate courses refer to courses at the Masters and MPhil level.
- The number of sanctioned seats is the number of students the college is authorized, by the UGC/DHE/affiliating University, to admit in the first year of its degree programs.
- The number of sanctioned faculty posts is the number of faculty the college is authorized, by the UGC/DHE/affiliating University, to recruit on a full-time basis.
- Enrolment is defined as the number of students who have paid their admission fees for joining a degree program by September 30 of the respective academic year.
- Admission is defined as the number of students who have paid their admission fees for joining a degree program, in the first year, by September 30 of the respective academic year and who have never been enrolled in that degree program previously.
- Other Reserved Categories include all categories of students (for e.g. sports quota, extracurricular quota, residents of Jammu and Kashmir etc.) for whom a fixed percentage of sanctioned seats are reserved.

- Examination results are to be reported for examinations held in the previous academic year, and the results for which were declared by 30th September of the current year.
- Allowed to keep terms refers to students who did not pass all subjects in the previous year but were allowed to transition to the next year of their respective degree programs.
- Regular faculty refers to faculty employed on open-ended, full-time contracts as per UGC norms.
- Contract faculty refers to faculty employed on fixed term, full-time contracts as per UGC norms.
- Guest Lecturers refers to faculty employed on a per lecture or per day basis as per UGC norms.
- Data on scholarships is to be reported on all scholarships awarded between 1st October of the previous year and 30th September of the current year.
- A hostel seat is considered occupied if a student has been allotted a seat in the hostel and the student, to whom the seat was allotted, has paid the hostel fee for the current academic year.
- Examination results refers to the average score obtained by a student, in the respective academic year, across all exams that are used to assess whether the student has met the requirement of the degree program in which he/she is enrolled.
- Student tracking refers to having up to date contact information (mobile phone and/or email address) and status (employment, unemployed, in formal education or training, not in the labour market/other) for each student for up to six from the end of the academic year when the student passed out (graduated).
- Externally funded research and consultancies refer to research and/or development funded through consultancy contracts or partnerships with a sponsor or purchaser who is external to the institution.
- A peer-reviewed journal is one that subjects an author's research to review and evaluation by others who are experts in the same field, before the research is published.
- An international journal is one that has an International Standard Serial Number (ISSN) issued by the ISSN International Centre.
- A paper is said to be published through cross-institute research collaboration if the primary affiliation of at least two authors is to different colleges/institutions.
- The institutional performance indicators common across all institutions can be found in the PIP. Institution-specific performance indicators can be found in the MOU signed between the Institution and the Department of Higher Education.
- The standard Chart of Accounts refers to the standard format for audit reports as notified by the Department of Higher Education through its orders.