

The Annual Quality Assurance Report (AQAR)

July 2016 - June 2017



**SHRI ATAL BIHARI VAJPAYEE
GOVERNMENT ARTS AND COMMERCE COLLEGE**
A.B. Road, Near Bhanwarkuan Square,
Indore – 452017 (M.P.)

The Annual Quality Assurance Report (AQAR) of the IQAC

July 1, 2016 to June 30, 2017

Part – A

1. Details of the Institution

- 1.1 Name of the Institution:** Shri Atal Bihari Vajpayee Government Arts and
Commerce College
- 1.2 Address Line 1:** A.B. Road,
Address Line 2: Near Bhawarkuan Square,
City/Town: Indore
State: Madhya Pradesh
Pin Code: 452017
Institution e-mail address: principalgaccindore@rediff.com
Contact Nos.: 0731 – 2552837, 2460579
Name of the Head of the Institution: Dr. Vandana Agnihotri
Tel. No. with STD Code: 0731-2460004
Mobile: 9893280908
Name of the IQAC Co-ordinator: Dr. Jyoti Taneja
Mobile: 9826113163
IQAC e-mail address: principalgaccindore@rediffmail.com
- 1.3 NAAC Track ID** MHCOGN 11747
- 1.4 NAAC Executive Committee No. & Date:** EC/66/RAR/079 dated February 21, 2014
- 1.5 Website address:** www.gaccindore.org
Web-link of the AQAR: <http://www.gaccindore.org/AQAR2016-17.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		September 16, 2004	2004-2009
2	2 nd Cycle	A	3.10	February 21, 2014	2014-2019
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: 01/10/2004

1.8 AQAR for the year: 2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

i. AQAR _____26/09/2016_____ (DD/MM/YYYY)

ii. AQAR _____26/09/2015_____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phsy Edu.)

TEI (Edu) Engineering Health Science Management

Others (Specify) - Yoga, PGDCA, Journalism

1.12 Name of the Affiliating University (for the Colleges): Devi Ahilya Vishwavidyalaya, Indore

1.13 Special status conferred by Central/ State Government: UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (Specify)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	Nil
2.3 No. of students	Nil
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	Nil
2.7 No. of Employers/ Industrialists	Nil
2.8 No. of other External Experts	01
2.9 Total No. of members	08
2.10 No. of IQAC meetings held	07

2.11 No. of meetings with various stakeholders: Committee Members Faculty

Non-Teaching Staff	<input type="text" value="01"/>	Alumni	<input type="text" value="01"/>	Others	<input type="text" value="-"/>
Students	<input type="text" value="01"/>				

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount – NA

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level -02

(ii) Themes

Strategic planning of IDP under World Bank Project

2.14 Significant Activities and contributions made by IQAC

- 4 Biometric machines installed Biometric attendance for the staff of the College
- Construction of New Parking Area of 14,000 square feet.
- English Language improvement Classes through English Language Lab.
- Green campus through “Hariyali Mahotsav” Programme of the state government.
- Clean campus drive under Prime Ministers “Swachha Bharat” Programme.

- Student Participation Programme conducted by the Librarian - Involving PG students in College Library Work.
- Infrastructural renovations – Boys toilets, Departmental washrooms, roof of first floor corridors reconstructed.
- New paver blocks for pavement area from the main entrance gate to building entrance gate.
- Partial automation of the library.
- E-Library unit established in the main college library to access e-resources through N-List and National Digital Library.
- Department of Hindi organized one International Seminar
- Two district level workshops were organized by Department of Hindi and History respectively.
- Two workshops organized for the World Bank Project IDP preparation.
- Regular Basic Computer Training classes run by Computer Awareness Club. Similarly English Language Improvement Classes were conducted by Bhasha Sudhar Club.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> • Academic Advancement 	<ul style="list-style-type: none"> • MBA course started this session. • The college web site updated • Department of Hindi organised one International Seminar • Organized 2 district level workshops • Bhasha Sudhar Club organized English Language improvement Classes through English Language Lab. • E-Library was set up for students to access e-resources.
<ul style="list-style-type: none"> • Infrastructural development 	<ul style="list-style-type: none"> • Re-casting of roof, 1st floor (from room no. 01 to Commerce staff room) L shape. • Construction of stage (Brick/RCC with vitrified tiles) in APJ Kalam Seminar Hall. • Repair/renovation of washroom in Hindi Department. • Repair/renovation of Boys toilet (1st floor) • Paver-Block filling for demarked areas • Compound wall art painting • Motor cycle/cycle parking lot (with shed-Under construction) • Car parking lot (with shed-Under construction) • Two big gates in front of college (Under construction) • RCC road from Siddhi Vinayak gate to New Science College • BT Road from New Science College to New Law College gate • Painting work of entire college (except MBA building)
<ul style="list-style-type: none"> • Promotion of Research 	<ul style="list-style-type: none"> • 74 published papers in National/International journals. • More than 20 Publications in Impact factor Journals • 2 ongoing minor projects funded by UGC in progress and one minor project completed.

**Academic Calendar attached as Annexure No. 1*

2.16 Whether the AQAR was placed in statutory body

Yes No -

Management

Syndicate

Any other body

2.17 Provide the details of the action taken

- MBA Course began in the new session 2016-17
- Partial bar coding of books and spine label pasting on books done. Work in progress
- College Website updated.
- Department of Hindi organized one International Seminar funded by UGC
- New rooms for M.Phil Classes and MBA made available in the new building
- Bhasha Sudhar Club organized English Language improvement classes through various activities in English Language Lab.
- Basic Computer classes for students were conducted by Computer Club.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Research Centre in 11 subjects	-	-	-
PG	11	-	05	-
UG	02	-	09	-
PG Diploma	-	-	02	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	02 M.Phil courses	-
Total	13	-	18	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	31
Trimester	-
Annual	02

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Feedback analysis attached as Annexure No. ii

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient

Syllabus for PG classes, which is made by the affiliated University, has undergone slight modification for a few subjects.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
59	39	-	20	02

2.2 No. of permanent faculty with Ph.D.

55

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	38	-	-	38

2.4 No. of Guest and Visiting faculty and Temporary faculty:

08	02	28
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	77	-
Presented papers	25	33	-
Resource Persons	-	14	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Case Studies and Role plays for BBA and MBA students
- Peer Teaching by various departments
- Street Plays organized by department of Sociology and Social Work,
- Audio-Visual teaching using power point presentation.
- Project work through library under student participation programme

2.7 Total No. of actual teaching days during this academic year: 180 days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Internal Assessment – MCQs, class seminars, group discussions, peer teaching, one act plays, projects. Cleaning of the Campus was also a part of CCE for students of Economics this session.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

15	15	15
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2.10 Average percentage of attendance of students: 78 %

2.11 Course/Programme wise distribution of pass percentage:

April-June 2017

Title of the Programme	Total no. of students appeared	Pass %
PG		
M.Com	132	Result awaited
Economics	23	-
Hindi	42	-
History	19	-
Psychology	06	-
Geography	26	-
Sociology	73	-
Political Science	32	-
English	26	-
Sanskrit	04	-
Philosophy	01	-
Public Administration	06	-
Yoga	43	-
MSW	85	-
MJ		
UG		
B.Com	599	-
BA	438	-
BBA	42	-
BJ	13	-
BSW	21	-
PGDCA	52	-
Diploma in Yoga	24	-

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The College tries to keep pace with the Academic Calendar provided by the Department of Higher Education. The session starts with zero classes for the new admissions. Class wise timetable is prepared for all departments. Various working administrative, academic and extension activities Committees are formed by the Principal. All the departmental activities of the month are discussed with the head of the department and carried out throughout the month according to the plan, which are then reported at the end of every month to the IQAC chairperson i.e. the Principal of the Institution. Quarterly performance report of the faculties and committees are discussed in the staff meetings.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	-
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	03	05	-
Technical Staff	02	-	02	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Departments are encouraged to conduct extension lectures for students. Hosting activities like seminars and workshops and attending the same is also encouraged.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	02	-	-
Outlay in Rs. Lakhs	-	1,90,000 + 60,000	2,70,000 + 90,000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	09	-
Non-Peer Review Journals			
e-Journals	32 (National and International)		
Conference proceedings	36	09	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total Grant Sanctioned	Received
Major projects				
Minor Projects		UGC	3,60,000/-	2,50,000/-
Interdisciplinary Projects	-	-	-	
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			3,60,000/-	2,50,000/-

3.7 No. of books published i) With ISBN No. : 00 Chapters in Edited Books: 02

ii) Without ISBN No. : 01

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency: 3,60,000/- (UGC)

From Management of University/College: Nil

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	--
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year

Total	International	National	State	University	Dist	College
01	-	01	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	<input type="text" value="3"/>	SRF	<input type="text" value="3"/>	Project Fellows	<input type="text" value="-"/>	Any other	<input type="text" value="1 (ICSSR)"/>
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3.21 No. of students Participated in NSS events:

University level	<input type="text" value="170"/>	State/District level	<input type="text" value="01"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="02"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="55"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="01"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="01"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="01"/>	College forum	<input type="text" value="-"/>	Any other	<input type="text" value="02 (RC)"/>
NCC	<input type="text" value="03"/>	NSS	<input type="text" value="13"/>		

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

NCC Units, NSS organised Sapling Plantation Programmes done under the banner of Hariyali Mahotsav'. Cleanliness drive was another task undertaken by the students of NSS in the College as well as the surrounding areas of the college, Ralamandal village in Indore district under the 'Swachh Bharat Abhiyan'. Awareness programmes against smoking, drugs, alcohol addiction, save girl child were organised by MSW students and NSS in the slum areas of Indore. Counselling services are open to all the students in the Psychology department.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	52 Acres (On 10 acres one Law College and One Science College have been constructed by the government)	-	Government Land	-
Class rooms	55 (classes running in departments included)	-	-	-
Laboratories	06 (Computer labs, Communication Lab, Psychology and Geography Labs)	-	-	-
Seminar Halls	03	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		14 + Geo Lab Equip.	Self Finance, UGC, College Account and PPC	Rs. 8,66,339/-
Value of the equipment purchased during the year (Rs. in Lakhs)		05 Printers, 04 Comp. 01 Photocopier, 03 Video Camera, 01 Measuring equip. Geo, 01 Biometric Machine	Self Finance, UGC, College Account and PPC	Rs. 8,66,339/-
Others		-	Self Finance, PPC, College Account	6,29,728/-

4.2 Computerization of administration and library

- The data entry of 2,13,247 Lacs books has been created in SOUL 2.0 Software.
- The bar coding of books and Spine Label posting on books is still in progress.
- In year 2017 circulation of books through SOUL will be started for students too.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2,51,368	More than 1 crore	500	-	2513868	More than 1 crore
Reference Books	6,327	-	70	-	6397	-
e-Books	1,35,000 + e-books through N-list, and more than 7lakh books National Digital Library of India					
Journals	07	-	00	-	07	-
e-Journals	6000 + e-journals can be accessed through N-list					
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	Distributed free books and stationary to 1560 ST students and 1346 SC students of UG and PG classes.					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs - 02		Internet	Browsing Centres	Computer Centres	Office			Departments			Others			
		Computers	Printers				Computers	Printers	Photocopier	Computers	Printers	Video Camera	Computers	Printers	Photocopier	Biometric Machine
Existing	92 + 44 (not in use)	02 with 26 + 44 non working computers	01	06	-	-	07	02	02	48	09	01	08	08	02	03
Added	04	-	-	-	01	-	-	-	-	-	03	02	05	01	01	
Total	140	02	01	06	01	-	07	02	02	48	09	04	10	13	03	04

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

Four Biometric machines including two Aadhar enabled attendance system machines have been installed in the College. All the departments maintain at-least 1 system and printer with internet facility. 15 computers, bar code scanner, bar code printer, Wi-Fi router were installed in the library as e-library resource. The computer department regularly organizes basic computer courses for the students and staff. The teachers take help of ICT resources to enrich the prescribed curriculum and conduct CCEs and teach using power point presentations.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1,34,730/-
ii) Campus Infrastructure and facilities	1,07,48,757/-
iii) Equipments	-
iv) Others	4, 75,065
Total	11,358,552/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The prospectus given at the time of admission to the students has all the information regarding, NCC, NSS, Red Cross, Library etc. and also all the schemes providing financial assistance in the form of scholarships to the students from economically and socially weaker sections by the state government.
- The Committee Conveners also circulate and display notices regarding the same.
- Students are also informed about career prospects through career counselling cell, apart from academic development of the students the college also encourages students to participate in academic and literary activities, sports and cultural activities. Eight student clubs under the supervision of a professor are formed wherein students participate in various activities.

5.2 Efforts made by the institution for tracking the progression

- The Monthly performance reports of the teachers reveal the completion of the syllabus according to the teaching planners and also the progress made by the students. The College conducts two CCEs in a year for continuous evaluation. The department head and the Principal also inspect the planners. Records are also maintained by every department regarding ex students, the committee in charge keep record of the participants and award winners, which is quarterly conveyed to the IQAC cell.

5.3 (a) Total Number of students

UG	PG	Ph. D.	M.Phil
5127	1709	164	-

(b) No. of students outside the state

Less than 1%

(c) No. of international students

-

	No	%
Men	4865	71.2

	No	%
Women	1971	28.8

Last Year (2015-2016)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1371	1224	1476	2189	79	6260	1497	1433	1640	2266	80	6836

* Total = only UG and PG students excluding Ph.D. students and including physically challenged and minority students.

Demand ratio 0.8:1

Dropout - 25 % (approx)

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Conducted Remedial classes and Entry into Services

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="01"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value=""/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="2"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="21"/>

5.6 Details of student counselling and career guidance

- 07 Lectures organized by Career Guidance cell viz Basics of Progress, Import and Export Business, Selection for Employment, Stock Market etc.
- 16 companies visited for promotional offers – LIC, AISECT, Jet king, MSME Govt. of India, Force Academy, Dr. Reddy's Foundation, ICTCAI Academy, Cyphlon Consultant service, FT Management Training, SBI Life, NICT, PMKVY, RPLES Advisory Pvt. Ltd. The Sahyog Group Indore, ATDC.
- Career fair held for two days – 1st and 2nd March 2017

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
16	400	66 Selected for Placement	70

- Apart from this 03 NCC cadets have joined Army and CRPF.

5.8 Details of gender sensitization programmes

- Lecture organized by 'Women Empowerment Cell' on 'Bhartiya Itihaas ki Sashakt Mahilayen'
- Lady Police Constable from a local police station gave a lecture to the female students of the college on- 'Laws that protect women and their rights in India'

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

**5.10 Scholarships
and Financial Support**

	Number of students	Amount in Rupees
Financial support from institution	6710	97228/- (Student Insurance)
Financial support from government	5237	57144229/-
Financial support from other sources	6	1,08,000/- (UGC scholarships)
Number of students who received National recognitions	01	Rs.21,000/-

5.11 Student organised / initiatives.

Fairs : State/ University level National level International level
 Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

Some examples are:

Student organised/initiatives also include Street Plays, Yoga Day, Vivekananda Jayanti, Surya Namashkar Diwas, participation of students in publication of college magazine, participation of students in Save Girl Child, Awareness programmes on Illiteracy, Drug and Alcohol Abuse, Cleanliness drive.

5.13 Major grievances of students (if any) redressed - 28

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- **The Vision:** ‘Nothing is more Sacred than Knowledge’ has been the vision of the College. It keeps up with the motto by trying to make life of the students more meaningful professionally and personally.
- **Mission:** To strive and help students attain right knowledge, strive for excellence and promote feeling of unanimity and harmony. To help students more employable and develop value based leadership qualities thus contributing to the progress of the nation as a whole.

6.2 Does the Institution has a Management Information System

Being a State Government the Institute is managed by Department of Higher Education, Bhopal. The Department regularly updates its website with essential information regarding government’s plans and orders to ensure quality in Higher Education across the state. The College abides by the same and implements it accordingly. The responsibility for both the academic and administrative functioning of the College lies with the Principal, all the necessary information from the Department of Higher Education is circulated and conveyed through printed notices to the concerned committee/teacher and activities are organized and plans made and executed accordingly. At times E-mail is used to convey exam duties or other urgent notices.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The curriculum of the UG classes is prepared by the CBS, Department of Higher Education, M.P. and PG by BOS of Devi Ahilya Vishwavidyalaya, Indore. The faculty who are the members/chairperson of CBS and BOS participate during the respective meetings and contribute to the development and modification of the syllabus and curriculum. Presently there are 15 professors in the BOS as members or chairperson, 4 professors’ members of BOE (Board of Examination) and 1 professor is representative of Higher Education Bhopal to the University.

6.3.2 Teaching and Learning

- The admissions of students are strictly based on the rules and regulations set by the department of Higher Education, Government of MP. The admission process is online for the first semester UG and PG both.
- Students’ are encouraged to participate in academic activities like class seminars, group presentations, field works, study tours, project work, publishing, entrepreneurial training and sports and cultural activities. There was an enthusiastic participation of students in the annual function held for two days in the College.

- The College library has sufficient books, journals, periodicals and newspapers, to achieve qualitative improvement in teaching learning process. INFLIBNET books and journals are available for students.
- The College ensures the expertise of staff and permits them to attend seminars, workshops, faculty development programme, departments conduct extension lectures, workshops etc.
- The academic progress of the students is monitored through Continuous Internal assessment .Extra classes are arranged for slow learners and weak students. Subject experts are invited and lectures are arranged for the benefit of the students.
- MBA programme started in the session 2016-17.

6.3.3 Examination and Evaluation

- The college conducts semester examinations as per the schedule given by the University. Necessary steps are taken for fair examinations. The college teachers evaluate the scripts, conduct viva-voce, and evaluate projects.
- The college conducts tests for comprehensive continuous evaluation; the mode of evaluation varies from written tests to oral tests.
- Apart from this our teachers are also involved in conducting various competitive examinations. The college is also one of the major centres for competitive exams.

6.3.4 Research and Development

- The College is a rich recognized research centre approved by the affiliating university. 30 teachers are engaged in active research work. 164 students were enrolled for Ph.D. this year.
- The faculties are free and are encouraged to apply for various schemes under UGC or other research bodies.
- The college makes available a good number of journals and related materials in the library. The college campus is Wi-Fi enabled.
- The college also encourages the faculties to participate in various seminars/conferences/workshops. Four workshops two by the department of Hindi and History, two by the IDP committee were organised and one International level seminar were organized by the college this year.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- E-Library has been setup in the library for the students of the college to access e-resources through N-List and National Digital Library of India.

6.3.6 Human Resource Management

- The College encourages the faculties to pursue research works that help them to update and maintain a leading edge in their respective fields.

- A good number of research journals, daily newspapers, magazines are subscribed to help the staff. This session e-library has been setup and e- resources through N-List and National Digital Library of India are available for students and the faculty.
- The college organises workshop/seminars/special lectures for quality improvement of the faculty and the staff.
- Various problems of the staff are discussed and addressed in the staff council meetings. The staff is free to avail all the M.P. Government welfare schemes for government employees.

6.3.7 Faculty and Staff recruitment

- The Institution is a State Government College, the recruitment is made through the Department of Higher Education through Madhya Pradesh Public Service Commission. The norms of UGC/ the State Government are followed for selection.
- The Institution recruits faculty members for self-finance courses and contingency staff based on the guidelines provided by the Government of Higher Education. The selections are made on the basis of required qualifications

6.3.8 Industry Interaction / Collaboration

Students are sent to various industries, organizations for survey and prepare a project on the same for evaluation which is a part of their curricula.

- The Career Guidance and Placement Cell also conducts lectures, seminars and workshops in which different companies interact with our students
- The Placement Cell and the Career Guidance Cell also invites companies of standing which conduct job recruitment drives in the campus.

6.3.9 Admission of Students

The College is a government institute and hence all the admissions are made as per the rules of the Department of Higher Education, Government of M.P. Online admission procedure is followed for first year UG and PG students.

6.4 Welfare schemes for:

Teaching	The policies adopted are according to the Department of Higher Education, Government of MP for faculty welfare includes - monetary and career advancement benefits for those with higher qualifications such as M.Phil and Ph.D. as well as opportunities for those who wish to improve their qualifications. There are also government schemes in place to provide loans for those who wish to buy/construct house, vehicle, also for marriage and education of children. The College provides accommodation facility; there are six quarters for the teachers in the campus and one bungalow for the Principal.
Non teaching	
Students	State Govt. Schemes - Gaon Ki Beti, Pratibha Kiran Yojna, Vikramaditya Yojna, Aawagaman Yojna, Jeevan Nirwah & Parivahan Bhatta Yojna, Handicaped Students Helping Fund, Students Accident Insurance Scheme

6.5 Total corpus fund generated - None

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Principal and Committees
Administrative	No	No	Yes	Committees Formed by the Principal

6.8. Does the University/ Autonomous College declare results within 30 days?

For UG Programmes	Yes	-	No	No
For PG Programmes	Yes	-	No	No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

None this year

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

None this year.

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

Nil

6.14 Initiatives taken by the institution to make the campus eco-friendly

Plantation in Campus, Plastic Free Campus, No Smoking Zone, Rain Water Harvesting system, Trash Bins in every nook and corner of the campus

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The same activities continued which started in 2015-16 i.e use of ICT (Language Lab, partial use of e-library facility) in teaching-learning.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- MBA program started this session.
- New rooms for M.Phil. classes.
- The college web site updated
- Department of Hindi organised one International Seminar sponsored by UGC
- IQAC organized 2 College level workshops for IDP plan.
- Two workshops were organized by the department of Hindi and History .
- Bhasha Sudhar Club organized English Language improvement Classes through English Language Lab.
- Student Participation Programme was conducted by the library. Partial bar coding of books in the library done.
- Development parking area, renovation of washrooms, first floor roof renovated .
- 74 faculty Members published papers in National/International journals.
- 20- Publications in Impact factor Journals
- 2 ongoing minor projects in the college. One project in progress sponsored by HRD, Delhi.
- Selection of students in Army, Police, CRPF, Bank.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- Infrastructural maintenance and renovation
 - English Language Lab conducted English Language Improvement classes conducted for students.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Regular programmes like plantation, lectures on environmental consciousness etc as already mentioned in the report earlier

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOC Analysis of the Institution

Strengths

- Convenient location.
- Two buildings for academics with well lit and ventilated classrooms separate NCC, NSS, Red Cross blocks.
- Green campus and parking facility for students and teachers.
- In campus staff quarters.
- A big playground for sports activities.
- Well equipped Computer Labs, English language Lab and labs for Psychology and Geography departments.
- 2 conference halls with audio-visual facility.
- Experienced, highly qualified, competent and dedicated teachers.
- A rich centre of research, 50 % teachers are active research guides.
- 18 self- finance job oriented courses running in the college.
- A well established Audio-Video sound proof broadcasting studio.
- The Career Guidance Cell organizes workshops, trainings, guides the students about the job opportunities available.
- Prominent and leading scholars are invited to share their knowledge, experiences with our students and faculty.
- Examination centre for university exams and major competitive exams.
- Accidental group insurance scheme for every student.
- Generator available for power back- up

Weaknesses

- For Infrastructural maintenance and expansion works funds are sometimes delayed because of governmental formalities which is a hindrance to attain timely objectives.
- Poor socio-economic background of the students is a constraint on the level of accessibility to various fields of higher education.
- Lack of Administration Staff.

Opportunities

- Can introduce more professional/job oriented courses in the coming years.
- To provide more opportunities for the students and staff members to participate in various developmental programmes, seminars, workshops organized at District, State and National level by various Institutions and Universities.
- To set up smart classrooms.
- Facilities for providing more placement opportunities to Students.

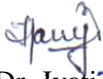
- Require more adequate sports facilities since we have students representing National and International level.

Challenges

- Continuous and timely enhancement of infrastructure, proper maintenance, improving the quality of academic services, extension, research activities and student support programmes are a few of the challenges ahead.
- Collaboration and linkages required to be done.
- Addition of more classrooms/study centres/theatre for performing as sufficient space is available for the same.

8. Plans of institution for next year

- Infrastructural renovations to continue this session also. Library area to be taken under consideration.
- Automation of the library to continue.
- Automation of complete data of all the enrolled students in the college.
- Smart classrooms to be set and to procure audio visual aids for better teaching.
- To focus on increase in employability of students.
- Plan at least two district level workshops and one national or international seminar.
- Plan to construct a new sports complex.


Name: Dr. Jyoti Taneja
Coordinator, IQAC




Name: Dr. Vandana Agnihotri
Principal, Chairperson, IQAC
Shri Atal Bihari Vajpayee
Govt. Arts & Comm. College
INDORE (M.P.)

अकादमिक कैलेंडर सत्र 2016-17
(समस्त कक्षाओं के लिए प्रभावशील)

अकादमिक कार्य	प्रथम/द्वितीय/पंचम सेमेस्टर	द्वितीय/चतुर्थ/षष्ठ सेमेस्टर
आरंभिक कक्षाएं/शून्य कक्षाएं/स्वात विश्लेषण	01 जुलाई से 13 जुलाई 2016 (10 कार्य दिवस)	02 जनवरी 2017 (01 कार्य दिवस)
शैक्षणिक एवं सतत समग्र मूल्यांकन कार्य	14 जुलाई से 07 नवम्बर, 2016 (90 कार्य दिवस)	03 जनवरी से 25 अप्रैल 2017 (90 कार्य दिवस)
सी.सी. ई. कार्य	सितम्बर चतुर्थ सप्ताह	मार्च द्वितीय सप्ताह
परीक्षा पूर्व तैयारी अवकाश	08 नवम्बर से 14 नवम्बर 2016 (कुल 07 दिवस)	26 अप्रैल से 27 अप्रैल 2017 (कुल 02 दिवस)
प्रायोगिक परीक्षाएं (स्नातक एवं स्नातकोत्तर कक्षाएं)	15 अक्टूबर से 07 नवम्बर 2016 के मध्य	25 मार्च से 25 अप्रैल 2017 के मध्य
सेमेस्टर एवं एटीकेटी परीक्षा	15 नवम्बर से 21 दिसम्बर 2016	28 अप्रैल से 28 मई 2017
परीक्षा परिणामों की घोषणा	31 दिसम्बर 2016 तक	15 जून 2017 तक
सेमेस्टर अंतराल (ब्रेक) विद्यार्थियों के लिए	22 दिसम्बर से 31 दिसम्बर 2016 (10 दिवस)	27 मई से 30 जून 2017 (35 दिवस)
सेमेस्टर अंतराल (ब्रेक) शिक्षकों के लिए *	22 दिसम्बर से 31 दिसम्बर 2016 (10 दिवस) *	27 मई से 15 जून 2017 (20 दिवस) *

- छात्रसंघ गठन : अगस्त/सितम्बर - 2016
- खेलकूद/युवा उत्सव/अन्य गतिविधियाँ (एक सप्ताह) : माह अक्टूबर 2016
- दीपावली अवकाश : 28 अक्टूबर से 01 नवम्बर 2016 तक
- वार्षिकोत्सव/पुरस्कार वितरण एवं वार्षिक पत्रिका का प्रकाशन एवं विमोचन : फरवरी अंतिम सप्ताह/मार्च प्रथम सप्ताह 2017 (अधिकतम 04 दिवस)

टीप :-

- अपरिहार्य कारणवश शैक्षणिक कार्य निर्धारित मानक दिवसों से कम होने की दशा में, महाविद्यालय/विभिन्न स्तर पर शैक्षणिक कालखण्डों की अवधि में आवश्यकतानुसार वृद्धि कर शैक्षणिक दिवसों की पूर्ति की जाये ताकि अकादमिक कैलेंडर का पालन समयानुसार सुनिश्चित किया जा सके।
- स्नातक एवं स्नातकोत्तर प्रथम सेमेस्टर के अतिरिक्त अन्य सभी कक्षाओं में प्रवेश हेतु मार्गदर्शी सिद्धान्त (2016-17) में उल्लिखित प्रवेश नवीनीकरण प्रक्रिया को अपनाते हुए शैक्षणिक कार्य प्रारंभ करना सुनिश्चित किया जाये।
- सेमेस्टर अंतराल (ब्रेक) के दिवसों में एनएसएस/एनसीसी शिविरों के आयोजन को प्राथमिकता प्रदान की जाये ताकि कार्य दिवसों का मानक लक्ष्य यथावत बना रहे। सक्षम अनुमति प्राप्त कर अकादमिक पर्यटन/टूर/सेमीनार/कार्यशाला/संगोष्ठी/प्रशिक्षण कार्यक्रम भी इसी दौरान आयोजित किये जाये।
- स्नेह सम्मेलन वार्षिकोत्सव, पुरस्कार वितरण एवं वार्षिक-पत्रिका का प्रकाशन तथा विमोचन 09 मार्च 2017 के पूर्व कर लिया जाये।

* महाविद्यालय के प्राचार्य द्वारा सेमेस्टर अंतराल में आवश्यकतानुसार शिक्षकों को रोका जा सकेगा।

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Principal
Shri Atal Bihari Vajpai
Govt. Arts & Comm. College
INDORE (M.P.)



Annexure ii

**कार्यालय प्राचार्य, श्री अटल बिहारी वाजपेयी
शासकीय कला एवं वाणिज्य महाविद्यालय, इन्दौर (म.प्र.)
(नैक द्वारा "ए" ग्रेड प्राप्त)**



ए.बी. रोड़, भंवरकुँआ चौराहा, इन्दौर (म.प्र.) 452017 फोन/फेक्स : 0731-2460579
Website : www.gaccindore.org, E-mail : principalgaccindore@rediffmail.com

स्टूडेंट्स फीडबैक फॉर्म की संक्षिप्ती

शिक्षण सत्र : 2016-17

फीडबैक की दिनांक :

कक्षा : समस्त स्नातक एवं स्नातकोत्तर

भर कर लौटाये गए फीडबैक फॉर्म की संख्या : 510 लिखित एवं 13 मौखिक फीडबैक प्राप्त हुए

क्र.	विवरण	प्रतिशत
(अ)	पाठ्यक्रम से सम्बंधित	
1	पाठ्यक्रम की पूर्णता	80%
2	पाठ्यक्रम के अतिरिक्त चर्चा	72%
3	शिक्षक की प्रभावकता	65%
(i)	विषय का ज्ञान	78%
(ii)	सम्प्रेषण कौशल (समझाने का तरीका)	72%
(iii)	अन्य सहायक शिक्षण सामग्री का उपयोग	50%
(iv)	सामान्य कक्षाओं के बाद उपलब्धता एवं व्यक्तिगत समस्याओं के समाधान में सहयोग	60%
(v)	पाठ्यक्रम को पूर्ण करने की गति	73%
(vi)	शिक्षक का आप कैसा मूल्यांकन करेंगे	89%

सुझाव :

- ग्रंथालय सुविधा के सम्बंध में कोई सुझाव दें - ग्रंथालय के खुलने का समय प्रातः 10:00 बजे से किया जाये। ग्रंथालय में अंग्रेजी मैगजीन एवं दैनिक समाचार पत्र में शामिल किया जाये।
- खेलकूद के सम्बंध में सुझाव दें - समस्त कोर्ट तथा मैदानों का रखरखाव/मरम्मत समय-समय पर की जावे एवं खेलने योग्य रखा जावे। साथ ही समस्त विद्यार्थियों को खेलने का अवसर प्रदान किया जावे।
- अन्य सामाजिक सांस्कृतिक साहित्यिक गतिविधियों के बारे में सुझाव दें - प्रतियोगी परीक्षाओं की तैयारी हेतु पृथक कक्षाएँ लगायी जायें।
- अन्य सुविधायें जैसे - वॉशरूम, साफ-सफाई इत्यादि के बारे में सुझाव दें - पार्किंग, शौचालय एवं पानी की उत्तम व्यवस्था की जावे। महिला वॉशरूम की सुविधा बढ़ायी जाये। साथ ही महाविद्यालय में कैण्टिन दोबारा से शुरू किया जावे। अध्ययन कक्षाओं में सफाई की व्यवस्था बढ़ायी जाये।

डॉ. ज्योति तनेजा (प्रभारी)

डॉ. प्रकाश गर्ग (सदस्य)

डॉ. सुधीर सक्सेना (सदस्य)

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प्राचार्य
श्री अटल बिहारी वाजपेयी
शासकीय कला एवं वाणिज्य महाविद्यालय,
इन्दौर (M.P.)

Best Practices 1

1. **Title of the Practice:** Infrastructural maintenance and renovation.
2. **Goal:** The college building is quite old and required renovations and maintenance work.
3. **The Context:** Parking area required beautification. New sheds and hard paving the parking area was done. Washrooms for students and faculty were renovated on priority basis. New furniture was procured and old repaired to set up new classes, library, and administrative unit in the MBA block. Upgrading of audio-visual aids to enhance teaching learning.
4. **The Practice:** Parking area renovation is still in progress, now the vehicles are parked in the enclosed area in a systematic manner giving the campus a better and neater look. Audio-Visual teachings through power-point presentations are being used by quite a few teachers.
5. **Evidence of Success:** Now the vehicles are parked in the enclosed area in a systematic manner giving the campus a better and neater look. Better sanitation areas and dilapidated roof now after construction gives a tidy look to the corridors in front of the classrooms.
6. **Problems Encountered and Resources Required:** Timely funding is not done which breaks the continuity of work,

Best Practice 2

1. **Title of the Practice:** English Language Improvement classes.
2. **Goal:** The aim was help was to prepare students for effective communication in English for their personal and professional growth.
3. **The Context:** Madhya Pradesh being a Hindi speaking state, the students find it very difficult to communicate in English despite studying the same in school for twelve years.
4. **The Practice:** Wordsworth Software is installed in our English Language Lab computers. Using the syllabus of the same the students were taught listening, speaking and writing correct English.
5. **Evidence of Success:** Round the year classes were conducted, and the students were taught how to participate in group discussions, interviews, how to write resume, e-mails etc in English. 138 students were benefitted. The enthusiastic response and participation of the students has inspired the instructors to hold these classes this session.
6. **Problems Encountered and Resources Required:** Shortage of time.


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