

**Govt. Autonomous Girls P.G. College of Excellence, Sagar (M.P.)
"A" by NAAC**

Annual Report 2016-2017

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. Autonomous Girls P.G. College of Excellence
- Place of the college - Sagar
- District - Sagar
- Division - Sagar
- Year of establishment of college - 1978
- Name and Contact details (Mail id, Phone) of Principal - Dr. A.K. Pateria, 9425451546
Email- heggpgcsag@mp.gov.in
- Name , Post and Contact details of (mail id, Phone no.) of Reporting In charge -
Dr. Ela Tiwari, 9407266675, Email- ela.tiwari18@gmail.com
- Date of report submission - 30.09.2016

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.

This institution is a Government College promoting higher education for the girls largely belonging to the marginalized sections of our society. The academic programmes offered are traditional as well as vocational with the mission of the institution that is, to provide maximum training and guidance to girls at the minimum possible expenses, lying at the core. While traditional courses broaden their vision towards larger issues of life at large, the vocational courses prepare them to be self reliant as this happens to be the primary condition for ensuring a secure and independent life for them.

This is an area where a government institution has very limited autonomy. However the courses are framed by a central board of studies at Bhopal based on UGC approved curriculum and they are applicable to all the government colleges within Madhya Pradesh.

As stated above the college does not have autonomy to involve industry or research bodies for the development of the curriculum. The courses are designed by the central board of studies at Bhopal and they are to be run in all the state universities and Govt. colleges by the order of the honorable governor of Madhya Pradesh. Self Finance Courses are also run according to UGC norms. Some UGC approved courses have also been adopted without any modification. Some local need

based short term certificate and diploma courses are under planning to introduced from the next academic session after approval by state govt. and concerned University.

2. Overview (1 page)

(i) Vision, Mission and Objectives of the college

- * Employability
- * Innovation
- * Research
- * Academic Flexibility

The mission of the college is to provide the opportunities of higher education at minimum cost to the girls belonging to marginalized sections of the society.

We believe that education is the prime requirement for women's emancipation and empowerment. To this end we have continued with our humble efforts since the beginning when some intellectually aware individuals of this town visualized the need of a Girls College almost fifty years ago and started this institution in the premises of the municipal town hall in 1964.

As said above the mission of the college has since its inception been to provide higher education at minimum cost to girls from economically poor background. Towards this goal all measures were taken continuously and the major boost to this mission came in the form of Government support and recognition in 1978 when the college was declared a government institution. The support of the state government and the U.G.C. has been phenomenal and the college could continue with its traditions and values which always had 'the service of the poor' as its fundamental principle and motivation.

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

1. Status of the Autonomous College by management : Government
2. Name of University to which the College is Affiliated : Maharaja Chhatarshal Bundelkhand University, Chhatarpur (M.P.)
3. a. Date of establishment, prior to the grant of 'Autonomy' (01/07/1978)
b. Date of grant of 'Autonomy' to the College by UGC: (01/03/2002)
4. Type of institution:
 - a. By Gender : For Women
 - b. By shift : Regular
 - c. Source of funding :
 - i. Government
 - ii. UGC
 - iii. Self-financing
 - iv. RUSA
5. a. Details of UGC recognition:

Under Section	Date, Month & Year
i. 2 (f)	29/07/1985

ii. 12 (B)	02/03/1989
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6. NAAC grade : "A" (Dated 02.05.2014)

Location of the campus and area:

Location *	Urban	Remarks
Campus area in sq. mts or acres	6274.34 sq.mt.	10 Acre Land allotted by State Govt. for Sports, Faculty of Arts & other Facilities
Built up area in sq. mts.	6000.00 sq.mt.	-

(iii) History of the college with significant milestones

Date of Establishment	:	01.07.1978
Date of 2(F)	:	24.11.1984
Date of 12(B)	:	02.03.1989
Date of Grant of Autonomy by UGC	:	01.03.2002
Date of Grant of Excellence by State Government	:	01.07.2002
NAAC Accreditation	:	B-Grade (2009)
NAAC Re-Accreditation	:	A-Grade (2014)
Adequate Library	:	67139 Books (Ref. & Text), 30 Research Journals, 20 Magazines & 10 News Papers
		Wi-Fi Available with 10 Computers
		Inflibnet Software (80000 Books & 4500 Journals available through N-List)
Sports Facilities	:	Hockey, Kho-Kho, Volley Ball, Basket Ball, Badminton, Gymnasium, Cricket, Yoga & Karate.
Special Schemes	:	Skill Development, Tally, Spoken English, Telecom, Career Counselling & Placement Cell.
NSS	:	4 Units (100 each)
NCC	:	1 Unit (120)
Girls Hostel	:	Capacity- 150 Girls (well equipped rooms, mess facility & Girls Common Room) (125 Girls are living at present)

Laboratory	:	11 Labs Physics, Chemistry, Industrial Chemistry, Botany, Industrial Micro Biology, Zoology, Bio-Technology, Computer Application, Home Science, Psychology, Geography
Physical Infrastructure	:	No. of Class Rooms 40
		No. of Labs 11
		No. of Toilets 10
		No. of Rooms in the Hostel for Girls 53
		Warden Quarter 1
		Hostel Mess 1 Hall
		Sick Room 1
		Hostel Office 1
		Visitors Room 1
		Canteen 5 (2 Store Room, 1 Kitchen & 2 Halls)
		Office Building- 4 Halls
		Library Building- 6 Halls
Autonomous Cell	:	Conduction of Board of Studies, Academic Council, Executive Council & Finance Meetings. Setting of Question Papers, Moderation of Papers, Printing of Papers, Conduction of Exams, Valuation & Result Processing is being carried out by the Institution.

(iv) Faculties and major disciplines

S. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction
1	UG	B.A., B.Sc., B.Com., B.Sc.(H.Sc.)	3 Yrs.	12 th	Hindi
2	PG	M.A., M.Sc., M.Com., M.Sc.(H.Sc.) Human Development and M.Sc(H.Sc.)Food &Nutrition.	2 Yrs.	U.G.	Hindi & English
3	Ph.D.	Botany, Chemistry, Home Science	3 Yrs.	P.G.	English

4	Any other (please Specify)	BBA, BCA (Professional Courses) Janbhagidari	3 Yrs.	12 th	Hindi & English
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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

Principal			
Administrative Officer	Professor	Controller Examination	Librarian
Head Clerk	Asstt. Professor	Asstt. Controller	Sports Officer
Accountant	Guest Faculty	Supporting Staff	
Asstt. Grade-II			
Asstt. Grade-III			
Peon			

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
Applications that ranked the college as the 1 st preference	8000	2500
Applications that ranked the college as the 2 nd preference	Nil	Nil
Applications that ranked the college as the 3 rd preference	Nil	Nil
Total number of applications received	8000	2500
Number of students admitted	6754	1577

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

Name of the Course	Gender	% of students from the State	% of students from other states
M. A.	Female	99-100	0-1
M. Com.	Female	99-100	0-1
M. Sc. (Home Sci.)	Female	99-100	0-1
M. Sc. (Home Sci.)	Female	99-100	0-1
B. A.	Female	99-100	0-1
B. Com	Female	99-100	0-1
B. Com	Female	99-100	0-1
B. B. A.	Female	99-100	0-1
B. C. A.	Female	99-100	0-1
B. H. Sc.	Female	99-100	0-1

Name of the Course	Gender	% of students from the State	% of students from other states
B. Sc.	Female	99-100	0-1

5. Academic Programs: Core Programs - UG & PG

Core programs at UG level

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction
1	UG	B.A., B.Sc., B.Com., B.Sc.(H.Sc.)	3 Yrs.	12 th	Hindi
		BBA, BCA (Professional Courses)	3 Yrs.	12 th	Hindi & English

Core Options at PG level

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction
1	PG	M.A., M.Sc., M.Com., M.Sc.(H.Sc.) Human Development and M.Sc (H.Sc.) Food & Nutrition.	2 Yrs.	U.G.	Hindi & English
2	Ph.D.	Botany, Chemistry, Home Science	3 Yrs.	P.G.	English

6. Academic Calendar 2016 -

Academic Work	First/ Third/ Fifth Semester	Second/ Fourth/ Sixth Semester
Enclosed : Academic Programme of Department of Higher Education MP		

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

Physical Infrastructure	:	No. of Class Rooms 40
		No. of Labs 11
		No. of Toilets 10
		No. of Rooms in the Hostel for Girls 53
		Warden Quarter 1
		Hostel Mess 1 Hall
		Sick Room 1
		Hostel Office 1
		Visitors Room 1

	Canteen 5 (2 Store Room, 1 Kitchen & 2 Halls)
	Office Building- 4 Halls
	Library Building- 6 Halls
	Smart Class Room- 2

- Library as a learning resource- advisory committee, its composition, facilities & services (e & print), annual improvement initiatives

Library as a Learning Resource

There is a Library Advisory Committee headed by the principal of the institution followed by members who are senior professors of the institution. Librarian is the secretary of this advisory committee. The committee recommends and approves the various proposals of the library which are prepared keeping in view the demand for new learning resources, books, journals etc.

- * Total area of the library (in Sq. Mts.) - 181.88 sq. mt.
- * Total seating capacity - 50
- * Working hours (on working days, on holidays, before examination days, during examination days, during vacation) - 10 AM to 06 PM
- * Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

The paucity of space has not allowed us the luxury of separate carrels for students. There is a reading room lounge where students can browse newspapers, magazines etc. The infrastructure of library is as follows :

- 1 Hall for reading - 7.00 X 6.65 sq. mt.
- 1 Room for reference section - 2.55 X 1.55 sq. mt.
- 1 Room for IT Zone - 6.60 X 6.20 sq. mt.
- 1 Veranda for issue & return of library documents- 16.25X2.60 sq.mt.
- 2 Stack rooms for books - 8.90 X 3.45 & 10.50 X 6.50 sq.mt

- * Access to the premises through prominent display of clearly laid out floor plan; adequate signage; fire alarm; access to differently abled users and mode of access to collection)
- * Yes, there is an access to the premises through prominent display clearly laid out floor plan; adequate signage; fire alarm; access to differently abled users and mode of access to collection. The display is being done in the reading room.
- * Print - 54218
(Books, back volumes and thesis)
- * Non Print (Microfiche, AV) - 12
- * Electronic (e-books, e-Journals) - Through N-List-INFLIBNET
- * Special collection
- Text books - 25000
- Reference books - 6000
- * OPAC
- * Electronic Resource Management package for e-journals

- * Federated searching tools to search articles in multiple databases
- * Library Website
- * In-house/remote access to e-publications

The library provide access to the collection regarding OPAC, Electronic Resource Management package for e-journals, Federated searching tools to search articles in multiple databases, Library Website, In-house/remote access to e-publications through SOUL Software.

- * Library automation Yes
- * Total number of computers for public access 3 Computers
- * Total numbers of printers for public access 1 Printer
- * Internet band width speed □ 2mbps □√ 10 mbps □ 1 gb (GB)
- * Institutional Repository Yes
- * Content management system for e-learning Yes
- * Participation in Resource sharing networks/consortia (like Inlibnet) Yes
 - Average number of walk-ins - 300
 - Average number of books issued/returned - 250
 - Ratio of library books to students enrolled - 1 : 9
 - Average number of books added during last three years- 18785
 - Average number of login to OPAC - 50 Students
 - Average number of login to e-resources - 30 Students & 20 Teachers
 - Average number of e-resources downloaded/printed - 10 pages/week
 - Number of information literacy trainings organized - Orientation programmes for the students are arranged at the time of admission.
- * Manuscripts - There is no such scheme in which the manuscripts are provided by the library.
- * Reference - Yes
- * Reprography- Occasionally given to the faculty members and the students.
- * ILL (Inter Library Loan Service) -There is no criteria for inter library loan service.
- * Information Deployment and Notification - Yes
- * OPAC - Yes
- * Internet Access - Yes
- * Downloads - Yes
- * Printouts - Yes
- * Reading list/ Bibliography compilation - Yes
- * In-house/remote access to e-resources - Yes
- * User Orientation - Yes
- * Assistance in searching Databases - Yes
- * INFLIBNET/IUC facilities - Yes

The annual library budget and the amount spent for purchasing new books and journals in session 2012-13 in different heads are given below:

a Government(Book Bank)	-	408000.00
b University Grants Commission	-	310000.00
c Janbhagidari	-	357000.00

The library receives the feedback from students and teachers and accordingly formulates its plans for further development of knowledge resources. The feedback taken from the students is analysed by the library advisory committee and these suggestions are incorporated for improving the library services.

The building of a big reading lounge is the major infrastructural development of the library. Apart from this the library has brought to its stacks new books in all disciplines. During the last four years the library has been provided with the following facilities.

- 3 Computers
- 2 Printers
- SOUL Software 2.0
- Reading rooms for the students and teachers
- 40 Almira
- 2 Bar Code Reader
- 1 Photo copy machine
- 1 Cooler

The library organizes workshop/s for students, teachers, non-teaching staff of the College to facilitate better Library usage.

Student support services:

✓ **IT enabled services**

We have a very good IT infrastructure in terms of number and quality. The contribution of our department of computer application in delivering funds for the institution has been matchless as for the last fifteen years we have provided computer education to our students with the minimum fee amount. The department is responsible for the management of IT services in the college. We have security and risk management also on our priorities and proper care is maintained to keep confidential data secure and safe.

- Number of systems with configuration : 89
- Computer-student ratio : 1:3.40
- Dedicated computing facility : Yes
- LAN facility : Yes
- Wifi facility : Under Consideration
- Proprietary software/Open source softwares : 08
- Number of nodes/ computers with internet facility : 15
- Any other

The college has systematically upgraded its systems with the addition of new on a regular basis. Our growth in terms of students' number has also kept us on our toes to deploy new and heavier machines to meet the rising demand of work.

All post-graduate departments have access to broadband connections and the students as well as staff make good use of online learning resources. With our growth we are continuously adding to these facilities. Very soon we shall make the entire campus wi-fi enabled.

We have ICT enabled smart class room as well as an air conditioned computer hall where we have the capacity to accommodate fifty students to work on equal number of systems at a time. In addition to this all departments have their own systems and it is simply no issue for any teacher or student with regard to their academic work. The office of the principal also enjoys ICT facilities and the examination cell has its own separate infrastructure for the purpose.

There is no dearth of material resources and it is a question of simply their own decision and liking. Most of the faculty members have their own computer systems at home. We also have LCD projectors in the college. As a policy the college encourages everyone to be in tune with the spirit of the times and use as much computer aided teaching-learning material as possible. The computer is provided to every department as an aid for teaching learning materials. An internet facility is also provided to most of the departments for downloading the required material which would felicitate the faculty while teaching.

We have a monitoring committee which checks the systems and provides necessary recommendation on them. When new gadgets including computers are supplied our own committee of experts checks their configuration and other quality bench marks and only after its approval the order is cleared for payment.

We have not yet started this. We are making efforts to add it to our list of services soon.

There is no provision made in the annual budget for update, deployment and maintenance of the computers in the college. Since the computer department is running by Janbhagidari, so the fees collected is utilized for the same purpose.

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

All kinds of scholarships/ fee concessions given to students in the last year is shown in the following table:

S. No.	Name of the Scholarship	No. of Students Benefitted 2016-17	Amount Distributed
01.	SC	1019	7665072
02.	ST	100	683717
03.	OBC	2527	11170091
04.	Awagaman	3050	2897500
05.	Gaon Ki Beti	1318	6590000
06.	Pratibha Kiran	400	2150000
07.	Merit	45	45000

- ✓ Yes, the financial aid was made available on time to the girls who are being benefited with all the above mentioned scholarships.

- ✓ 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.

The students are encouraged to join our extension services like N.S.S. and N.C.C. where they have a further reinforced and goal-centric opportunity to learn and practice the lessons in social responsibility.

We encourage this participation by way of incentives starting right from the level of admission. The faculty has a mature understanding of this task of national importance. They are motivated enough for the causes such schemes promote and need no further incentives to engage them in the service of the nation. However as a matter of procedure their additional responsibilities are rewarded as per norms and guidelines in practice for such schemes.

The students engaged with the units of N.S.S. and N.C.C. undertake such work during their camps in the neighboring villages and serve the vulnerable sections living there on their multiple and diverse needs. They organize awareness building rallies, programmes and initiate drives for hygiene and cleanliness. The social surveys are broadly an area of work in which research students belonging to our departments of Sociology, Psychology, Economics and Political Science are involved time to time.

Our units of N.S.S. and N.C.C. have brought awards and recognition time and again but we believe that no reward can be bigger than the feeling of contentment such service of the nation and its needy citizens brings to the hearts of our students and faculty; than the change for the better their humble pursuits usher in.

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

Our Sports Department is well equipped with infrastructure. A gymnasium is established in the college premises which would certainly a boon to the girls for their physical fitness. Apart from these we organize camps for yoga, karate and martial arts regularly. Cultural events are also promoted. We celebrate a 'youth festival' every year in the month of October. It is a week-long activity with its focus on multiple cultural events.

Tournament	Year 2016-17			
	Winner	Runner	Participation	No. of Player
District Level	Badminton		-	04
	Kho-Kho			12
	-		Basket Ball	
	Kabaddi			12
	Vollyball			08
	Cricket			14
	Judo			04
		Yaga		06
Divisional Level		Badminton	-	02
	Kho-Kho		-	05
	Kabaddi			07
	Cricket			14
	Yoga			01
	Basket Ball	-	-	03
	Athletic	-	-	07

State Level	-	Badminton		01
	-	Yoga		01
			Athletic	03

West Zone Inter University		Cricket	05
		Badminton	01
		Kho-Kho	04
		Kabaddi	05
		Vollyball	02
		Yoga	01
		Judo	02

✓ Major student welfare initiatives over the past year

We have facilities like ramps for the convenience of the physically challenged students. We take every care of their requirements in the college and they are served on a priority basis.

- * As referred earlier SC/ST, OBC and economically weaker sections are given all the benefits that are their due. This is a government institution and following the government policies in this regard is mandatory.
- * Students are given every opportunity to participate in various competitions. They are encouraged and for this and whenever an opportunity arrives they are sent outside with some of their teacher as their guide and guardian for the purpose of a outstation visit.
- * We have a health centre 'Tejaswini' inside the campus and there is a provision of health checkups and visits of qualified doctors.
- * The state government has introduced a communication skill development programme in the institutions where the final year students are registered for such programmes. There are three programs introduced in the college .They are Tally, Spoken English and Food Preservation. The girls are actively participating in all these job oriented courses.
Remedial classes are organized with the objective of enhancing spoken English and computer literacy.
- * Special classes are organized for slow learners. Teachers are directed to identify the students belonging to this group and support them by taking extra classes.
- * The interaction with students from other students also takes place during seminars, workshops and conferences.
- * Student magazine "Surabhi" is annually published by the institution. The contents of the magazine are mainly given by the students in the form of articles, poems, patriotic poems etc.

• Extension Activities

The college is fully aware of its social responsibility. Since this institution is devoted solely to the cause of promoting higher education among girls who mostly belong to the marginalized sections of our society we doubly check that our faculty and students are well-sensitized over the issues related to the uplifting of daughters of our nation. No nation can develop unless it respects its women power and education alone is capable of empowering them enough to claim that respect which is their due. Therefore we continue with several activities throughout the academic year with an objective to bring this consciousness among our students. We conduct seminars, workshops on subjects with similar objectives and try to build up our students as responsible and worthy citizens of a great nation.

The students are encouraged to join our extension services like N.S.S. and N.C.C. where they have a further reinforced and goal-centric opportunity to learn and practice the lessons in social responsibility.

We promote such neighborhood network by way of our extension services especially the National Service Scheme where our units organize annual camps in the nearby villages. Living among the villagers makes them aware of grass root difficulties our India and at the same time it provides them an opportunity to use their education for the benefit of those who did not have the chance to reach the doorstep of a college.

We encourage this participation by way of incentives starting right from the level of admission. The faculty has a mature understanding of this task of national importance. They are motivated enough for the causes such schemes promote and need no further incentives to engage them in the service of the nation. However as a matter of procedure their additional responsibilities are rewarded as per norms and guidelines in practice for such schemes.

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

Tournament	Year 2016-17			
	Winner	Runner	Participation	No. of Player
District Level	Badminton		-	04
	Kho-Kho			12
	-		Basket Ball	
	Kabaddi			12
	Vollyball			08
	Cricket			14
	Judo			04
	Yaga		06	
Divisional Level		Badminton	-	02
	Kho-Kho		-	05
	Kabaddi			07
	Cricket			14
	Yoga			01
	Basket Ball	-	-	03
	Athletic	-	-	07
State Level	-	Badminton		01
	-	Yoga		01
			Athletic	03
West Zone Inter University			Cricket	05
			Badminton	01
			Kho-Kho	04
			Kabaddi	05
			Vollyball	02
			Yoga	01
			Judo	02

CULTURAL

- **Participation**

S. no.	Name of the event	District Level	State Level	University	National Level
1.	Ekal Gayan	Yes	Yes	Yes	No
2.	Samuh Gayan	Yes	Yes	Yes	No
3.	Ekal Nrtya	Yes	Yes	Yes	No
4.	Samuh Nrtya	Yes	Yes	Yes	No
5.	Natak	Yes	Yes	Yes	No
6.	Vad-Vivad	Yes	Yes	Yes	No

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

S. No.	Name of the faculty	Regional/ State	National	International
1.	Dr. Archana Verma	Nil	02	Nil
2.	Dr. Naveen Gideon	Nil	06	Nil
3.	Dr. Anand Tiwari	Nil	06	Nil
4.	Dr. Bhavna Yadav	Nil	08	Nil
5.	Dr. Renubala Sharma	Nil	04	Nil
6.	Dr. Padma Acharya	Nil	02	Nil
7.	Dr. Anjana Nema	Nil	04	Nil
8.	Dr. Alok Sahai	Nil	02	Nil
9.	Dr. Neera Sahai	Nil	02	Nil
10.	Dr. Ela Tiwari	Nil	04	Nil

- **Publications in national/ international journals**

S.No.	Name of the faculty	Name of the journal
1.	Dr. Archana Verma	Research Times
2.	Dr. Naveen Gideon	History Times
3.	Dr. Anand Tiwari	Shodh Sansar
4.	Dr. Bhavna Yadav	History Times
5.	Dr. Renubala Sharma	Research Times
6.	Dr. Padma Acharya	Shodh Samixa
7.	Dr. Anjana Nema	Research Times
8.	Dr. Alok Sahai	Madhya Bharti
9.	Dr. Neera Sahai	Madhya Bharti
10.	Dr. Ela Tiwari	Research Times

- **List of linkages/ Collaborations/ MOUs**

This college is a member of Cluster colleges group of 12 members.

MOUs with

1. Dr. SVN University, Sagar (M.P.)
2. Sarojini Naidu Govt. Girls P.G. College, Shivaji Nagar, Bhopal (M.P.)

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

Name of Research Journal : Research Times

Name of College Magazine : Surbhi

9. 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 State Govt						
<i>Filled</i>	19	15	22	09	10	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
List Enclosed : All are Ph.D.			

10. 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
1.	Computer Teaching	Swami Vivekanand Carrier Guidance Plan
2.	Spoken English	
3.	Skill Development	
4.	Web Designing	
5.	Orientation Programme	

11. Innovations and Best Practices

Feedback System

We take a feedback from students and try our best to satisfy their requirements though as said above we do not have much say in the curriculum design as it is a centrally regulated exercise.

The institution can best implement the curricula. Its effective development lies within the purview of the central board of studies.

Any additional information regarding Curricular Aspects, which the institution would like to include. Institution is planning to introduce the subject like women empowerment, human rights & Environmental protection for all the girl students.

Best Practices

Best Practice I

Title:

Learning by Teaching

Objective of the practice:

To provide our students a hands on training for academic duties

There is a huge gap between the demand and supply of able teachers at every level in our society. We witness today an unfortunate situation where world of education has become the last priority of the talented youth. Only those who find no better prospects in terms of money are inclined towards educational field. The objective is to meet this challenge at the very first step, that is, right from the time when a student joins a college.

Context:

It is a well known fact that traditional courses in humanities and sciences are facing an entirely changed socio-economic scene which lay hidden in very distant future from the temporal limits in which they were by and large framed by educationists of the time. Today the prime goal of education is to prepare individuals as a work force to serve ever growing and complex needs of human society. It goes without saying that vocational training of students must be the priority of every responsible educational institution. It is with this purpose in view that we have established this practice so as to prepare our students to join the academic world after they complete their education.

The Practice:

We have started a practice to prepare our brightest students for the challenge of teaching. They are given assignments of teaching their fellow students in groups. They are encouraged to prepare their lectures well in advance. In the entire process they have the consistent help of their teachers who motivate them for the work and at the same time guide them as and when there is a need to remove their doubts on the given subjects. The practice has been very successful in increasing the confidence-level of our students and after an positive initiation they are themselves keen on learning how to teach. The class-room experience from the other side is primarily shocking to them as never before in their education they have come across this experience in any serious way. Our experience shows that the practice is capable of bringing in them a sense of responsibility and maturity as well. They become more sensitive towards the challenges of the job. They learn by practice how it is very crucial and at the same time difficult to sustain the interest of an entire group of students on certain topics which are complex and dry. The practice has been successful in enhancing the communication skills of the participants. It has also generated a spirit of healthy competition as other students are also encouraged by the admiration and reward that the participants enjoy. We bring subjects of national importance, the subject of environment and its conservation, challenges and opportunities for women and other significant issues to these classes where students teach from the dais and teachers take back benches among listening students.

We have always taken pride in the glorious past of our country when India was a beacon of knowledge (Vishwa-Guru) but with the passage of time the position was lost and we were relegated to an age of darkness. Unless we reinforce among our students the sense of this necessity to reclaim our lost position in the world, we shall be failing in our duties.

Limitations and constraints are only means that reaffirm our determination to bring a desired change. We have limitation of time, as we have to arrange these assignment classes within the same campus and without making hindrance to regular academic schedule. We also have constraint of space but still we have hope and determination in us to deliver in spite of such impediments on way.

Evidence of Success:

The parameters of success may be varied for varied objectives. We as an institution deal with human resources and nothing can be a greater success for us than our record of delivering honest, upright and responsible citizens to the nation. They may reach different levels of material success and prosperity but the basic ingredients of responsibility and passion to teach the inquisitive mind are our trademark which our students bear on them wherever they go on whichever walk of life they choose.

Problems Encountered and Resources Required:

There are practical difficulties like paucity of space and time. The class-room infrastructure is also required to make this kind of teaching more interesting and more successful. Resources of a separate smart class which may accommodate sixty students at a time can be a very effective measure to meet this practice far more efficiently than we have the choice today when we have to manage it by sharing our existing resources in different departments.

Best Practice II

Title:

Training in Meditation and Martial Arts

Objective of the practice:

To provide our students a firm foundation for mental and physical health

It is an established fact that mental and physical health are the prerequisites for a happy and successful life as nothing consequential and meaningful can be expected from a person who is diseased in his body or mind. We have taken steps to ensure that our products stand the test of time as and when it comes in their lives at mental, physical or at both levels. The underlying principle of this practice is to make these lessons a part and parcel of everyday routine so that the beneficiaries understand that they have to utilize a fixed period of time for their well-being at the start of every day with the same sense of necessity they have for brushing their teeth or responding to the call of nature.

The Context:

There is so much stress in modern ways of living that mental illnesses have taken epidemic proportions. At the level of physical health, the scene is equally dismal and more so in the particular context of girls who have unfortunately been discriminated and treated second rate in a predominantly patriarchal society. The challenges before women can be no longer ignored in anyway. It is a social responsibility of every organization to put its efforts for the empowerment of women, to create and ensure an atmosphere where they are free to make their choices and decide their future themselves, where they are no longer referred by the medieval tag of 'the weaker sex'. We decided to implement

the ideals by making a concrete effort on the ground so that we may empower our girls not only in words but in action. This practice is our ideology in motion.

The Practice:

With a view to ensure a mental fitness programme, we started meditation and Yoga classes for our students. They are encouraged to participate in them regularly and they are advised to practice in the presence of trained yoga teachers whose services we engage for the purpose. These classes are run with a three week schedule. Once the lessons are over the other batch of students joins the programme and in this way we make endeavors to extend the service to as many number of students as possible. The students are motivated with certificates of appreciation and rewards.

In the course of the programme the Yoga teacher acts as a counselor too and makes students aware of the hazards of modern life and how to cope with them. The practice is very popular and students take keen interest in meditation and yoga. The trained students are given the responsibility to teach the importance of meditation and yoga to those in their families and they are asked to report on their progress. In this way we try to ensure that a practice started at our end has an outreach in the society. One more distinguishing feature of this practice is that we try to convince the students to make it a part of their lives and we are pleased to find that the results are encouraging. Very soon we shall start Yoga as an undergraduate course in the college and the necessity and demand for the course has its genesis in this practice started by us.

Physical health is another area which requires equal attention and we have added another component to this practice chiefly keeping in mind this aspect of health. Martial arts have always been very popular among youngsters and this gave us an idea to introduce training classes on Karate. The response to the initiative was beyond our expectations and we have been running these training classes very successfully. Some of our students have claimed positions in competitions at various levels. However the primary purpose of these classes as said earlier remains the empowerment of our students and generation of a sense of self-confidence in them that in an adverse situation they can protect themselves. The practice also offers an opportunity to brief the students on the need of healthy food habits and hygiene.

Constraints and limitations have their way in every positive effort but one has to make a way out of them. We have to start the struggle against a mindset that a college is a place for class-room studies alone. We have to convince the guardians and students that without a holistic approach to education one cannot receive the maximum advantage that a college has a potential to provide towards the shaping of a successful personality.

Evidence of Success:

The success of this practice reflects in its popularity. However we are aware of the fact that these courses run the risk of being considered a present day fad given the media glare they have in our time. Yet a positive step cannot be withdrawn from the right path once our goals are clear to us. The practice contributes to the building of a healthy mind and body and there is no point in debating its success provided that an institution truly acts on it and does not adorn it just as a coat of plastering on its weak structure. We are happy to submit that in our case the practice has achieved its desired goals and it can be verified in the exuberance of our students, in the spirit that permeates the

atmosphere in the campus.

Problems Encountered and Resources Required:

There is a need of two big indoor halls for such classes to be run effectively round the year. Some pieces of equipment are also required for physical exercises. But one can start with the least. If one has got the will and determination, we think, one has already obtained the most required resources.

12. 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	640	800	560	2000	4000
Postgraduate	240	300	210	750	1500

(b) Enrolment						
		Undergraduate			Postgraduate	
		Year 1	Year 2	Year 3	Year 1	Year 2
SC	Male	-	-	-	-	-
	Female	481	357	270	131	153
ST	Male	-	-	-	-	-
	Female	81	38	29	20	15
Other Reserved Categories	Male	-	-	-	-	-
	Female	280	214	188	105	82
General	Male	-	-	-	-	-
	Female	997	936	869	341	310
Total	Male	-	-	-	-	-
	Female	1839	1545	1356	597	560

Number of sanctioned seats by discipline group and enrolment in the 1 st year as on September 30 th [current year]				
Discipline Group	Undergraduate		Postgraduate	
	Sanctioned Seats	Enrolment	Sanctioned Seats	Enrolment
Arts	1000	998	892	355
Commerce	625	678	252	213
BBA	50	40	-	-
BCA	50	40	-	-
Home Science	50	25	40	10
Science	1356	1099	397	309

2. Transition and on-time graduation

(a) Transition from the 1 st year to the 2 nd 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
Total	Male	-	-	-
	Female	2853	1863	829

(a) Transition from the 1 st year to the 2 nd 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
Total	Male	-	-	-
	Female	867	857	10

(b) On-time graduation (Undergraduate)			
		Number of students admitted to the 1 st year in [year t-3] (*)	Of (*), the number of students who passed all final year examinations for the previous academic year
Total	Male	-	-
	Female	1863	-

(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
Total	Male	-	-
	Female	558	-

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)	03	-	22	02	01	19
	Filled (Contract)	-	-	-	-	-	-
	Guest Lecturers	-	-	-	-	-	-
Professor	Sanctioned	-	-	-	-	-	-
	Filled (Regular)	-	-	19	10	09	19
	Filled (Contract)	-	-	-	-	-	-
	Guest Lecturers	-	-	-	-	-	-
Admin. Staff (all)	Sanctioned	-	-	-	-	-	-
	Filled (Regular)	01	-	03	01	02	02
	Filled (Contract)	-	-	-	-	-	-

(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	12	14	22
	Avg. number of days	05	05	05
Professor	Number trained	06	07	11
	Avg. number of days	05	05	05

(c) Faculty qualifications as on 30th September, [Current Year]					
		PhD	Postgraduate	Undergraduate	Others
Assistant Professor	Regular	20	02	-	-
	Contract	-	-	-	-
	Guest Lecturers	30	12	-	-
Professor	Regular	19	-	-	-
	Contract	-	-	-	-

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	
		Number	Average Value (Rs.)	Number	Average Value (Rs.)
Total	Male	-	-	-	-
	Female	6754	81,04,800	1577	18,92,400

(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	-	-	-	-	-	-
ST	Male	-	-	-	-	-	-
	Female	-	-	-	-	-	-
General	Male	-	-	-	-	-	-
	Female	-	-	-	-	-	-
Total	Male	-	-	-	-	-	-
	Female	-	-	-	-	-	-

(b) Hostel occupancy as on 30th September, [Current Year] (all hostels)		
<u>Capacity</u>		Number of residents
Males: Nil Females: 150		
SC	Male	-
	Female	14
ST	Male	-
	Female	08
General	Male	-
	Female	128
Total	Male	-
	Female	150

(c) Hostel occupancy as on 30th September, [Current Year] (girls only hostels opened after July)	
<u>Capacity</u>	Number of residents
SC	14
ST	08
General	128
Total	150

5. Examination Results

(a) Examination results for [previous academic year] (undergraduate)											
		SC		ST		Other Reserved Categories		General		Total	
		M	F	M	F	M	F	M	F	M	F
1st year	Appeared	-	-	-	-	-	-	-	-	-	2156
	1 st division	-	-	-	-	-	-	-	-	-	329
	2 nd Division	-	-	-	-	-	-	-	-	-	1044
	3 rd Division	-	-	-	-	-	-	-	-	-	18
2nd year	Appeared	-	-	-	-	-	-	-	-	-	1830
	1 st division	-	-	-	-	-	-	-	-	-	469
	2 nd Division	-	-	-	-	-	-	-	-	-	1074
	3 rd Division	-	-	-	-	-	-	-	-	-	68
3rd year	Appeared	-	-	-	-	-	-	-	-	-	1568
	1 st division	-	-	-	-	-	-	-	-	-	454
	2 nd Division	-	-	-	-	-	-	-	-	-	915
	3 rd Division	-	-	-	-	-	-	-	-	-	08

(a) Examination results for [previous academic year] (postgraduate)											
		SC		ST		Other Reserved Categories		General		Total	
		M	F	M	F	M	F	M	F	M	F
1st year	Appeared	-	-	-	-	-	-	-	-	-	767
	1 st division	-	-	-	-	-	-	-	-	-	415
	2 nd Division	-	-	-	-	-	-	-	-	-	233
	3 rd Division	-	-	-	-	-	-	-	-	-	14
2nd year	Appeared	-	-	-	-	-	-	-	-	-	635
	1 st division	-	-	-	-	-	-	-	-	-	456
	2 nd Division	-	-	-	-	-	-	-	-	-	102
	3 rd Division	-	-	-	-	-	-	-	-	-	11

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
Total	Male	-	-	-	-	-
	Female	2183	25	-	-	-

(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
Total	Male	-	-	-	-	-
	Female	758	45	-	-	-

7. NAAC accreditation and UGC autonomy

	Date of Application (LOI & SSR submitted)	Date on which accreditation was received	Grade	Valid till
1st Cycle	-	2009	B	2014
2nd Cycle	-	2014	A	2019

Date of submission of the Annual Quality Assurance Report for the current year: 31.03.2016.

Does the college have currently valid UGC autonomy? Yes . If yes, by order number , dated 01.03.2002.

8. Financial Reports

Name and registration number of the auditor : Auditor of Department of Higher Education Madhya Pradesh.

Number of audit observations recorded by the auditor : Nil.

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

9. 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 30.09.2016