



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVT COLLEGE GAIRATGANJ

**NANDINI NAGAR BHOPAL SAGAR ROAD GAIRATGANJ DIST RAISEN
464884**

www.mphighereducation.nic.in/gdcgairatganj

SSR SUBMITTED DATE: 11-08-2021

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government College Gairatganj District Raisen is situated on the national highway no. 86 on the Bhopal Sagar Road. Hence the college provides easy access to students coming from the surrounding rural areas. The college started its journey in 1989 with a small space provided to it by the present Government near Excellence School, situated opposite to the present college building. At the time of its inception, UG classes in arts were conducted in the college. The commerce and science stream commenced in the institution in 2014. The college is situated 100 kilometers away from the capital of the state. However students wishing to pursue graduation prefer to get enrolled here because of its easy access and its commitment to provide quality higher education for which the college has been striving since its inception. The institution is affiliated to Barkatullah University, Bhopal. The college is also recognized as the examination centre for private college located in the village. Though the college lacks some infrastructural facilities required for rendering graduation programmes', it has been making untiring efforts to realize the vision and the mission with which the college started its journey.

Vision

“Committed to shape young generation employable, happier and healthier, to make a good society and finally a wonderful world.”

Mission

- To shape our students for tomorrow by providing value education;
- To prepare, guide and support our students through life's events;
- To stress both for individual and institutional growth;
- To sensitize students towards moral, ethical and cultural values which are symbols of a Nation's identity; and
- To adhere and commit for quality education.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The institute has its own building with 2 Acres land and whole campus size is of 10 Acres;
2. This college is the single government institution situated in rural area, where students from rural background pursue higher education;
3. Faculty with highest qualification;
4. Women empowerment through the high enrolment of female students; and
5. There is no case of ragging and women molestation.

Institutional Weakness

1. Lack of proper and fully developed playground. Lack of spacious class rooms and laboratories. Lack of lecture hall and Auditorium;
2. There is shortage of teaching and non teaching staff in the college;
3. Unavailability of add on / professional / vocational courses;
4. Lack of permanent sport officer, etc. However, the post has been sanctioned few days back; and
5. There is no accommodation/quarter facilities inside the campus for teaching and non-teaching staff of this institution.

Institutional Opportunity

1. The college provides various programs under NSS, Youth festival, Personality Development and Sports etc. for the overall personality development of the students;
2. Encouraging students for competitive examinations and higher studies.;
3. Scope for opening PG programmer;
4. Opportunity for up gradation and modernization; and
5. Opportunity to utilize the employment opportunities available at local level.

Institutional Challenge

1. As the students of this institution are mostly from the weaker economic background, the challenge of the institution is to groom them to reach and meet the global market requirements in the present scenario;
2. To introduce new courses;
3. To impart education through new techniques;
4. Lack of Professional/vocational courses in the college; and
5. The library needs to be expanded and digitized for its smooth functioning.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum is designed by the Department of Higher Education, Bhopal and the affiliating University. The institution has no role in designing and developing the curriculum. A timetable committee is formed by the head of the institution to prepare the schedule for conducting classes. Teachers prepare their teaching plan to complete the syllabus within the stipulated time. Professors maintain daily diary to register their everyday teaching work. The process for curricular planning and implementation is scheduled as per the academic calendar released by the Department of Higher Education. Continuous and Comprehensive Evaluation and project assignments for evaluation are also scheduled as per the academic calendar. The college does not provide facility for academic flexibility i. e. dual degree course. However, the professors of the institution arrange lectures on interdisciplinary topics of general information. A system for feedback from Alumni associations, students and teacher is developed from the current session.

Teaching-learning and Evaluation

Guidelines for admission rules, issued by the Department of Higher Education, are followed for student's enrollment. Verification committees are constituted by the head of the institution to verify their documents. It is worth mentioning here that the college is a verification centre for all those students who seek admission in any government or private college. After on-line registration and verification, the merit list of applicants is prepared and displayed on-line by the Department of Higher Education. Then the student is finally enrolled in an institution. Norms for reservation policy laid by the government are followed in enrollment process. The institution has students enrolled from the weaker and backward sections of the society. They are given financial assistance in the form of scholarship by the State Government. They are also provided a study kit containing textbooks and a dictionary worth Rs. 1500 /and stationary worth Rs. 500/, under the policy of Book Bank Scheme formulated by the State Government. Students from SC/ ST community are the beneficiaries of the scheme. An Avas Sahayata Yojna is also launched by the State Government to provide financial assistance to SC/ST students for residential facility. Professors of the institution use new techniques along with conventional methods, to implement the curriculum. There are virtual and smart classrooms in the institution to facilitate teaching – learning process. Computer and internet facilities are provided to professors and students for teaching –learning activities. Teacher and students prepare PPT for presentation in teaching – learning activities. To evaluate teaching – learning outcome, a semester cell is functioning in the institution to monitor and regulate evaluation process. Continuous and Comprehensive Evaluation tests are taken by the professors as per the schedule mentioned in the academic calendar. Presentation, group discussion, class teaching, multiple choice questions etc. An average of around 90 present students pass in examination and are promoted to higher classes.

Research, Innovations and Extension

The institution provides a supporting atmosphere to those engaged in research activities. NSS unit of the institution organizes extension activities regularly. Camps are organized by the unit in villages to create awareness among villagers about cleanliness, health, hygiene, environmental issues, literacy, voters' rights etc. The unit held a seven days camp in village Karmodi from 12 January 2020 to 18 January 2020. Youth Red Ribbon club organized lecture on awareness towards HIV-AIDS. The institution does not have any kind of collaboration with any external agency.

Infrastructure and Learning Resources

The total area of the college is approximately 40468 sq. meters (10 acres). The total built up area is approximately 8000 sq.meters. The main building has 07 classrooms, a virtual classroom, administrative section and library. Committees are constituted by the head of the institution to ensure the maintenance of the facilities available in the campus. The library of our college needs urgent makeover to meet the present requirement. Library materials are open to all the users including staff and students.

Student Support and Progression

A committee is formed to handle issues related to students who need mentoring and support. Poor students are supported to pursue higher. Scholarships are given to the students from weaker and backward sections – SC, ST and OBC of the society as per the norms of the state government. Students from rural areas with brilliant

academic performance are beneficiaries of schemes i.e. Gaon ki Beti. Financial assistance is given under Awas Sahayata Yojna to SCs and STs as House Rent Allowance. Literary-cultural activities are organized in the institution to encourage students to exhibit their talents. Youth festival, as per the guidelines of the Department of Higher Education, is organized every year in which students participate and get selected for higher levels. The institution has facilities for indoor and outdoor games. One Professor as the sports-in-charge is working in the sport department. The Girls'/Boys' team from the institution participated at the division level in Chess and Kabaddi tournaments. There are activity clubs formed to ensure students' participation in different activities and to sensitize them towards social, cultural, health and environmental issues. The NSS. unit of the institution also ensures students' participation by organizing camps in villages to create awareness among villagers on the matters of health, hygiene, cleanliness, literacy etc.

Governance, Leadership and Management

The vision of the institution is to impart quality education to all students including those coming from the weaker, backward sections of the society, to make them skilled workforce to face the challenges of the competitive world and to inculcate in them respect for social and moral values . The institution strives to develop leadership qualities in students. Sincere and untiring efforts are being made by the Principal of the institution along with faculty members, students and staff members to realize the vision. The institution has a strategic plan for development of physical infrastructure and teaching-learning process. The Principal forms committees of professors to deploy the strategic plan of development of the institution. Personality developments scheme and career counseling scheme, Skill Development are some strategies adopted to enhance the quality of education. For the infrastructural development, the institution depends on PWD and the State Government. The faculty members are motivated to pursue research work. They attend seminars, webinars and conferences. Orientation, refresher courses, faculty development programmes and training programmes are attended by the faculty members to update their knowledge of the subjects and teaching methods. The sources of funding are state government and Janbhagidari. The fund is used for infrastructure development, purchase of equipments. The budgetary provisions and income- expenditure of the institution are audited by the external audit team. An IQAC is formed by the head of the institution as per the UGC guidelines in 2019-20.

Institutional Values and Best Practices

Institution has made innovative and flawless efforts helpful in achieving academic excellence. It has been our relentless effort to enhance socio-economic and political consciousness among the students. To underline sensitivity towards gender equality as a part of human value among the students, the college has been organizing various motivational activities through NSS units. To promote research activities, the college encourages faculty members to take part in research work, seminars and conferences. Institute has adapted best practices like Personality development and NSS activities including blood donation camp. To nurture social and moral values among the students, the NSS units organize various social centric programs outside the campus with the direct participation of the local society. The Swami Vivekand Career Guidance Cell of the college works with full fervor.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT COLLEGE GAIRATGANJ
Address	NANDINI NAGAR BHOPAL SAGAR ROAD GAIRATGANJ DIST RAISEN
City	GAIRATGANJ
State	Madhya Pradesh
Pin	464884
Website	www.mphighereducation.nic.in/gdcgairatganj

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Seeta Soni	07481-221434	9425392494	07481-	hegcgairai@mp.gov.in
IQAC / CIQA coordinator	Praveen Singh Chawahan	-	9532025651	-	praveengymnast92@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-11-1989

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

State	University name	Document
Madhya Pradesh	Barkatullah University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	18-01-2019	View Document
12B of UGC		

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

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

Details of autonomy

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

Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	NANDINI NAGAR BHOPAL SAGAR ROAD GAIRATGANJ DIST RAISEN	Rural	10	8093.71

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Accounting Management Economics	36	HSSC	English,Hindi	500	484
UG	BSc,Physics Chemistry Maths Botany Zoology	36	HSSC	English,Hindi	868	606
UG	BA,Hindi Political Science Sociology Economics English Geography	36	HSSC	English,Hindi	378	169

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				1				5			
Recruited	0	1	0	1	0	1	0	1	4	1	0	5
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				15
Recruited	8	0	0	8
Yet to Recruit				7
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				5
Recruited	1	0	0	1
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

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

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	1	0	3
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	2	0	0	2

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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	4		3		7

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	505	0	0
	Female	754	0	0	0	754
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	97	84	76	67
	Female	127	77	62	53
	Others	0	0	0	0
ST	Male	29	25	14	16
	Female	50	40	29	21
	Others	0	0	0	0
OBC	Male	312	236	245	189
	Female	472	389	312	257
	Others	0	0	0	0
General	Male	67	55	41	30
	Female	105	96	78	56
	Others	0	0	0	0
Others	Male	0	0	0	1
	Female	0	0	0	0
	Others	0	0	0	0
Total		1259	1002	857	690

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	4
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	3

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1259	1001	857	690	475
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
1087	851	740	603	411

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
289	304	192	89	51

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	15	15	15

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	15	15	15

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 7

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
2662159	455929	978137	11941426	3574967

4.3

Number of Computers

Response: 20

4.4

Total number of computers in the campus for academic purpose

Response: 18

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Government College Gairatganj, Raisen is recognized as one of the colleges of the state by the Department of Higher Education, Government of Madhya Pradesh, Bhopal. Situated in the rural area, the institution shoulders a big responsibility of expanding higher education to remote rural areas. The institution enrolls a large number of 2000 students till 2021 from the weaker and backward sections of the society. The institution leaves no stone unturned to impart higher education to them. As regards the curriculum, the institution follows the policies formulated by the Department of Higher Education, Madhya Pradesh and Barkatullah University to which it is affiliated. The curriculum is finalized by the Department of Higher Education and the Barkatullah University. Principal of the institution is a member of the Board of Studies in the University. She had played an active role in restructuring and modifying the syllabus as per the requirements of students. In this way the institution strives to enhance the knowledge and creativity, innovative spirit and wisdom of students. Teachers of the institute deliver their lecturer through a diary prepared on daily basis in planned manner to achieve the curriculum target within prescribed time and manner.

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

Response:

There is a Central Board of Studies in the affiliating university (Barkatullah University, Bhopal) to prepare curriculum for different programmes at undergraduate and post graduate levels. The curriculum is finalized and recommended by the Department of Higher Education and the university. The institution is responsible for the effective implementation of the curriculum. It is worth mentioning here that 20% of the curriculum can be modified by the University for Smooth Mobility of students from one university to another. The Department of Higher Education recommends a unified syllabus at UG level for the convenience of students. At the institutional level various combinations of subjects in Arts programme at UG level are offered to students to provide them options for pursuing higher education and for good job opportunities.

To implement the recommended syllabus, the following process is followed at the institutional level –

- Traditional teaching methods along with new techniques based on internet through mobile and PC are adopted by professors, Associate Professor and Asst. Professors of the institution for effective implementation of the curriculum.
- Teaching methods include use of chalk blackboard, power point presentation, verbal deliverance of lectures, discussion, use of social media etc. The institution, in spite of lacking in sufficient infrastructural facilities, provides higher education through these methods.

- With the development in new techniques for educating students, the institution, despite limited resources, has a smart class room where classes for various programmes are engaged which enhance and enrich the knowledge of students and make teaching- learning process interesting.
- No efforts in teaching- learning process can get success in implementing the syllabus effectively for students until it is planned and scheduled at a regular basis. For this purpose, a time table committee is formed by the head of the institution. The committee prepares a time table for teaching schedule so that the prescribed syllabus can be effectively completed within the stipulated time frame. This time schedule is prepared by the committee keeping in mind the convenience of students and the instructions of the Department of Higher Education to follow the academic calendar.
- Teachers of the institution prepare a teaching plan for each programme. This teaching plan is followed strictly by both the students and teachers for effective implementation and completion of the curriculum.
- An academic calendar is released every year by the Department of Higher Education. The teaching work is completed by the teachers of the institution in accordance with the schedule mentioned in the calendar. Extra classes are also taken by the teachers for the convenience of those students who are weak or for those who have to skip classes due to their participation in extra-curricular activities and health issues.

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

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

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document

1.2 Academic Flexibility

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

Response: 0

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

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

1.3 Curriculum Enrichment

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

Response:

Extracurricular activities such as sports, cultural and literary activities organized by the institution help in grooming the personality of students. Thought of the day, discipline, clean and eco friendly awareness activities; and Special lectures based on Indian scriptures & culture, general awareness, personality development, health, environment issues etc. are regularly organized by inviting guests from different

segments of the society to make our students aware about our culture and at the same time about their social responsibilities.

Following is the list of curriculum enrichment for the integration of Professional ethics-

- 1.Foundation course all students of graduation 1st year paper-3 titled Entrepreneurship development all units.

Following is the list of curriculum enrichment for the integration of Gender awareness-

Following is the list of curriculum enrichment for the integration of human values-

- 1.Foundation course all students of graduation 1st year paper- 1 unit- 5 titled moral values;
- 2.Foundation course all students of graduation 2nd year paper- 1 unit- 1, 2, 4 and 5 titled Hindi language; and
- 3.Foundation courses all students of graduation 3rd year paper- 1 unit- 4 and 5 titled Hindi language.

Following is the list of curriculum enrichment for the integration of Environment and sustainability-

- 1.Foundation courses for all students of graduation 2nd year paper-3 titled Environmental studies all units.

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

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

Response: 80

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	4	4	4	4

File Description	Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 0**1.3.3.1 Number of students undertaking project work/field work / internships**

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: C. Any 2 of the above

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 66.18

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

2019-20	2018-19	2017-18	2016-17	2015-16
1259	1001	857	690	478

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1746	1350	1300	1170	800

File Description

Institutional data in prescribed format

Document

[View Document](#)

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

Response: 100

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

2019-20	2018-19	2017-18	2016-17	2015-16
1087	851	740	603	411

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The college follows government norms in admission. As a result, both advanced and slow learners get admission in the college. The institution is well aware of the fact that the students coming to the college for higher education are not of same platform, some maybe quick learners while some need special care and attention. At the start of the session few introductory cum counseling classes are held by the concerned subject teacher to make the students aware of the demand of the subject. The students are also given a chance to make a change in their choice, if they find a certain subject difficult or wish to opt for another within a stipulated time. The college tries to bridge the knowledge gap of the students in various ways enabling the students to cope up with opted subjects. The teachers when free teach the students even one to one level whenever they ask for guidance. Topics are simplified for them and sometimes even handouts and notes are provided to them. To create interest, simple and interesting topics are taught in the beginning instead of complicated ones.

Strategies adopted for slow learners

Doubts clearing sessions and revised lectures are arranged for slow learners as per their needs and ability of understanding of the subject. Slow learners are encouraged in positive way to improve their academic performance. Notes and lecture material is being provided in bilingual and easy to understand form. This not only helps to slow learners but also it supports advanced learners. Group study and presentation of assignment to related subjects boost the confidence of slow learners. The performance and achievements of slow and advanced learners in curricular and extra-curricular activity equally appraised by the institution on public platforms which lead a better learning environment in the institution.

Strategies adopted for advance learners

The institution motivates advanced learners to participate in various competitive examination and provide opportunities available according to their eligibility, through in house competitions like debates, quiz, problem solving and decision making activities. This enables advance learners to grow and develop in a positive way.

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

Response: 84:1

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

We have adopted student centric methods to enhance student involvement as a part of participative

learning. Topics are allotted to students to work on and to present in the class room. We follow lecture method, discussions, debates, experimental demonstration, computer-assisted learning and project- based learning which are organized by various departments. Besides, oral presentation methods faculty makes use of Power Point presentations to make learning interesting and lively.

For enhancing the learning experiences various student centric methods have been designed as effective ways of grasping the desired knowledge.

Experiential learning method – In this method students try to seek reality through personal and collective experiences of teachers for which personal involvement is strongly needed. Teachers are encouraged to share their perceived and real experiences related to that topic during classroom teaching. Students are asked to perceive that class extends beyond the college where they can get firsthand knowledge.

Participatory learning method – In this method the participation of the students is required as a seeker of scientific facts or social theories wherein they try to imbibe the theoretical knowledge into real life. Participation is either individual or collective. Students' participation is also visible in handmade posters and charts. Group Discussions, quizzes and role play are also practiced.

Problem Solving Method – Sometimes when students face problems in understanding the intricacies of a topic, such issues are resolved by the concerned teachers by helping the students understand the topic in simple and uncomplicated language, quoting various examples. Topic related problems are solved with the help of reference books, websites, notes and group discussions.

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

Response:

ICT Enabled Teaching:

Many of the teachers make use of LCD projectors and visualizes to deliver their lectures and for presenting the diagrams and texts. Regular practical sessions, use of LCD projectors for lectures, productive use of PPTs, are some of the ways of teaching adopted by the faculty. Communication skills training are provided to students. Online lectures, motivational talks and educational videos support the teaching-learning process. All the departments provide reading materials to the students for easy follow-up and understanding the concepts in the class room.

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

Response: 90:1

2.3.3.1 Number of mentors

Response: 14

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 37.33

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

2019-20	2018-19	2017-18	2016-17	2015-16
8	4	4	6	6

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 4.93

2.4.3.1 Total experience of full-time teachers

Response: 74

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

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

Response:

Evaluation is an important process to measure the performance of the students and the college ensures transparency in the evaluation of internal assessment. The college follows the evaluation system of

Barkatullah University, Bhopal,(M.P). All the information regarding exam, internal assessment, and schedule of the examination is provided from time to time. At the beginning of the academic session and at appropriate intervals students are informed about the evaluation system, about the portion of the curriculum for the assessment, the nature and format of the question paper and weightage of marks for papers prescribed by the university. Internal marks are provided on the basis of class tests and assignments. The progress of the students is monitored by the teachers through tests, written assignments, group discussions and interactive sessions.

Orientation on Evaluation Process: Students are made aware of the evaluation process through the following initiatives: - An orientation program is held at the beginning of the session. Students get proper guidelines and information regarding the exam pattern of the university and the pattern of the questions usually asked in the examination.

Progress Reports & Parents Meetings: The institution is keen on monitoring the performance of the students and their performance is reported to their parents at the time of the guardian teacher meet (shikshak abhibhavak meet). Parents/guardian are advised to check the performance of their children and take remedial measure if needed. The college encourages the guardians to come and discuss about the progress of their children. This practice helps struggling learners to update their subject knowledge and helps them to catch up with their peers. The university conducts external examinations of three hours duration at the end of every session for all the theory and practical papers.

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

Response:

We organize Countineous Comprehansive Evaluation (CCE) and give assignments as part of internal assessment for the students. In addition to this, the departments organize departmental seminars/workshop that give opportunity to students to present their papers. Paper presentation helps the faculty to assess the students' attainment and progression. All assignments of the students are preserved and documented. The academic calendar at the beginning of every academic year categorically mentions the dates and duration for the CCE to be conducted. Teachers notify the list of students who fail to attend the CCE within the stipulated time schedule and give extra opportunity to do so. Teachers display the answer sheets to the students before finally sending it to the university. The affiliating university notifies the dates for uploading the marks awarded to the students at the institutional level. At present these exercises are performed by the institutions on the web portal of the university. The teachers are free to choose any one of the modes (i.e. quiz, assignments last year question papers solving, group discussions, multiple choice questions)of internal assessment/CCE out of various modes available to them. The mechanism of internal assessment is transparent as the students get ample time for the presentation.

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:**Program Outcome**

Students of all programs at the time of graduation will be able to develop:

- Effective decision making capability to achieve goals utilizing the knowledge and skills;
- Skill in respecting the views of others and team work;
- Empathetic social concern and participate in civic life;
- Respect for different value systems including their own and respect for others;
- Sensibility to issues of environment and sustainable development; and
- Adapt one to the socio- economic and technological changes.

Program Specific Outcomes: Students enrolled for specific program after completion of graduation will be able to attain:

Science stream:

- Analytical thinking and decision making capability;
- Able to demonstrate mastery of the core concepts and general principles;
- Gain competent knowledge of the specific concepts, principles, and problems in the basic fields and some areas of application in science;
- Ability to formulate, solve, and interpret problems based on the principles of science; and
- Capability to develop vision for the future.

Arts stream:

- Greater understanding of the power of literary language and thought. They intellectually mature as readers, thinkers, researchers, and writers;
- Determine economic variables including inflation, unemployment, poverty, GDP, Balance of Payments using statistical methods;
- Improve capable them of logical and analytical thinking on all issues; and
- Capability to develop vision for the future.

Commerce stream:

- Improve capability of logical and analytical thinking on all issues;
- Develop financial leadership qualities;
- Acquire proper communication skills;
- Acquire strong level understanding of functioning of business organizations and various transactions in the fields of Accountancy, Auditing, Taxation and Finance; and

Capability to develop vision for the future.

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

The accomplishment of effective program outcomes, program specific outcomes and course outcomes becomes fundamental for the successful running of an educational institution. To ensure the same, the institution follows the system of evaluation as follows-

Ø The internal examinations are formulated and administered keeping this in mind. The question papers are therefore mapped in accordance with the Course Outcomes;

Ø The subsequent targets for the students in relation to these examinations are set by the corresponding faculty based on the evaluation of previous year's results;

Ø The evaluation is done by adjoining the marks acquired by the students to their corresponding Course Outcomes; and

Ø The college follows a process of teaching that urges the teachers to design, deliver and assess. Capability to develop vision for the future.

2.6.3 Average pass percentage of Students during last five years

Response: 73.65

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

2019-20	2018-19	2017-18	2016-17	2015-16
287	136	117	89	42

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

2019-20	2018-19	2017-18	2016-17	2015-16
289	304	192	110	51

File Description**Document**

Institutional data in prescribed format

[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

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

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	4

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 0**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0.53**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	3	3	2	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Govt. College Gairatganj organized and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also contribute to community and strengthen community participation. The NSS College unit take part in various initiatives like organising camps, swachh Bharat initiatives, blood donation camps, and so many awareness programmes. All the extension activities have been contributed the participants exposure and created strong motivational. Apart from this the significance of clean surrounding hygiene sanitation in the neighbourhood, garbage disposal and sensitizing the community at large of these vital issues. All the initiatives have gone a long way in a holistic development personality of the participant of these programmes. The activities listed above are indicator of the manner in which multiple issues of social, political and economic significance are discussed and deal with in order to create sensitivity and understanding among students and contributes to balance development of their personality so that committed and ethically informed citizenship is created. Blood donation camp strengthens the sense of empathy and compassion among donors and also instils in them a sense of commitment and ethical responsibility. Program on women empowerment creates awareness among girls student of their condition and their rights. In the college, students are made aware of their rights and duties and for these various events are also organized through many programs, the students are made aware. Even today, students are made aware about the social evils present in rural areas and they are also motivated to stop these creations.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 33

3.3.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
14	19	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 24.54

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
672	694	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 10

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	2	2	2	1

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 1

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

File Description

Document

Institutional data in prescribed format(Data template)

[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The institution is committed to maximize the use of the available space to accommodate teaching- learning activities, sports/cultural activities and administrative work. The college has 7 classrooms with sufficient furniture required to carry out daily classes. But considering the number of students, the college administration has decided to start the commerce classes in the morning hours and the rest in the afternoon. The library facility is used by both the students and the staff. Computer facilities are also given to students. College don't have laboratories but it is managed properly in class rooms available in the college where students can learn the practical lessons. Best possible use of infrastructure is ensured through conducting webinar by the use of new technology. Maximum utilization is ensured through encouraging innovative teaching –learning practices. The available physical infrastructure is utilized beyond regular teaching working hours to conduct co-curricular activities and extra -curricular activities, parent teacher meetings etc. The college building is used as an exam centre for University Examinations.

Our college has extended a part of college building in near future after possession of the building. In recent future after possession of new building the student will have adequate number classroom or library.

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

Response:

Institute don't have separate space for Sport's ground. College manages its sport activities in open space available in the college. Students are encouraged to participate in sports and cultural activities simultaneously and they are awarded and rewarded for the sports activities. Institutions don't have sanctioned post of sports Officer but sports activities are managed by permanent teachers. The permanent faculties take keen interest in sports activities and encourage to participate students in day to day sports activities of the college. Sports events are conducted at the college level in every academic year as per the calendar of the Higher Education Department and the winners of the outdoor games such as cricket, kabaddi, kho-kho, etc., are sent to participate in college, university, state level and national level. There are students from this college who have represented at District level sports competitions. As for as cultural activities are concern students are highly encouraged to participate in the cultural events, held in the college to exhibit their cultural talents like youth festival, career fair, Fresher's day, Annual Sports Day, Annual Day, Farewell day celebrations, etc. Students are selected to participate in inter-college competitions like dances, skits, mimicry, poster making, collage, singing, poster making, cartooning, rangoli, drama, etc. Institute has formed so many committees to enhance the hidden talents of students. Sports officer has been sanctioned by the HED two days back and the student will have new sport officer and will encourage and enhance the sports activities at the college and excellence is expected by the student and institution.

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**Response:** 57.14**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 4

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**Response:** 100**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
2662159	455929	978137	11941426	3574967

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Library automation refers to the use of the computer to automate the typical procedures of libraries such as cataloging and circulation. In the process of library automation, a library makes the use of computers and other technologies to support its systems and services . In this manner Very soon our Library will be able to provide automated library services to our users by using Soul 2.0 Library Management Software provided by INFLIBNET, our almost records have been entered in software .In fact we started Issue return to the staff from the last year.An integrated library system (ILS), also known as a library management system (LMS), In Library It is a resource planning system Which is used to track items owned, orders made, bills paid, due to exponential growth of information has made manual system redundant necessitating requirement of computerized information storage and retrieval.as Libraries are known for

using Information and Communication Technology (ICT) both for automation of its routine activities as well as for providing search services to the users . for avoiding repetitive jobs and save labour and time both for users as well as outside the library staff we are increasingly ICT in libraries both for internal operations as well as for accessing information that is available in the four walls of the library

Computers are not only used as a data processing tool, but also for information storage, access and retrieval.

Library automation refers to the use of the computer to automate the typical procedures of libraries such as cataloging and circulation. In the process of library automation, a library makes the use of computers and other technologies to support its systems and services . In this manner Very soon our Library will be able to provide automated library services to our users by using Soul 2.0 Library Management Software provided by INFLIBNET, our almost records have been entered in software .In fact we started Issue return to the staff from the last year

4.2.2 The institution has subscription for the following e-resources

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

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 70880

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	4400	250000	100000

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 0

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

Response: 00

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

College has IT facilities. We have limited Wi- Fi facility for the use of office. The institute has availed the broad band facility and teachers make use of this facility for various teaching and official purposes. At present there are computers with various application software installed to meet the requirements of the students. We have sufficient number of printers, scanners and internet facility available in the computer lab and office. Two laptops are also available for the use of faculty for projector and PPT Presentation. After the possession of the expanded part of campus, the college will have more facilities including more computers and internet facility could be provided to the students and faculties. The college has four LCD Projectors for IT class which are used by the teachers.

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

Response: 70:1

4.3.3 Bandwidth of internet connection in the Institution

Response: C. 10 MBPS – 30 MBPS

4.4 Maintenance of Campus Infrastructure

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

Response: 100

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

2019-20	2018-19	2017-18	2016-17	2015-16
2662159	455929	978137	11941426	3574967

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The physical and academic facilities like classrooms, library and science laboratories have been established within its limits in the college for the students. Students seek admission to desired courses including a practical course in Botany, Chemistry, Physics, and Zoology for which they pay fees as per the College fee structure. The newly installed white boards and class room furniture facilities are utilized regularly by the students. The non-teaching staff members are engaged in cleaning and maintenance of the classrooms. The computer facility is also provided to those needy students other than who make request for the same. Potable water facility is good enough and there are three water purifying systems available in the college for providing safe drinking water to the students. Water storage tanks are cleaned regularly at intervals of three months and the college administration monitors such activity.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 109.87

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1504	1208	911	861	371

File Description

Institutional data in prescribed format

Document

[View Document](#)

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

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description

Institutional data in prescribed format

Document

[View Document](#)

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

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

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 21.21

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

2019-20	2018-19	2017-18	2016-17	2015-16
500	172	102	170	60

File Description	Document
Institutional data in prescribed format	View Document

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

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

Response: B. 3 of the above

5.2 Student Progression

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 00

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response:

The institution assigns project work to final semester students as per the curriculum prescribed by the State Government and the University. These project assignments are helpful for students in their preparation for job or entrepreneurship after completion of their degree courses. Career Guidance Cell organises career oriented lectures and workshops by external agencies to support students in their efforts to seek job opportunities or self employment. The institution is highly concern for overall development of the student i.e., both physical and mental and for the purpose sports and cultural activities are organized regularly. The institution extends additional academic support to students, who participate in extracurricular activities by providing them extra coaching classes and attendance.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 47.4

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
72	00	68	55	42

File Description	Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

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

Response:

An Alumni association has been formed in the institution recently. The registration of the association is under process. Meetings of the association have been called, in which members have assured the institution of their academic and financial support and contribution as and when required. Members of alumni association were invited in meetings convened by the head of the institution. 3rd year pass out students are called to join the alumni association of college and their registration is made through both online and offline mode. Their suggestions through feedback analysis are duly appreciated and felicitated for the development of the institution.

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

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Vision

“Committed to shape young generation employable, happier and healthier, to make a good society and finally a wonderful world”

Mission:-

- To shape our students for tomorrow by providing value education;
- To prepare, guide and support our students through life's events;
- To stress both for individual and institutional growth;
- To sensitize students towards moral, ethical and cultural values which are symbols of a Nation's identity; and
- To adhere and commit for quality education.

Objective:-

- To enhance the knowledge level through conventional as well as non conventional teaching-learning methods;
- To inculcate moral and social values among students through NSS and Yuwa Utsav cell of our college;
- To encourage students to participate in activities- like IT, skill development, sports activities –for their holistic development; and
- To counsel students through Career Counseling Cell so as to prepare them for job opportunities after degree programmes.

The vision and mission are communicated to student, teachers and other stakeholders from time to time through teaching-learning and extracurricular activities. The institution is situated in a rural area. As such the students from remote rural areas and the backward and weaker sections of the society have easy access to higher education in the institution. More than 80 percent of total students come from surrounding rural area. The institution is committed to provide higher education to students from all sections of the society so as to make them employable and sensitive future citizens of the nation.

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

Response:

The college follows the policy of decentralization and participative management. The college ensures the participation of the teaching and non-teaching staff in decision making and implementation of plans. At administrative level the principal is the head of the management and he constitutes various committees to run the college smoothly. To decentralize different workings, different committees are formed which perform various duties and programmes of the college. Each committee consists of a coordinator and a few members of the staff. These committees keep a track of co-curricular and extracurricular activities in the college. In cultural, literary and sports committees students are also involved as students' participation is strongly needed in any academic and cultural events of the college, and this is evident in the various activities of sports, cultural, NSS, Red Cross, and Red Ribbon. A decentralized functioning mechanism empowers the college to

function with a greater flexibility and at the same time they share the responsibilities. For the smooth functioning of the college several committees have been formed and the committee members are authorized to take actions accordingly. The following committees have been constituted in the college: Admission Committee, Discipline Committee, Sports Committee, Library Committee, UGC Committee, Placement Cell, Anti-Ragging Cell, Alumni Association, Tutor-Guardian Association, NSS Red Cross and Cell Red Ribbon Cell etc.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The department of Higher Education declared 2011 and 2012 as the "Quality Year". The institution has prepared a quality policy for faculty members, students and administrative staff in accordance with the quality manual issued by the Department Of Higher Education. Faculty members are encouraged to organize seminar, webinar and workshops etc. Teachers participate and present papers in seminars, conferences and workshop organized by other institutions. Efforts are made to enhance academic excellence. Skill development and personality development events are run in the institution for overall development of students. Administrative staff is a key factor in the institution for development of the college. Fund arrangement and other administrative responsibilities are duly fulfilled by staff through govt. budget and non govt. receipts so as to implement strategic plans successfully for the development of the institution. Teachers are relieved to attend training programmes arranged by the government/non government for efficiency enhancement. Annual appraisal of the staff members is done by the principal to review the implementation of the quality policy on the part of the staff members. Orientation, refresher and faculty development programme are dually attended by the faculty members as per the guidance and rules & norms of higher education and UGC for quality enhance and for promotion etc.

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

Response:

The Principal is the administrative Head of the institution. The Staff member with various committees

consisting of convener and members coordinate with administration for teaching relevant decisions as for as academic and matter are concern. The Heads of Departments are responsible for administration of the Departments and they directly report to the Principal. A senior faculty of the College as Administrative officer assists the Principal. Various other committees in consultation with Principal run the everyday affairs of the College and are responsible for reinforcing the culture of excellence. These committees include: Executive and Administrative, Examination, Grievance Appeal, Library, Planning and Evaluation, Building, Extra Curricular Activities, Admission, Development, Research, UGC/NAAC, Career Guidance, Science Club and several other committees. The elected Students' Council plays an important role in various institutional activities. Academic Policy decisions are taken by Board of Studies and Academic Council of the Barkatullah University. Finance committee, various administrative and executive committees, Planning committee and the Staff Council consisting of the entire teaching faculty as members take the decision on various aspects for the development of the College. The convener of the committee is responsible for the assigned activity and is in direct contact with the Principal. The convener of the committee, with the consent of committee members, has the power to act upon as per the requirement. Participative management has certainly improved and effective governance of the College and following informal practices are adopted-

1. Delineating various areas in which improvement is desired.
2. Identifying available human resource from the College suitable for the purpose.
3. Allocating specific jobs to specific people.
4. Giving schedule for completion.
5. Giving proper authority to act and perform.
6. Allocating sufficient funds.
7. Supportive attitude from administration.
8. Strict accountability
9. Appreciation/abhoration as the case may be.

Being a government college Service rules, procedures, recruitment and promotional policies are as per the Madhya Pradesh Government rules, which are available on Government's official website. For grievance redressal following forums are available: Grievance box, which is opened every month; the applications are registered and sorted, sent to concerned person, cell or committee as per instructions by the Principal. The matter when sorted out is recorded in the register and informed to the aggrieved. Jan Sunvai is an open platform for Grievance redressal organised by Madhya Pradesh government. The committee meets on every Tuesday of first week of each month for recording grievances. Rest of the mechanism is same as that of Grievance box. CM helpline, which directs the applications to concerned Institution. It deals with complaints about various scholarship schemes, admission matters; management, examination, administrative and other related issues of higher education. The complaints are dealt with at four levels. First level is college level, second is district level, third is division level and fourth is state level. At college level the complainant is called and his/her complaint is heard with patience to understand the problem. The college always try our best so that complainants get solve at college level with satisfaction.

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Teaching and non-teaching staff of the college are covered by a Group Insurance Scheme (GIS). There is a Pension Scheme for both teaching and non-teaching staff as per Madhya Pradesh Govt. rules. Each staff appointed prior to 1st April 2005 has a Group Provident Fund account and they can avail loan facility or partial withdraw from this account, in case of any need like educational expenses, marriage of daughter/son, construction or purchase of house, medical expenses, etc. Each staff appointed after the 1st April 2005 has taken National Pension Scheme account. Various leave are granted to teaching and non-teaching staff such as Casual Leave, Medical Leave, Earned Leave, and maternity Leaves. Loan facility is available for college staff both teaching and non-teaching through nationalized banks. Reimbursement of medical expenses is also done as per rules of Madhya Pradesh government. In the unfortunate case of 'Dying in Harness' of any Staff member, the family of the staff is protected by scheme of family pension and job to a dependent on compassionate grounds as per M.P. Govt. rule. Festival advance is given to class VI employees. Uniforms are provided to class VI employees and apron to lab attendants.

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description

Document

Institutional data in prescribed format(Data template)

[View Document](#)

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 2.67

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

2019-20	2018-19	2017-18	2016-17	2015-16
02	00	00	00	00

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Performance Appraisal System for teaching and non-teaching staff is systematically carried out to assess an individual staff's performance and productivity. This helps in the college's improvement too. Appraisal has been carried out to realize the preset goals and is done on annual basis. Being a government college, it adheres to prescribed government appraisal system (confidential report), at the end of every academic session for both the teaching and non-teaching staff. A confidential report is then forwarded to the higher authority for necessary action. The teaching staffs is appraised on the basis of number of classes taken, completion of syllabus, efforts to enhance academic quality, their alertness and interest in extra-curricular activities and execution of works assigned to them by the principal. Their research work, research paper presentations in seminars and publications etc. are also considered. The appraisal of non-teaching staff also has certain criterion. For the class III employee it includes their behavior, official knowledge and skills, implementation ability, punctuality, regularity, record keeping and discipline etc. For the class IV employee it includes discipline, behavior, punctuality, understanding of work, capability etc.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Auditing is conducted in the college periodically. The college has a mechanism for both internal and external audit. Internal audit includes checking/verification of college cash book regularly at the end of every year through process called physical verification. Audit utilization of Government fund is done by Chartered Accountant. External audit is done by Chartered Accountants'; they do a thorough check and verification of all the vouchers of the transaction that are carried out in each financial year. So far, there have been no major objections by the audit team, the external audit which is a statutory requirement provides an assurance that the accounts maintained are true and fair. It is an essential proof for proper expenditure.

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The availability of fund is essential for any organization, society, family or co-operatives but the mobility of fund is even more important. If mobility is in the right direction and it is properly coordinated then the level of progress is high otherwise it becomes ineffective even though the fund is available. Therefore the mobility of fund is important for the development of organization. The principal and the committees of the college monitor the use of resources received from the state government and Non-Government (Jan Bhagidari) body. The allocated funds are utilized to purchase equipment, infrastructure development etc. The principal of the college with the help of various committees like maintenance committee, development

committee, Quality Assurance committee, writing off committee and finance committee review the use of resources through a process called physical verification; and for the fund utilized for the purpose specified for and from the grants received from the university for the conduction of exams and from the Jan Bhagidari fund for various developmental activities. The recommendation committee makes recommendation for better handling of resources and effective mobilization of available funds. The college sends proposals for grants to the Commission Higher Education in order to meet expenses for various infrastructural requirements and to procure various equipments for teaching purpose.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

IQAC in any institution is a significant administrative body that is responsible for the implementation of all quality matters. Prior to the constitution of IQAC in the college, all the responsibilities were carried out by the respective committees constituted by principle of the college. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of education imparted in an institution. Therefore, the principal constituted IQAC of the college as per the rules and till date this cell held seven meetings to chalk out the developmental strategies for the college. In its meeting it is decided that the college must try to constitute a separate IQAC coordinate and NAAC incharge, it was also decided that the college should provide assistanting material. Alumni association should be formed for the developmental activities of the college. The responsibilities of the IQAC to work for the betterment of various aspects of the college have been carried out by committees. These committees of the college work to plan and execute responsibilities entrusted to them to look after these noble motives of the college. All these committees represent decentralization of the responsibilities to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in this institution.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

IQAC of Govt. College Gairatganj checks improvement of teaching process and methodologies started by curricular comprehensive cumulative and evaluation. There were various practices started for CCE like assignments, objective type question answers, classroom teaching, group discussion and PowerPoint presentation etc. The institution reviews the teaching learning process in various ways through numerous committees constituted in the college. The Staff Council of the college reviews the teaching learning process after every examination and after the publication of results by the university. After the constitution of IQAC the responsibility to review the teaching learning process rests with it. IQAC has to take student

feedback on examinations and other aspects of teaching-learning process and to analyze it for necessary improvement. The IQAC decided to augment various utilities of the college like providing unbroken internet connectivity, installation of CCTV, modernization of library, efforts to get the post of sports sanctioned from the Govt. to improve sports facilities, and many more such other facilities which would help the students and the staff in further improvising the other respective areas for quality education. Teachers are encouraged to use Power Point and online resources to augment their lectures. IQAC intends to plan to invite subject experts from various fields to address and motivate the students and the staff to adopt modern technology to improve their level of performance. This would invariably provide a common platform to teachers and students to interact with external resource persons and educationalists to enrich and update their knowledge and skill.

6.5.3 Quality assurance initiatives of the institution include:

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

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Gender equity is that condition of a society in which there is no discrimination between men and women in terms of availability of resources and opportunities. Gender equity can be achieved only by changing the thinking of youth. Presently youth have an important role to play for social change because youth is the future of the nation and if youth take their steps for gender equity then there will be no place for gender discrimination in society.

1. Safety and Security;
2. Counselling; and
3. Common Room.

1- Safety and Security-

The institution has Women Grievances Cell which looks after the issues pertaining to women in particular. The cell consists of the convener and a few women faculty members. We have dress code for the regular students of this college making it easy to identify the enrolled students in the campus. It is also mandatory for the students to produce their ID as and when the discipline incharge or the faculty demands for it. This cell promotes general well being of females students teaching and non teaching women staff of government college Gairatganj. This cell promote a culture of respect and equality for female gender and the committee members are vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students and female staffs. Anti ragging committee has been constituted and contact details of its members are displayed and communicated to all students. The college administration leaves nothing to chance so far as safety and security of the students and especially female students are concerned.

2- Counselling-

Women Cell (WC) has been constituted to empower the female members in the institution. The WC works to promote gender sensitivity in the college and produce harmonious atmosphere in the campus. It organizes workshops and sensitization programs both for staff and students by experts and social workers. The Women Cell works for promoting gender sensitivity in the institution and conducting diverse programs to educate and sensitize both male and female members. The Women Cell organizes regular counselling and awareness classes for students especially girls. The faculty of the college carries out the responsibility of taking personal care of students at individual level. Reservations for female candidates and their representation are strictly adhered to various committees constituted. Maternity leave and child care leave as per rules are provided to the female faculty. There is no discrimination in pay, fees, perks, amenities, accountabilities, responsibilities, powers, recognitions etc.

3- Common Room-

Due to the shortage of rooms in the college it is not possible to have a separate room for the female students but in new academic block, it will be possible to have a separate girls common room in the college. We intend to have a separate common room with a female attendant, portable water facility, attached washroom, sanitary napkin wending machine etc. for the female students of the college.

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

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

Response: D. 1 of the above

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

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

Response:

Prohibition of plastic products in the college campus has brought down the usage of disposable plastic goods to the minimum. We have adopted the policy of clean campus that helped to maintain cleanliness and to reduce solid waste. Separate waste bins for bio-degradable and bio-non-degradable waste have been placed at various places in the campus. Eradication of Parthenium weed is a regular activity of NSS units to tackle health hazards in and around the college. Volunteers of NSS conduct cleaning campaigns periodically. The 'Swachh Bharat' campaign has also been taken up with enthusiasm. The faculty of the college are very enthusiastic about cleanliness of the college and campus. They come forward and volunteer in the cleaning process setting an example to the students. They also contribute in cash and in kind for the procurement of articles like brooms, washing powder, cleaning acids, toilet cleaners, mops, and any other article that are in need of cleaning purpose.

Liquid waste management-

The sewage tanks are properly used though is not much waste generated in chemistry lab and other lab etc. Sewage Water flow through drain thereby no storage of sewage water is made sure of. Liquid waste generated from the toilets is let out into a proper drainage line. We do not allow stagnation of contaminated and waste water.

E-waste Management

Electronic devices are put to optimum use; we do not have any E-waste at present as we are a new institution. If some devices malfunction we get minor repairs done by the staff and the major repairs, by the professional technicians, and we try to take maximum utility out of every device that we have in our institution. We are taking all precautions for e- waste management from time to time.

7.1.4 Water conservation facilities available in the Institution:

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

Response: C. 2 of the above

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

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

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

Response: D.1 of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: D.1 of the above

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Institution has made innovative and flawless efforts helpful in achieving academic excellence. It has been our relentless effort to enhance socio-economic and political consciousness among the students. To underline sensitivity towards gender equality as a part of human value among the students, the college has been organizing various motivational activities through NSS units. To promote research activities, the college encourages faculty members to take part in research work, seminars, webinar, and conferences. Institute has adapted best practices like Personality Development Program and NSS activities including blood donation camp. To nurture social and moral values among the students, the NSS units organize various social centric programs outside the campus with the direct participation of the local society.

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

Response:

The institute is a role model of best governance and democracy. Not only the students and employees but every citizen of the town respects the institution for its contribution to social development. It shows the dignity of Labour. The Preamble of the constitution, the fundamental duties and rights are displayed in the campus of the college and it is clearly visible to all. Our institution had arranged number of programmes covering pledging preamble of constitution. Many of our teachers deliver lectures on the constitutional obligations, national unity and social harmony in the college and in nearby villages. 26th November is celebrated as 'Constitution Day' in our institution. Various types of activities had been arranged to make this day meaningful. Every year, lectures of college faculties are organized on that day to reiterate the significance of the constitution of India. A quiz session intended to be conducted from the current session 2021-22 for the students, the competition will held for students where they got a small gift, to maintain the interest and involvement of students.

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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

Response: D. 1 of the above

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

The institution organizes national festivals and birth and death anniversaries of Indian martyrs, freedom fighters and great personalities and pays homage to them. Mahatma Gandhi, Swami Vivekananda is some of the popular personalities included in such programs. National Festivals like Independence Day, Republic Day, Voters day, Woman's Day, Environment Day, Teacher's Day are also celebrated by the staff members and students. In the Youth Festival celebrations debates, songs, speech, rangoli competition are organized. Eminent personalities & social workers are invited on such occasions. We also organise in house competitions among the students on various topics and encourage students to participate in such competitions keeping in mind to develop their personality and to cultivate regards and respect for the national festivals and great Indian personalities.

7.2 Best Practices**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.****Response:****Best practice: 1**

Title of the Practice: National Service Scheme (NSS)

Objectives: 1.To participates in the national reconstruction efforts through blood donation; and 2.To develops awareness on different national and environmental issue in rural areas too.

Context - We hear about miserable and pitiable demise of many promising individual because of shortage of blood donation. It is difficult to convince the first timers to come forward to donate blood as they hesitate due to fear and lack of knowledge and awareness. We also hear about various national issues such as disturbed harmony, cultural intolerance and environmental issue such as air pollution, water pollution etc. prevailing in the society.

The Practice - The College has two units of NSS cell affiliated to Barkatullah University Bhopal in which one unit is for boys and other unit for the girls. The institution promotes NSS for the all round development and character building of the students as well as to extend its activity at the community level. NSS is the platform for community service. These exercises give exposure to students to the realities and hardships of life and positively help them imbibe greater human values and the dignity of labour. It will give them an opportunity to volunteer themselves for the welfare of others and to understand the community in which they work and also understand themselves in relation to their community and society. It will identify the needs and problems of the community and involve them in problem solving and help them to develop among themselves a sense of social and civic responsibility. Such activities help them to gain skills in mobilizing community participation and practice national integration and social harmony. The institution organizes national festivals and birth and death anniversaries of Indian martyrs, freedom fighters and great

personalities and pays homage to them.

The NSS Units of the College also works in collaboration with Prathmic Swasthya Kendra Government Hospital in organize Blood Donation Camps. The college takes own full responsibility and initiative in collecting the blood and depositing it in blood bank with the collaboration of and Prathmic Swasthya Kendra Government Hospital. The NSS unit of the college encourages the volunteers by motivating them for blood donation developing a sense and national responsibility and students are also given refreshment so that they don't feel weak and feel cared of. The student community voluntarily contributes blood on their own.

NSS through the Regular Activity and Special Camp activity involve the teachers, students and the village community where the camp is organized. Students get lot of opportunity to learn various skills performed like tree Plantation, self management as they stay away from their homes, group activities, and cultural programs involving the students and the local children where the camp is organized. Awareness campaign on various issues like literacy, cleanliness, water harvesting, personal hygiene, drug addiction, voter awareness campaign, plastic-free villages and drive for introducing paper bags replacing plastic bags and earthen pots replacing plastic tea cups.

Problems encountered

The college is situated far away from the District Hospital hence availability of mobile blood bank unit and the staff is to be ascertained. Evidence of Success The maximum possible utilization of the blood samples is ensured by the blood bank. The college is successful in getting rid of the fear for blood donation from the youths. The initiative strengthens the public health sector of the state by the involvement of large number of stakeholder. Feedbacks from the villages where the camps are held give a moment of satisfaction as they show adherence to the good practices initiated by the NSS volunteers. We also get requests from the same villages for more such camps are in itself an indication of success in the endeavours.

Best Practice 2

Title of the practice- Swami Vivekananda Career Counselling Scheme-

Objectives – Career counselling and personality development has become the need of the hour in the present age of globalization. The objective of the practice is to groom the personality of students of the institution and raise self- confidence in them in such a way as to prepare them for employment or entrepreneurship in the current global market. The practice is initiated by the institution in the interest of students who belong to rural areas and represent the weaker, backward sections of the society. With academic excellence, an impressive personality has also become an essential qualification for employability. Keeping in view these objectives the institution with in tune with govt orders initiated career counselling and personality development programme.

The Context - The students of the institution come mostly from rural areas. They belong to weaker, backward, sections of the society. Unfortunately their rural background places them behind their counterparts who live in urban areas. To fill this gap, the institution took initiative of starting classes on personality development. One more significant reason for initiating the course was to prepare students according to the demands of the global market. Students after completing graduation are supposed to be prepared for job opportunities or self employment. But they succeed in getting themselves placed in job

market only if their presentation matches their knowledge. To make the presentation effective, an impressive personality is the need of the hour. Globalization brings with it cutting edge competition in every field. To face challenges in the competitive world, personality development is an important aspect of employability.

The Practice - Personality Development is one of the best practices, useful for students of the institution, especially those coming from the rural, backward areas where people have to strive hard to make both ends meet so as to survive. The Teacher shoulders the responsibility of grooming the personality of students from UG classes. A prescribed syllabus has been followed by the faculty incharge of S.V. Career counselling cell for Personality Development & Career Counselling. Classes for this programme are conducted accordingly. The time slot, allotted in the time table to these classes, starts after regular classes of various programmes are over and concluded on first week of every month for UG 1st year, 2nd week of every month for UG 2nd year and 3rd week of every month for 3rd year students. Communication is also an essential part of an impressive personality. Therefore, classes on communication skill is organised were formal communication, informal communication, verbal and non-verbal communication, barrier free communication etc are taught. Dress sense is also a very important aspect of personality separate classes will be taken to cultivate a good dress sense in the students making them aware of formal and informal and official dress code. An overall review of the initiation of Career Counselling and Personality Development Course proves that it is an urgent need of the students pursuing higher education in the institution. Higher education fails in achieving its objective if it does not contribute in the improvement and development of a student's personality.

Evidence of success – Few students of the college got selected in formal and informal sectors and relentless efforts were being made to contribute in this line.

Problems Encountered and Resources Required - To initiate the programme the main problem was that of selection of a competent teacher who can achieve the objectives behind initiating the programme. It was also a difficult task to convince students that personality development is necessary and beneficial for them not only for the present but also for their future when they will have to compete with others in the employment market to grab available job opportunities. Resources required for implementing the programme included enough specialised faculty arrangements so as to provide students a better future. Audio-visual aids are also required to make students learn the practical aspects of career counselling and personality development.

7.3 Institutional Distinctiveness

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

Response:

Government college gairatganj is affiliated to Barkatullah University Bhopal. It was established in the year 1989 with the vision of empowering children of the workforce who are directly or indirectly employed in the agricultural and industries or informal sector. Majority of the students come from a very diverse social background. The college ensures to impart quality education to all of its students not only through enhancing their intellectual ability but also by nurturing their talents. The college shapes the learners into

better citizens enriched with self confidence, perseverance, patriotism and humanity. It imparts holistic education and develops the students as assets to the nation. Our ambition is to utilize local employment demand with valuable human resource produced by this institute. When this institution started its flight towards its goals, there were only around 20 students. But now there are almost 1500 students enrolled in various courses offered by this college. Students enrolled in the institution mostly come from the rural areas. Unfortunately they belong to poor, backward families where either government job or employment in private sector is the only motive behind pursuing higher education. Parents, in spite of their miserable financial condition, encourage their wards to pursue higher education to become an earning hand for their family. In such situations, students must be prepared by the institution as eligible for employment market after completion of higher education. We have been strenuously pursuing our ambition of preparing valuable human resource by empowerment of youth through imparting holistic education to make them responsible citizen of the society. The college has been relentlessly ensuring the development of student's personality through various academic and non academic exercises. The college as a whole family has been vigorously following our mission and it has produced result by way of placement to many of our students in various establishments of industrial area. We have also succeeded in inculcating the spirit of national consciousness and to strengthen the spirit of service and Sacrifice through blood donation among the young generation. The college manages to foster a spirit of belonging, camaraderie and warmth, among the students and the college staff which is retained beyond the boundaries of the campus even when the students have graduated. We have been able to develop a sensitive and responsible youth force who have social commitments towards the larger section of the society. We are proud that our vision to utilize local employment demand with valuable human resource produced by this institute has borne fruit in creating a pool of environment conscious, socially responsible citizens who remain spiritually bonded to the college throughout their life. This is a unique attribute distinctive to Government College Gairatganj.

5. CONCLUSION

Additional Information :

The vision of the institution is to impart quality education to all students including employment generation to make them happier and healthier. The institution strives to develop leadership qualities in students. The institution has a strategic plan for development of physical infrastructure and teaching-learning process. The Principal forms various committees of professors to deploy the strategic plan of development of the institution. The faculty members are motivated to pursue research work.

Concluding Remarks :

The Government College Gairataganj, District-Raisen situated in the remote area and providing degree to under graduate level of Arts, Science and Commerce streams since 2014 with sanctioned 15 teaching staff, filled all 15 post either through permanent or guest faculty; and 20 non-teaching post out of these 12 post are yet to be filled. The enrolment of students in the current session e.i., 2021-22 is 1660 and private almost 450 thus makes altogether 2000 students with less number of post we are relentlessly doing good efforts to accomplish institutional vision and mission. The curriculum is decided by the university and implemented by the college through academic calendar and feedback were taken for further academic insights from the students, teachers and alumni associations and the same is communicated to BOS. Question and answer format, presentation, demonstration, group discussion and lecture methods are employed while teaching learning process. Research and innovation activities are promoted through participation and presentation of research papers in seminar, webinar and conference proceedings. For the development of infrastructure we are completely dependent on government funds and non-government funds (Jan Bhagidari). The performance of the college passing results are above 90% and the student proceed for Post Graduation level education and other level of higher education. E- Governance is implemented in every aspect of activity from admission to examination, administration to finance etc. NSS, Youth Festival cell and Career Counselling cell of the college along with sports cell is responsible for co-curricular and extra-curricular activities for holistic development of the students.