



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	GOVT. KAMLA NEHRU MAHILA MAHAVIDYALAYA DAMOH
Name of the head of the Institution	Dr. K.P. Ahirwar
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07812222385
Mobile no.	9981427406
Registered Email	hegkngcdam@mp.gov.in
Alternate Email	kniqac@gmail.com
Address	Govt. Kamla Nehru Mahila Mahavidyalaya, Civil Ward No. 4
City/Town	Damoh
State/UT	Madhya Pradesh
Pincode	470661

2. Institutional Status																									
Affiliated / Constituent			Affiliated																						
Type of Institution			Women																						
Location			Urban																						
Financial Status			state																						
Name of the IQAC co-ordinator/Director			Dr. P.L. Jain																						
Phone no/Alternate Phone no.			07812222385																						
Mobile no.			9826385921																						
Registered Email			hegkngcdam@mp.gov.in																						
Alternate Email			kniqac@gmail.com																						
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)			https://img1.wsimg.com/blobby/go/b987c18a-d9f0-43e3-8ec7-f0c73eeff5b0/downloads/AQAR%202018-19.pdf?ver=1650971674491																						
4. Whether Academic Calendar prepared during the year			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			https://img1.wsimg.com/blobby/go/b987c18a-d9f0-43e3-8ec7-f0c73eeff5b0/downloads/Academic%20Calendar%202019-20.pdf?ver=1650971674567																						
5. Accreditation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>C+</td> <td>62.20</td> <td>2007</td> <td>31-Mar-2007</td> <td>30-Mar-2012</td> </tr> <tr> <td>2</td> <td>B+</td> <td>2.53</td> <td>2016</td> <td>05-Nov-2016</td> <td>04-Nov-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	C+	62.20	2007	31-Mar-2007	30-Mar-2012	2	B+	2.53	2016	05-Nov-2016	04-Nov-2021
Cycle	Grade	CGPA	Year of Accreditation	Validity																					
				Period From	Period To																				
1	C+	62.20	2007	31-Mar-2007	30-Mar-2012																				
2	B+	2.53	2016	05-Nov-2016	04-Nov-2021																				
6. Date of Establishment of IQAC			01-Jul-2006																						
7. Internal Quality Assurance System																									

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. Kamla Nehru Mahila Mahavidyalaya, Damoh	Central/ State Government	UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank	2019 365	86487768
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	0
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

IQAC promotes the non conventional teaching methods viz. presentations, ppt, projects, use of computers etc. to enrich and improve the knowledge level.

IQAC supports and help various programmes/activities related to academics, social, extension, etc.

Promotes and motivate the faculties and students to involve and participate in research activities viz. seminar, workshops, Research paper writing, membership in professional bodies, fellowships etc.

IQAC supports and help to develop Students friendly and eco friendly Campus.

IQAC keeps follow up of the Academic calendar in which teaching, learning evaluation activities are observed regularly.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Increase use of ICT	Use of ICT, elibrary increased
Continue to promote human values through extension activities.	Continued to promote human values viz gender equality, nutrituion, health, election awareness etc. through extension activities like poster, painting, rally.
Organize Alumni Meet	Alumni Meet hang due to Covid19.
Encourage teachers to engage in research activities and writing quality research papers.	Promotes and motivate the faculties to involve and participate in research activities viz. seminar, workshops, Research paper writing, membership in professional bodies, fellowships etc.
Increase use of renewable energy source	use of Solar Panel started
View File	

14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

15-Feb-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

The current MIS being followed in the college consists of both Computerized and Manual Information Systems. College has customized computerized MIS, which integrates following operational

modules. The portals/ modules used by the college to enter/ import and analyze information are : 1. Admission portal of the DHE 2. Examination Portal of MCBU Chhatarpur for enrollment of students/ online entry of marks for Internal Examination of Theory and Practical Exams and Project related information 3. Scholarship Portal of the DHE 4. Online Portal of DHE for Guest Faculty appointments against the vacant post. 5. E Service book portal of DHE for keeping record and extracting information about the service record of individual staff member (Teaching and Non Teaching both) 6. Integrated Financial Management and Information System (IFMIS) for financial data with MP treasury link 7. CM Helpline for Grievance Redresser Mechanism. The manual record maintenance is done under various sections viz. Establishment, Accounts, Exam and University, Inward and Outward, Scholarships and Miscellaneous or General Section. The Service Books and Personal Files of the Gazetted and Non Gazetted employees are maintained in the Establishment Section.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Our institute is affiliated to MCB University Chhatarpur. The Department of Higher Education, Government of Madhya Pradesh and the affiliating MCB University, Chhatarpur frame curriculum for various undergoing UG and PG programmes. The curriculum is finalized and recommended by the Department of Higher Education and affiliating University. The institution is responsible for the effective implementation of the curriculum. Different combinations of subjects are offered to students of arts and pre-defined combinations are offered to students of science stream. Time-table is prepared at the institute level and is followed by all faculty members for timely completion of recommended syllabus at UG and PG level. Teaching plan is prepared by teachers for effective implementation of the curriculum. Classes are engaged in accordance with this plan so as to achieve the objectives of curriculum. Teachers follow a number of techniques for effective student centric teaching – learning process. These include traditional teaching method, use of chalk-blackboard, white board, power point presentation, group discussions, etc. All departments have computer and internet connectivity for staff and students. Separate e-library facility is available for students to get an easy access to update them. All the departments of science stream have laboratories rich in equipment and infrastructure where students get the practical knowledge of their subjects. Faculty also ensures counseling of students for selecting

course and subject combination with better job opportunities. Institute tries its best to meet the requirement of books by issuing books from library and providing free of cost books to SC, ST and OBC students. Institute also arranges Guest Expert lectures pertaining to the subject and curriculum for respective students. Continuous Internal Evaluation is done through CCE and sessional practical examinations as scheduled in the annual academic calendar. CCE (Continuous Comprehensive Education) are arranged through class tests, MCQs, viva, group discussion, project works, power point presentations and assignments based on the class strength and availability of faculty as per the workload. Sessional practical examinations are arranged by the respective head of the department. Annual examination time table is issued by the affiliating university and are conducted at the institution.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Beautician course	Nil	24/09/2019	25	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	0
View File		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	GEOGRAPHY	8
MA	ECONOMICS	59
MA	HINDI	83
BCA	COMPUTER APPLICATION	4
MSc	BOTANY	26

MSc	PHYSICS	13
MSc	CHEMISTRY	14
MSc	HOME SCIENCE	1
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
Data were collected through questionnaires by enrolled students from each faculty of Arts, Science, Commerce, and Home Science. The scoring was done on Five Point Scoring from below average to excellent ranging from Score 1 to 5. Questionnaires mainly focused on Academic content, Syllabus, Evaluation Mode of the CCE, Teaching in Class, Student-Teacher Interaction, Mentoring and Personal Contact, Library facilities, Extra-Curricular Activities and Extension Activities. The data analysis done through the evaluation of feedback scale questionnaire was then interpreted on the basis of scoring table. Problems, responses expressed by enrolled students were discuss internally and communicated to faculty, stakeholders and try to making improvements on those issues at the college level.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	Botany, Physics, Chemistry	120	91	91
BSc	Science	810	599	599
BCA	Computer Application	40	6	6
BCom	Commerce, Commerce with Computer Application	380	154	154
MSc	Home Science	20	2	2
BSc	Home Science	40	6	6
MA	Hindi, Geography, Economics	200	163	163

BA	Arts	1050	1010	1010
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	4635	655	13	0	17

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
31	10	8	2	0	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring system available in the institute works for overall development of female students in the college. The students are guided through seminars, guest expert lectures, career counseling cell, and hygiene maintenance through NGO camps in the college. Research guidance is provided to students at P.G. level through project work. The Alumni are invited for Mentoring Sessions. Teachers act as mentors and advisors and try their best to solve the problems of every student and provide counseling to the students regarding their studies in the Tutorials specified in the time table of some Departments. Students are guided towards present job opportunities by teachers individually and by Swami Vivekananda Career Guidance Cell of the college. Experts from outside are invited for mentoring lectures or seminar sessions to help students strengthen their academic and non academic skills. Faculty members also do counseling to the students about the latest trends in the subject, research and employment scenario of their subject. College has NSS, NCC, Red Cross, Students' Union etc. various activities and camps are organized which help students for their multi dimensional development. Students are also guided to participate in cultural program and sport activities organized at different platforms.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5290	31	1:171

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
35	31	4	31	17

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from	Designation	Name of the award, fellowship, received from
---------------	--	-------------	--

	state level, national level, international level		Government or recognized bodies
2019	Nil	Nil	Nil
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	C028	I, II, III	16/05/2020	15/06/2020
MA	C008 C005 C318	I, III semester	14/12/2019	31/12/2019
BCA	C030	I, II, III	16/05/2020	15/06/2020
BCom	C032 C198	I, II, III	16/05/2020	15/06/2020
BSc	C116 C129 C085 C126 C037	I, II, III	16/05/2020	15/06/2020
MSc	C043 C044 C054 C206	I, III semester	14/12/2019	31/12/2019
MA	C008 C005 C318	II, IV semester	16/05/2020	15/06/2020
MSc	C043 C044 C054 C206	II, IV semester	16/05/2020	15/06/2020
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Continuous Comprehensive Evaluation (CCE) implemented as the Internal Evaluation System in the institution incorporates a systematic, rigorous, and meticulous application of scientific methods to assess the design, implementation, improvement, or learning outcomes of a Program and a Course. Of the total marks, CCE accounts for 20 marks on UG level and 08 marks on the PG level. Continuous Internal Evaluation of the students is conducted regularly throughout the .year in the form of Surprise Tests, Quizzes, Oral Presentations, PPT, Assignments. Different CCE modes are adopted for different courses during the complete tenure of the program. Modes are chosen to help student improve Scholastic and Co-scholastic aspect thereby enhancing the overall personality of the student. The performance and the results of the CCE are disclosed and discussed with the students and grievances addressed, if any. The performance of the students in the CCE is one of the significant measures to classify the students as slow and fast learners. Subject specific reforms like different Ragas of music in different programmes, participation in exhibitions/workshops/Seminars reports on educational tours/seminars/extension lectures etc. are also used as assessment methods during internal exams.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Calendar for all the Govt. Colleges for a particular session is prepared by the Higher Education Department, Govt. of Madhya Pradesh and released prior to the commencement of the session. The calendar specifies the duration of admissions, commencement of classes, dates of internal exams, dates

of Youth Festival, dates of Students' Union Formation, Students' Activities, and date of Annual/End Semester Exams, durations of Diwali Vacations, Semester Break and winter and Summer Vacations. The college strictly adheres to the time schedule. The subject wise curriculum is discussed and planned on the departmental level and recorded in the Teachers Diary. The exams are planned and organized by the affiliating MCB University, Chhatarpur. The college follows the respective schedules of the affiliating university for Semester exams, Annual Exam and Supplementary Exams. The notification of timeline for the online entry of theory and practical marks of CCE issued by the University is also followed by the college. The final Results of Summative Exams are declared by the University. The college teachers contribute to this programme by setting question papers, evaluating answer sheets and conducting exams on their centres. Various committees are formed by the head of institution for proper implementation of activities mentioned in the academic calendar for particular session.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://img1.wsimg.com/blobby/go/b987c18a-d9f0-43e3-8ec7-f0c73eef5b0/downloads/Learning%20outcomes.pdf?ver=1648285881055>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C206	MSc	Home science	1	1	100%
C116 C129 C085 C126	BSc	Science	549	549	100%
C032 C198	BCom	Commerce, Commerce with Computer Application	153	153	100%
C030	BCA	Computer Application	4	3	75%
C054 C044 C043	MSc	Botany, Physics, Chemistry	53	24	45.20%
C037	BSc	Home Science	6	6	100%
C006 C318 C005	MA	Hindi, Economics, Geography	150	143	95.30%
C028	BA	Arts	994	994	100%
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=NDM3NA%3d%3d&InstId=NTAy

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	00	Nil	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NILL	NILL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
1st Cadat RDC camp Delhi Parades	Neha Ahirwal	NCC	29/02/2020	Student
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry, Physics	2	3.9
National	Home science, Economics	3	6
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference

Proceedings per Teacher during the year

Department	Number of Publication
Economics	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Sankat mein bhartiya Krishi evam Krashak	Dr. Aslam Khan	International journal of comprehensive research in economy Bhopal	2019	0	Govt. Middle school Akouri, Rewa	0
Hydrogen Bonding and Non-Covalent Interactions Assisted Nickel (0) Catalysed Reversible Alkenyl Functional Group Swapping: A Computational Study.	Dr. Pooja Jain	Catalysis Science Technology	2020	2	IIT Bombay	2
Santulit Bhojan Sy Sambhandhit Jankari Ka Adhhyan	Dr. Aradhana Shrivas	Naveen Shodh Sansaar	2020	0	Govt. Kamla Nehru Mahila Mahavidyalaya, Damoh	0
Balak Balikao Dwara Fast Food Upbhog par Vigyapano ka prabhaw	Dr. Aradhana Shrivas	Naveen Shodh Sansaar	2020	0	Govt. Kamla Nehru Mahila Mahavidyalaya, Damoh	0
Inertial Alfvén waves in auroral acceleration region with H, He	Dr. Radha Tamrakar	Astrophysics Space Sci.	2019	1	Dr. H.S. Gour Vishwavidyalaya Sagar	1

and 0 ions plasma						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	0	0	Nil
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nil	0	0	0	0
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
7 Days Netrtv prashikshan Shivir Hirdepur	Govt. K.N.M.M. Damoh	1	50
Debate competition, Drama Program etc	Govt. K.N.M.M. Damoh	1	17
Aids Awareness poster competition (Red Rebin club)	Govt. K.N.M.M. Damoh	1	55
Fit India Movement Photo Program	Govt. K.N.M.M. Damoh	1	20
B Certificate Exam	Army Public School	1	13
1st Cadat Select for RDC Camp	Govt. K.N.M.M Damoh	1	1
1st Prize on Stadium Parade	Govt. K.N.M.M Damoh	1	22
C Certificate Cadat	Govt. K.N.M.M Damoh	1	12
B Certificate Cadat	Govt. K.N.M.M Damoh	1	25
C Certificate Cadat	Army Public School	1	9
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
First Prize on 26 January Parades	Award	District Collectorate, Damoh	10
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Aids Awareness	Govt. Kamla Nahru Mahila Mahavidyalaya, Damoh	Poster competition	2	55
Blood Donation	Govt. Kamla Nahru Mahila Mahavidyalaya, Damoh	Blood awareness	2	55
Matdata Jagrukta	Govt. Kamla Nahru Mahila Mahavidyalaya, Damoh	Drawing competition	2	35
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	00	Nil	00
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Career Counselling	ALPAVADHI SWAROJGAR PRASHIKSHAN	CEDMAP (The Centre for Enterpreneurship Development Madhya Pradesh)	24/09/2019	18/10/2019	90
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	0
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2741411	2741411

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Campus Area	Existing
Laboratories	Existing
Seminar Halls	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	36225	2601555	0	0	36225	2601555
Reference Books	11	2704	2	970	13	3674
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	60	2	2	2	2	2	5	50	0
Added	40	0	0	0	0	0	0	0	0
Total	100	2	2	2	2	2	5	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3419403	3419403	5627291	5627291

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

• A maintenance committee takes care of the needs of repairing and maintenance of infrastructural facilities and tenders are invited for this purpose. • The Public Works Department maintains the physical infrastructure of the institution. • Care and maintenance of equipment is the responsibility of the technical staff. • In case of any problem with the functioning of computer or internet, experts are hired by the institution. • New books are purchased every year and e-library facility is maintained properly for benefitting students. Frequency calibration and other precision measures for the equipment/instruments- • The institution takes up the calibration of instruments and equipment from time to time as per the requirements. • For calibration experts are hired from external agencies. Maintenance of sensitive equipment- • The institution uses voltage stabilizer to avoid any damage to sensitive equipment due to voltage fluctuation. • College has its own tube-well for regular water supply. • Water cooler has been provided for drinking water. • College has a generator AC rooms for computer and others equipment • UPS are connected to computers for back-up facilities in case of sudden failure of electric supply. • Lab attendants take care of cleaning the rooms where equipment is installed. • Efforts are made to install equipment at safe places. • The maintenance committee observes and gives suggestion on the production of sensitive equipment.

<https://img1.wsimg.com/blobby/go/b987c18a-d9f0-43e3-8ec7-f0c73eeff5b0/downloads/facilities.pdf?ver=1648030947130>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	(Post Matric Scholarship), Awas Yojna, Gaon ki Beti, Pratibha Kiran schemes	5482	28316699
Financial Support from Other Sources			
a) National	Central Sector Scholarship Scheme	431	4310000
b) International	Nil	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remidial Classes	22/11/2019	245	Govt. Kamla Nehru Mahila Mahavidyalaya, Damoh
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Swami Vivekananda Career Guidance Scheme	90	90	0	0
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations	Number of students	Number of students placed	Name of organizations	Number of students	Number of students placed

visited	participated		visited	participated	
Nil	0	0	Nil	0	0
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	B.H.Sc.	Home science	Govt. Kamla Nehru Mahila Mahavidyalaya, Damoh	M.H.Sc.
2019	12	B.Sc.	Physics	Govt. Kamla Nehru Mahila Mahavidyalaya, Damoh	M.Sc.
2019	32	B.Sc.	Chemistry	Govt. Kamla Nehru Mahila Mahavidyalaya, Damoh	M.Sc.
2019	30	B.Sc.	Botany	Govt. Kamla Nehru Mahila Mahavidyalaya, Damoh	M.Sc.
2019	42	B.A.	Economics	Govt. Kamla Nehru Mahila Mahavidyalaya, Damoh	M.A
2019	11	B.A.	Geography	Govt. Kamla Nehru Mahila Mahavidyalaya, Damoh	M.A
2019	76	B.A	Hindi	Govt. Kamla Nehru Mahila Mahavidyalaya, Damoh	M.A
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Youth Festival and Cultural Activities	College Level	45
Wrestling, Kho-Kho, Kabaddi, Chess, Volleyball, etc.	District level, Divisional level, State Level	43
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Sambhaag Satar Prat iyogita Kabaddi	National	1	Nil	00	Ku. Saroj Ahirwaar
2019	Rajya Star Prati yogita Kabddi	National	1	Nil	00	Ku. Saroj Ahirwaar
2020	1st Cadat RDC camp Delhi Parades	National	1	Nil	MP18SWA9 7092	Ku. Neha Ahirwal
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Nil

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Meet program postponed due to Covid-19
--

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Principal is the head of the institution. However, the decentralized and co-operative nature of governance ensures that all the staff members actively involved in decision making process at different levels. Senior members are assigned with the responsibilities of Administrative Officer, IQAC Coordinator, Nodal officer, and Conveners of various Committees. Important Committees like RUSA, Janbhagidari and scholarship have Nodal Officers/Conveners with other members to participate in the decision making and administrative procedures. The two practices of decentralization and participative management:

- Admission Procedure
- Scholarship Disbursal

The Admission Process for the First Year/Semester of Under Graduate and Post Graduate is a standard example of Decentralization and Participative management. Principal is the Head of the Process under whom the defined admission committee works for the Online Admission Process. There are also teachers who work as Verification Officers for verification of documents. After the admission and online fee payment, the students submit hard copies of the forms to the committees which hand over them to the office staff. Scholarship disbursal is one of the most challenging tasks which involve financial allocation, timelines and transparency on the part of the college administration. More than 70 of the college students avail Scholarships/ Freeships, Benefits, Awards or some kind of benefits under one or the other welfare schemes like Scholarships for Post-Matric, Central Sector, Gaon ki Beti Yojana, Pratibha Kiran Yojana, Sambal Yojana, Mukhyamantri Medhavi Vidarthi Yojana (MMVY), Awaas Yojana etc. A Nodal Officer is appointed for Scholarship Helpdesk under whom different Committees are formed for College Level Scholarships. The members of these committees headed by Conveners are assigned different scholarships class wise. Once the Online Portal of the scholarships opens, students are notified through notices placed on notice boards. Students apply online and get the form and documents checked by the respective committees and submit hard copies to the computer operator after getting them approved from the Principal.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	Department of Higher Education, Government appoints permanent faculty members through MPPSC under the UGC Guidelines. The Guest Faculties are posted against the vacant posts by the DHE through proper channel. Faculties in the Self Financed Courses are appointed through advertisement as per the process prescribed by the DHE. The performance appraisal of the faculty members are done through self appraisal, Principal and IQAC and forwarded to higher authorities as per norms. Students are motivated and supported to participate in various activities at different levels.
Admission of Students	The admission of students is done as per the procedure and time schedule prescribed in academic calendar of Department of higher education, Govt.

of Madhya Pradesh. The subject group combinations and seats are displayed for Arts, Science, and Commerce stream. Self Financed Course BCA declares their seats and prescribed fees. Admission process is conducted through Online portal E-Pravesh. The faculties also counsel the students about the opportunities and scope of subject groups.

Curriculum Development

Our institute is affiliated to MCB University Chhatarpur. The Department of Higher Education, Government of Madhya Pradesh and the affiliating University, Chhatarpur frame curriculum for various undergoing UG and PG programmes. The curriculum is finalized and recommended by the Department of Higher Education and affiliating University. The institution is responsible for the effective implementation of the curriculum. Some senior faculty members are members of Board of Studies where they give their inputs in the meetings for review of the syllabus. Different combinations of subjects are offered to students of arts and pre-defined combinations are offered to students of science stream. Time-table is prepared at the institute level and is followed by all faculty members for timely completion of recommended syllabus at UG and PG level.

Teaching and Learning

The institution access for learning level of students organised functioning lies in the accordance with the guidelines of department of higher education. Teaching plan is prepared by teachers for effective implementation of the curriculum. Classes are engaged in accordance with this plan so as to achieve the objectives of curriculum. Teachers follow a number of techniques for effective student centric teaching - learning process. These include different teaching methods viz. use of chalk-blackboard, white-board, power point presentation, group discussions, Oral Presentations, Assignments etc. Student centric learning methods are extensively used in the college through organizing Guest Expert Lectures, Educational tour, Seminars, Conferences, Poster/Charts and PPT Competitions on a regular basis. For academically weaker students,

	professors engaged extra classes to bridge the knowledge gap.
Examination and Evaluation	Summative Assessment involves End Semester exams, Annual exams, and Supplementary exams organized by the University and conducted by the college. Continuous Internal Evaluation is done through CCE and practical examinations as scheduled in the annual academic calendar. CCE (Continuous Comprehensive Education) are arranged through class tests, MCQs, viva, group discussion, project works, power point presentations and assignments based on the class strength and availability of faculty as per the workload. Practical examinations are conducted in presence of internal and external examiner (outside the institute) which is arranged by the respective head of the department. Annual examination time table is issued by the affiliating university and are conducted at the institution. A committee having senior professors is formed to conduct examination which includes Centre Superintendent, Shift Superintendents, Assistant Shift Superintendent and Invigilator. However, in present session the examination did not conduct due to COVID-19 and an alternative arrangement were made by higher education department. Open book exam were arranged only for final year student i.e., UG III year PG II year students. Other students were promoted to the next class without any examination.
Research and Development	The College has 17 faculties with Ph.D. Degree. The faculties participate in Invited Talks, Paper Presentations and student activities of poster/chart exhibitions and PPT Competitions in Seminars and Workshops which help to inculcate and develop research atmosphere among the students and faculty members. The faculty members publish a number of research papers in National/International journals.
Library, ICT and Physical Infrastructure / Instrumentation	All departments have computer and internet connectivity for staff and students. Separate e-library facility is available for students to get an easy access to update them and it has SOUL 2.0 Software. In Library, there are newspapers, journals, magazines etc. Institute tries its best to meet

the requirement of books by issuing books from library and providing free of cost books to SC, ST and OBC students. PG Departments have Departmental Libraries for reference and issuing to PG students. All the departments of science stream have laboratories rich in equipment and infrastructure where students get the practical knowledge of their subjects. There are 16 classrooms, one conference hall, one seminar hall, one canteen, six laboratories, and playground in the college.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Examination	The exams are organized by the University and conducted by the college as a centre for regular students. Semester System continued on UG and PG Level. Thus, the exams were conducted accordingly. Internal exams continued on both UG and PG levels in the form of Continuous Comprehensive Evaluation (CCE) the marks of which are submitted to University for both Theory and Practical.
Finance and Accounts	The Payroll, Arrears, Pension and employee records are managed online through Integrated Financial Management Information System (IFMIS) with MP Treasury.
Planning and Development	The IQAC, UGC Committee, Purchase Committee, Janbhagidari etc. do majority of the work of planning and development of college. Proposals under different development schemes are invited by the DHE and grants are sanctioned to the college after an assessment. The Utilization Certificate of such Development grants and other required documents are submitted to DHE by the institute. This process of sending proposal, approval, sanction and Utilization of grant is done through online mode.
Administration	ER sheets of the employees are available online and updated by the IT Cell when asked by HE Deptt., Bhopal. All the data required by the DHE, AD office, Lead College, or any other agency are communicated through online and offline mode. The Student database is created and maintained online through E-pravesh portal. College

	Website is maintained and updated. Different Committees are constituted and displayed on the website.
Student Admission and Support	Admission of students is done through E-pravesh Online Admission Portal hosted by DHE. The students get registered on Higher Education Portal from any M.P Online centre. The student gets log-in password on registration with the help of which she gets the Document and Verification process done from a Govt. College. The students can make choice of college through this portal. The student can download the Admission letter once the name appears in the Admission List when uploaded on HE Portal. If the student does not get the preferred college and/or subject group she can go in for Rechoice Filling in the second round of admission. Then after the reappearance of name in the next admission list the student has to go the allotted college where as per the availability of seats and merit order of the student the documents are physically verified in the college and thereafter fees can be paid online for final admission in the college. Scholarships are also taken care of through on line Scholarship portal. There are several rounds of admission for the benefit of students that are undergone according to guidelines of DHE.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nil	Nil	Nil	0
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	Nil	Nil	Nill	Nill	Nill	Nill

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Induction Program	2	03/02/2020	08/02/2020	06
Induction Program	3	10/02/2020	15/02/2020	06
Induction Program	2	17/02/2020	22/02/2020	06
Induction Program	1	24/02/2020	29/02/2020	06

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
14	4	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Retirement Benefits Duty Leave to attend Seminars, Conferences etc., Sabbatical Leave, Group Insurance, Medical Reimbursement, Leave Encashment, Loans from GPF.	1. Group Insurance under Beema Sah Bachat Yojana Medical Reimbursement Loans from GPF Leave Encashment Retirement Benefits.	1. Scholarships to eligible students, 2. Mukhyamantri Medhavi Vidyarthi Yojana (MMVY), 3. Sambal Yojana, 4. Free Stationery Distribution to SC/ST students., 5. Gaon ki Beti Yojana, 6. Awaas Yojana, 7. Swami Vivekanand Career counselling. 8. Group insurance for all students. 9. Remedial Classes for Weaker Students.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The sources of funding are UGC, State government and Janbhagidari. Additional fund is created by the self-Financed courses. The fund is used for infrastructure development, purchase of Equipments, books and salary paid to temporary faculty. The Budgetary provisions and income expenditure of the institution are audited by the external or internal audit team. Internal audit is conducted regularly by Institutional committee. Local External Audit is conducted annually on a regular basis by a professionally hired Chartered Accountant and he submits an Audit Report to the college.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
View File		

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Nil

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Preparation of RUSA DPR of 1 Crore 60 lakh for College development. 2) IT infrastructure Enhancement. 3) Remedial classes for Weaker Students.
--

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nil	Nil	Nil	Nil	Nil	0
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

SOLAR ENERGY SOLAR PANELS: The use of alternative energy resources is being continuously promoted in Government Kamla Nehru Mahila Mahavidyalaya, Damoh. The institute emphasizes on innovation, research and use of alternative energy resources. Our institute promotes use of solar energy resource within the campus. Solar power plant has been installed in the college and is being operated successfully. This helps in keeping campus green campus and environment friendly. Energy Conservation- • Students and staff are motivated to check the misuse of energy. • Lights and fans are Switched off to conserve energy. • CFL/LED bulbs are used to save energy. • Staff members pool car for transportation. • The college believes in “Energy saved is energy produced.” Efforts for Carbon Neutrality – • Car pooling and experiments in paperless evaluation process are some efforts being done for Carbon Neutrality. • Cigarettes and Tobacco products are banned in the campus. • Paper waste is disposed off. Plantation- • Plantation is done by the NSS and NCC unit of the institution every year. • Proper dustbins are available in all the buildings and class rooms. • Sweepers work regularly to keep the campus clean. • Green trees are protected by building platform around it. Solid Waste Management- • A “Gila Kachra Sangrahan” has been constructed in collaboration with the college administration and municipality of Damoh, next to the commerce faculty in the college for solid waste management. Here, the waste material extracted from the classrooms and laboratories of the college campus is disposed off. This dustbin plant is segregated in every 15 days with the help of the municipality. In this way, the college campus is cleaned regularly by separating the waste material from the college campus and laboratory. Water conservation facilities available in the Institution: Open well recharge source is available in the institution. There are two open well covered by grill in the institute. They are used for watering plants in the garden. The water is cleaned regularly with gradual intervals using bleaching powder. Overflow of water and leakage points are checked immediately Green Campus Pedestrian- • Eco-friendly pathways are available in the campus. • Institute also tries its best effort to ban use of plastics in the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0
Rest Rooms	Yes	0
Any other similar facility	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	00	Nil	Nil	Nil
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	Nil	Nil	Nil
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Students and staff are motivated to check the misuse of energy.
- Overflow of water and leakage points are checked immediately.
- Cigarettes and Tobacco products are banned in the campus.
- Paper waste is disposed off.
- Plantation is done by the NSS and NCC unit of the institution every year.
- Proper dustbins are available in all the buildings and class rooms.
- Sweepers work regularly to keep the campus clean.
- Green trees are protected by building platform around it.
- Solar Lights installed in college and Hostel premises.
- Sanitary Napkins and Incinerator are installed.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) Effective Use of IT The college encourages and ensures to make use of IT intensively in teaching, in administrative management, in examination management, in providing Information etc. IT offers an opportunity for reaching out to the stakeholders of College in most effective manner. Earlier the admission process, intimation of institutional notices, time tables, enrolment of the students with the parent university, procurement of CCE marks from teachers etc. were manual and involved lots of paper work which reduced a considerable extent. The institute promotes the use of IT to facilitate almost all the stakeholders of the college. Submission of online admission forms, seat-allotment, admission-fee submission, examination-form and examination-fee submission are some example of the effective use of IT. Students can access the internet in the working hours in their respective departments and at the e-library. Social platform viz. whatsapp, helps students to keep aware of their status during the different phases of session.

2) Incinerator- As per the guidelines of National Education Policy, arrangements have been made for waste management in the college. Incinerator has been installed in the college premises. The incinerator was designed for liquid and solid waste management through the treatment of liquids. Environment is being made pollution free through liquid and solid waste management. With the help of this, a clean, disease-free and healthy environment is created in the college. A good educational environment can be developed in a clean environment.

3) Sanitary Napkin Machine- For cleanliness and protection of environment, arrangement of sanitary napkin machine has also been made in the college. The girl students get benefitted from this facility. They may find a better sanitary napkin at lower cost. Napkin may also be disposed off safely without any embarrassment. It helps in keeping the hygiene of female students during menstruation. Several camps are arranged at institution level to give guidance to the girl students by the female readers (NGOs) to take care of cleanliness and hygiene. Since the students are from economically weaker sections of the society, they find it easier to access the need of sanitary napkin from the college. Our institute tries to indulge the feeling of independency in the girl students during these painful days. This is an excellent and special initiative by the college in the direction of health awareness of the girl students.

4) Feeding room- Arrangements have been made for the integrated feeding room for the mother-girl students. Encouragement and support is provided by our teachers to the mother-girl students, so that their continuous studies can be carried out. Girls can continue their studies without any hindrance, through this effort we are trying to promote gender equality as well as there is a continuous increase in the

educational quality.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://img1.wsimg.com/blobby/go/b987c18a-d9f0-43e3-8ec7-f0c73eeff5b0/downloads/best%20practices.pdf?ver=1648109504378>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution is a well known institute for Girls' education. It is a multi-faculty college having humanities, science, commerce, computer application, home science Faculties. The institute has a tradition of regular classes, disciplined students, society connect, and experiential learning. The Vision, Mission and Objectives of the College aim at holistic women empowerment through education and counseling. Quality education is impossible without some innovations and use of non- traditional methods. Teachers follow a number of techniques for effective student centric teaching – learning process. These include different teaching methods viz. use of chalk-blackboard, white-board, power point presentation, group discussions, Oral Presentations, Assignments etc. Students/staff have many opportunities to participate in seminars, project works, debate, quiz competition, games and sports and outreach programme or extension activities. Seminars, special lectures and workshops are held to introduce recent trends in respective fields. Institute tries its best to meet the requirement of books by issuing books from library and providing free of cost books to SC, ST students. PG Departments have departmental libraries for reference and issuing to PG students. All the departments of science stream have laboratories rich in equipment and infrastructure where students get the practical knowledge of their subjects. One of the objectives is to develop the moral character of the students through community service and establish a linkage between the college campus and village community through NSS and NCC. The NSS and NCC Unit has been directly making intervention in the society in the form of camps, rallies, Eco friendly, Cleanliness Drives, Awareness program, National Integration, Gender Equality etc. The Extension activities train the students beyond the classrooms for personality development community concerns, ethical values, leadership skills, event management and good citizenship form the distinctive feature of the Institution. Our environmental ethic is to make the College campus more sustainable and eco friendly. A Green campus is a place where environmental friendly practices and education combine to promote sustainable and eco friendly practices in the campus.

Provide the weblink of the institution

<https://img1.wsimg.com/blobby/go/b987c18a-d9f0-43e3-8ec7-f0c73eeff5b0/downloads/Distinctiveness.pdf?ver=1650971674653>

8.Future Plans of Actions for Next Academic Year

- Increase GER (Gross Enrolment Rate)
- Conduct Student Induction Program
- Conduct Alumni Meet
- Conduct Student Tracking
- Increase use of ICT and E-Content
- Organize Seminars/Conferences/Workshops
- Improve Learning Resources
- Enhance E-Governance