



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

|                                                      |  |                                                     |
|------------------------------------------------------|--|-----------------------------------------------------|
| <b>1.Name of the Institution</b>                     |  | <b>GOVT. KAMLA NEHRU MAHILA MAHAVIDYALAYA DAMOH</b> |
| • Name of the Head of the institution                |  | <b>DR. K.P. AHIRWAR</b>                             |
| • Designation                                        |  | <b>PRINCIPAL</b>                                    |
| • Does the institution function from its own campus? |  | <b>Yes</b>                                          |
| • Phone no./Alternate phone no.                      |  | <b>07812222385</b>                                  |
| • Mobile No:                                         |  | <b>9179608614</b>                                   |
| • Registered e-mail                                  |  | <b>hegkngcdam@mp.gov.in</b>                         |
| • Alternate e-mail                                   |  | <b>principal.knmm@gmail.com</b>                     |
| • Address                                            |  | <b>CIVIL WARD 4 DAMOH</b>                           |
| • City/Town                                          |  | <b>DAMOH</b>                                        |
| • State/UT                                           |  | <b>MADHYA PRADESH</b>                               |
| • Pin Code                                           |  | <b>470661</b>                                       |
| <b>2.Institutional status</b>                        |  |                                                     |
| • Type of Institution                                |  | <b>Women</b>                                        |
| • Location                                           |  | <b>Urban</b>                                        |
| • Financial Status                                   |  | <b>UGC 2f and 12(B)</b>                             |

|                                                                                                                      |                                                                                                                                                                                                                                                                                           |                                           |                             |                   |                   |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------|-------------------|-------------------|
| • Name of the Affiliating University                                                                                 | <b>MAHARAJA CHHATRASAL BUNDELKHAND UNIVERSITY CHHATARPUR</b>                                                                                                                                                                                                                              |                                           |                             |                   |                   |
| • Name of the IQAC Coordinator                                                                                       | <b>DR. P. L. JAIN</b>                                                                                                                                                                                                                                                                     |                                           |                             |                   |                   |
| • Phone No.                                                                                                          | <b>07812222385</b>                                                                                                                                                                                                                                                                        |                                           |                             |                   |                   |
| • Alternate phone No.                                                                                                | <b>9826385921</b>                                                                                                                                                                                                                                                                         |                                           |                             |                   |                   |
| • Mobile                                                                                                             | <b>9826385921</b>                                                                                                                                                                                                                                                                         |                                           |                             |                   |                   |
| • IQAC e-mail address                                                                                                | <b>knigac@gmail.com</b>                                                                                                                                                                                                                                                                   |                                           |                             |                   |                   |
| • Alternate e-mail address                                                                                           | <b>principal.knmm@gmail.com</b>                                                                                                                                                                                                                                                           |                                           |                             |                   |                   |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>                                             | <a href="http://www.mphighereducation.nic.in/knmmdamoh">http://www.mphighereducation.nic.in/knmmdamoh</a>                                                                                                                                                                                 |                                           |                             |                   |                   |
| <b>4.Whether Academic Calendar prepared during the year?</b>                                                         | <b>Yes</b>                                                                                                                                                                                                                                                                                |                                           |                             |                   |                   |
| • if yes, whether it is uploaded in the Institutional website Web link:                                              | <a href="https://img1.wsimg.com/blobby/go/b987c18a-d9f0-43e3-8ec7-f0c73eeff5b0/downloads/ACADEMIC%20CALENDAR%202020-2021.pdf?ver=1650971674567">https://img1.wsimg.com/blobby/go/b987c18a-d9f0-43e3-8ec7-f0c73eeff5b0/downloads/ACADEMIC%20CALENDAR%202020-2021.pdf?ver=1650971674567</a> |                                           |                             |                   |                   |
| <b>5.Accreditation Details</b>                                                                                       |                                                                                                                                                                                                                                                                                           |                                           |                             |                   |                   |
| Cycle                                                                                                                | Grade                                                                                                                                                                                                                                                                                     | CGPA                                      | Year of Accreditation       | Validity from     | Validity to       |
| <b>Cycle 1</b>                                                                                                       | <b>C+</b>                                                                                                                                                                                                                                                                                 | <b>62.20</b>                              | <b>2007</b>                 | <b>31/03/2007</b> | <b>30/03/2012</b> |
| <b>Cycle 2</b>                                                                                                       | <b>B+</b>                                                                                                                                                                                                                                                                                 | <b>2.53</b>                               | <b>2016</b>                 | <b>05/11/2016</b> | <b>04/11/2021</b> |
| <b>6.Date of Establishment of IQAC</b>                                                                               |                                                                                                                                                                                                                                                                                           |                                           | <b>01/07/2006</b>           |                   |                   |
| <b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |                                                                                                                                                                                                                                                                                           |                                           |                             |                   |                   |
| Institutional/Department /Faculty                                                                                    | Scheme                                                                                                                                                                                                                                                                                    | Funding Agency                            | Year of award with duration | Amount            |                   |
| <b>Govt. Kamla Nehru Mahila Mahavidyalaya, Damoh</b>                                                                 | <b>Central / State Government</b>                                                                                                                                                                                                                                                         | <b>UGC/CSIR/DBT/ICMR/TEQIP/World Bank</b> | <b>2020</b>                 | <b>82184683</b>   |                   |
| <b>8.Whether composition of IQAC as per latest NAAC guidelines</b>                                                   |                                                                                                                                                                                                                                                                                           |                                           | <b>Yes</b>                  |                   |                   |

|                                                                                                                                                                                                         |                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>                                                                                                     | <a href="#">View File</a> |
| <b>9.No. of IQAC meetings held during the year</b>                                                                                                                                                      | <b>1</b>                  |
| <ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>                                | <b>No</b>                 |
| <ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>                                                                          | No File Uploaded          |
| <b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>                                                                                       | <b>No</b>                 |
| <ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>                                                                                                                          |                           |
| <b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>                                                                                                         |                           |
| IQAC keeps follow up of the Academic calendar in which teaching, learning evaluation activities are observed regularly.                                                                                 |                           |
| 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.                                                                                                                            |                           |
| <b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>                             |                           |
|                                                                                                                                                                                                         |                           |

| Plan of Action                                                                                  | Achievements/Outcomes                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Increase use of ICT</b>                                                                      | <b>Use of ICT, elibrary increased</b>                                                                                                                                                             |
| <b>Organize Alumni Meet</b>                                                                     | <b>Organized Alumni Meet.</b>                                                                                                                                                                     |
| <b>Encourage teachers to engage in research activities and writing quality research papers.</b> | <b>Promotes and motivate the faculties to involve and participate in research activities viz. seminar, workshops, Research paper writing, membership in professional bodies, fellowships etc.</b> |
| <b>Increase use of renewable energy source</b>                                                  | <b>Use of Solar Panel started</b>                                                                                                                                                                 |
| <b>Continue to promote human values through extension activities.</b>                           | <b>Continued to promote human values viz gender equality, nutrituion, health, election awareness etc. through extension activities like poster, painting, rally.</b>                              |
| <b>13. Whether the AQAR was placed before statutory body?</b>                                   | <b>No</b>                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>                    |                                                                                                                                                                                                   |
| <b>Name</b>                                                                                     | <b>Date of meeting(s)</b>                                                                                                                                                                         |
| <b>Nil</b>                                                                                      | <b>Nil</b>                                                                                                                                                                                        |
| <b>14. Whether institutional data submitted to AISHE</b>                                        |                                                                                                                                                                                                   |
| <b>Year</b>                                                                                     | <b>Date of Submission</b>                                                                                                                                                                         |
| <b>2022</b>                                                                                     | <b>10/01/2022</b>                                                                                                                                                                                 |

## Extended Profile

### 1. Programme

1.1

**UG-40, PG-7**

Number of courses offered by the institution across all programs

during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

## 2.Student

2.1 **5613**

Number of students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.2 **1602**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.3 **1846**

Number of outgoing/ final year students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

## 3.Academic

3.1 **35**

Number of full time teachers during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

3.2 **35**

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1 **UG-40, PG-7**

Number of courses offered by the institution across all programs during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

### 2. Student

2.1 **5613**

Number of students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.2 **1602**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.3 **1846**

Number of outgoing/ final year students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

### 3. Academic

3.1 **35**

Number of full time teachers during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|                                            |    |
|--------------------------------------------|----|
| 3.2                                        | 35 |
| Number of Sanctioned posts during the year |    |

| File Description | Documents        |
|------------------|------------------|
| Data Template    | No File Uploaded |

| 4.Institution                                                     |          |
|-------------------------------------------------------------------|----------|
| 4.1                                                               | 21       |
| Total number of Classrooms and Seminar halls                      |          |
| 4.2                                                               | 34976256 |
| Total expenditure excluding salary during the year (INR in lakhs) |          |
| 4.3                                                               | 100      |
| Total number of computers on campus for academic purposes         |          |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Our institute is affiliated to MCBU, Chhatarpur. The DHE, GoMP and the affiliating MCBU, Chhatarpur frame curriculum for various undergoing UG and PG programmes. The curriculum is finalized by the DHE and affiliating University. The institution is responsible for the effective implementation of 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 followed by all faculty members for timely completion of recommended syllabus at UG and PG level. Classes are engaged in accordance with the time table. Teachers follow various techniques for effective student centric teaching - learning process. Departments of science stream have laboratories rich in equipment and infrastructure where students get the practical knowledge of their subjects. 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. CIE is done through CCE and practical examinations as per annual academic calendar. Annual examination time table is issued by the affiliating university and are conducted at the institution.

| File Description                    | Documents                                                                                                                                                                           |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Upload relevant supporting document | <a href="#">View File</a>                                                                                                                                                           |
| Link for Additional information     | <a href="https://drive.google.com/file/d/18S43i7IElMlFTykXj6J9rmH853-8wx4K/view?usp=sharing">https://drive.google.com/file/d/18S43i7IElMlFTykXj6J9rmH853-8wx4K/view?usp=sharing</a> |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

This government institute follows the academic calendar provided by the Department of Higher Education, GOMP and MCBU, Chhatarpur. 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. Evaluation of CCE and sessional practical examination is done by the faculty and marks are filled on university portal for inclusion in the marksheet. Annual examination time table is issued by the affiliating university and are conducted at the institution. Surprise tests are also arranged by the faculties for effective internal evaluation. Tutorials and discussion sessions are arranged for solving doubts of students and correcting mistakes/ errors observed in internal examinations.

| File Description                     | Documents                                                                                                                                                                         |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Upload relevant supporting documents | No File Uploaded                                                                                                                                                                  |
| Link for Additional information      | <a href="https://drive.google.com/file/d/1-fwpIBywY-iVr0AwY4jYyWPN4iBW8_y/view?usp=sharing">https://drive.google.com/file/d/1-fwpIBywY-iVr0AwY4jYyWPN4iBW8_y/view?usp=sharing</a> |

**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**

**B. Any 3 of the above**



following academic bodies during the year.  
**Academic council/BoS of Affiliating University** **Setting of question papers for UG/PG programs** **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses** **Assessment /evaluation process of the affiliating University**

| File Description                                                                                       | Documents                 |
|--------------------------------------------------------------------------------------------------------|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information                                                                             | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

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

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

0

| File Description                                        | Documents                 |
|---------------------------------------------------------|---------------------------|
| Any additional information                              | No File Uploaded          |
| Minutes of relevant Academic Council/ BOS meetings      | No File Uploaded          |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

| File Description                                                        | Documents                 |
|-------------------------------------------------------------------------|---------------------------|
| Any additional information                                              | No File Uploaded          |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded          |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

| File Description                                                                    | Documents                 |
|-------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                          | No File Uploaded          |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

## 1.3 - Curriculum Enrichment

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

The institute is well aware of the issues like gender, climate change, environmental education, human rights, professional ethics, ICT etc. It is the only girl's college in the district and more than athousand female students are enrolled every year in different academic programs.College offers effective learning methods for social issues andself- defense. Woman harassment redress cell and anti- ragging cell arealso constituted in the college. Workshop, symposium and seminars are arranged on women hygiene and their better survival, gender equality, human rights, general awareness,climate change, covid-19 pandemic, and various environmental related issues. The NCC and NSS Unit encourage students to participate in the healthy practices like tree plantation, use of LED Bulbs, etc.NSS unit has arranged camps related to Fit India Moment, AIDS Awareness, mask distributionand awareness for COVID-19, SwachhBharat Abhiyan, International Women's day, AzadiKaAmrit Mahotsav, and many more. The fundamental

knowledge of ICT is provided to students through the foundation course. Online admission, fees submission, classes, distributing information through email, whatsapp and telegram groups for staff and students are adopted to encourage "Go paperless" campaign for making documentation and information sharing easier, and keeping personal information more secure.

| File Description                                                                                                                                           | Documents                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                                                                                 | <a href="#">View File</a> |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | No File Uploaded          |

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

| File Description                                                                                                | Documents                 |
|-----------------------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                                      | No File Uploaded          |
| Programme / Curriculum/ Syllabus of the courses                                                                 | No File Uploaded          |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses                    | No File Uploaded          |
| MoU's with relevant organizations for these courses, if any                                                     | No File Uploaded          |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | <a href="#">View File</a> |

### 1.3.3 - Number of students undertaking project work/field work/ internships

241

| File Description                                                                                            | Documents                 |
|-------------------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                                  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**D. Any 1 of the above**

| File Description                                                                                                                                     | Documents                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| URL for stakeholder feedback report                                                                                                                  | <a href="#">View File</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | <b>No File Uploaded</b>   |
| Any additional information(Upload)                                                                                                                   | <b>No File Uploaded</b>   |

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

| File Description                  | Documents                                                                                                                                                                           |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Upload any additional information | <a href="#">View File</a>                                                                                                                                                           |
| URL for feedback report           | <a href="https://drive.google.com/file/d/1xy6puNCy1Nj4tEgnL_Av7g4U3M2W-VLP/view?usp=sharing">https://drive.google.com/file/d/1xy6puNCy1Nj4tEgnL_Av7g4U3M2W-VLP/view?usp=sharing</a> |

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**7155**

| File Description                        | Documents                 |
|-----------------------------------------|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats))**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**4611**

| File Description                                              | Documents                 |
|---------------------------------------------------------------|---------------------------|
| Any additional information                                    | <b>No File Uploaded</b>   |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## **2.2 - Catering to Student Diversity**

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

The institution access for learning level of students organised functioning lies in the accordance with the guidelines of department of higher education. The following steps are taken by the institution in this

1. Zero classes are held for the newly enrolled students in the first week of July the enrolled students revise the fundamentals of language and common problems of mathematics physics at the end of the week a test is taken to ensure the positive result of such classes.
2. For academically weaker students, professors engaged extra classes to bridge the knowledge gap
3. For slow learners , Remedial classes are held in the institution for the students who want to appear in different competitive examination such as UPSC, MPPSC banking at etc these classes are funded by UGC from 2019 these classes are funded by RUSA.
4. For advance learners organised the different academic tour in different stream such as science, commerce and art.
5. Also for fast learners held organised special guest lecture and power point presentation.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Link for additional Information   | <b>Nil</b>                |
| Upload any additional information | <a href="#">View File</a> |

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

|                    |                    |
|--------------------|--------------------|
| Number of Students | Number of Teachers |
| <b>5613</b>        | <b>35</b>          |

| File Description           | Documents               |
|----------------------------|-------------------------|
| Any additional information | <b>No File Uploaded</b> |

**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

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, Quiz competition, Assignments, Personality development classes, 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.

**Collaborative learning method:**

**1. Group discussion**

**2. Poster Chart making**

**3. Team visit to industry or any other place relevant to their study course.**

**Indent learning methods****1. Self study in library****2. Use of internet****3. Assignment and class test.**

Group discussion, presentation and discussion among students on current topic of local regional significance at UG and PG level nurture their critical thinking.

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information   | Nil              |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Institution inspired of lack of sufficient infrastructure facilities can boast of using new technology in teaching Allergies available in the institution are as follows.1. Google meet , Microsoft team , zoom, wise app, Google class room , Cisco webex used by the professor of the institution to teach the online class for the student. 2. "Swami Vivekananda Career Counselling Yojana" is very important for students. They learn how to make good career in different field. For this department of higher education provide the online on the Microsoft team app. 3. E library facilities provide to student and teacher of the institution to make easy access to online study material. 4. All department of the institution have computer and internet facility for students and teachers. 5. Teachers of the institution participate in seminar and conferences and interact with senior subject expert to update themselves in academic activities. 6. Students are motivated to attend workshop and seminar organised by the institute they are also encouraged to present papers in seminar. 7.It is mandatory for teacher to attend orientation and refresher course to update themselves with the latest development in their subject.

| File Description                                                                                  | Documents                 |
|---------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                 | <a href="#">View File</a> |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil                       |

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

#### 2.3.3.1 - Number of mentors

**35**

| File Description                                                    | Documents                 |
|---------------------------------------------------------------------|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | <a href="#">View File</a> |
| Circulars pertaining to assigning mentors to mentees                | No File Uploaded          |
| mentor/mentee ratio                                                 | No File Uploaded          |

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

**35**

| File Description                                                 | Documents                 |
|------------------------------------------------------------------|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | No File Uploaded          |

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year



**20**

| File Description                                                                                                                                                  | Documents                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                                                                                        | <b>No File Uploaded</b>   |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | <a href="#">View File</a> |

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

#### 2.4.3.1 - Total experience of full-time teachers

**390**

| File Description                                                                               | Documents                 |
|------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                     | <b>No File Uploaded</b>   |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The department of higher education release an academic calendar every year before the beginning of the session in which schedule for class teaching CCE semester breaks vacation beginning of examination for all program UG and PG are clearly maintained and institution is expected to follow the schedule. As per policy of the department of higher education the college has a semester cell which prepare detail program time table and methods for internal evaluation. Before the commencement of the session it timetable committee is constituted by the head of the institution the members of the committee plan a systematic time table for engaging classes regularly. The classes are engaged in two shifts morning and moon in the morning classes of art and moon classes of commerce and science are held. The evaluation process is related to internal assessment after the commencement of the session of the semester cell of the institution start its preparation to hold CCE test as per the schedule maintained in the academic calendar.

The evaluation process also includes our students overall performance throughout the session participation in the extra curricular activities regular attendance in class relation and behavior with classmates and teachers. External evaluation process is done by the affiliating University by the conducting examination of students the affiliating university prepared the evaluation plan for college and the institution follows the prescribe the plan as like allotment of marks.

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

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

As per policy of the department of higher education the college has a semester cell which prepare detail program time table and methods for internal evaluation. Is continuous comprehensive evaluation CCE is the main process for internal evaluation there are many methods adopted for CCE including chart making assignments presentation objective questions system book review class teaching at etc . all the department of the institution follow a uniform process of evaluation for CCE. The affiliating University has initiated various evaluation reforms as under. 1. Allotment of Marks for internal assessment system. 2. Introduction of objective question in the question papers. 3. One paper per subject per semester. The college has adopted various evaluation report. 4. Objective , descriptive, question and assignment used in internal examination. 5. Internal Assessment is awarded to the students as per the university criteria. 6. Class test, group discussion and surprise test are conducted to evaluate the performance of students. 7. Student centric learning is introduced through the assignment project seminar PowerPoint presentation and practical and online quiz. Professor is display marks awarded for CCE test to students and guide them for better performance. The semester cell shoulders the responsibility of uploading marks awarded to students in CCE practical and project on the webside of the afflicting university practical examination for science and computer subject are conducted by the college and evaluation is done by both internal and external examiners appointment by the a afflicting University.

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

## 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.

1 At the commencement of the session syllabus of various subjects are introduced to students and teaching plans are prepared and display vari professor along with academic activities co curricular and sports activities are also planned and publicize among students and staff. 2. Activity clubs are continued in the institution to organise various academic and extracurricular activities throughout the session. 3. The head of the institution has informal talk with students to ensure that teaching learning process is running smoothly. 4. Institution maintains proper mechanism to monitor the learning outcome of students. 5. The institute takes certain steps to learning the students as like carrier counselling, NSS, NCC, sports activity,

| File Description                                     | Documents        |
|------------------------------------------------------|------------------|
| Upload any additional information                    | No File Uploaded |
| Paste link for Additional information                | Nil              |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

There is a mechanism followed by the institution to maintain the program outcomes and course outcomes are evaluated by the institution. 1. The semester cell maintain the record of CCE practical and project marks of students. 2. Semester cell maintain the record of CCE project mark of students. 3. The collected data are analyzed and the institution plans to overcome the barriers in the learning process on the basis of the analysis. 4. Reference books provided by the departmental library systems are some arrangement made by the institution to the overcome the barriers of learning. 5. The institutions makes efforts in the field of improving the use of language and communication skills of students

so as to remove all barriers in learning process. 6. Special classes are conducted for weak students.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for Additional information | Nil              |

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

1909

| File Description                                                                                                   | Documents                 |
|--------------------------------------------------------------------------------------------------------------------|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information                                                                                  | No File Uploaded          |
| Paste link for the annual report                                                                                   | Nil                       |

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://docs.google.com/forms/d/e/1FAIpQLSf5LQELTERVcEJqJ3oqLMGARKx-a9EvB9yWM7\\_02C9rycdw1A/viewform](https://docs.google.com/forms/d/e/1FAIpQLSf5LQELTERVcEJqJ3oqLMGARKx-a9EvB9yWM7_02C9rycdw1A/viewform)

### 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 year (INR in Lakhs)

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

0

| File Description                                                                | Documents        |
|---------------------------------------------------------------------------------|------------------|
| Any additional information                                                      | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template)             | No File Uploaded |

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

| File Description                                              | Documents        |
|---------------------------------------------------------------|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| Any additional information                                    | No File Uploaded |
| Supporting document from Funding Agency                       | No File Uploaded |
| Paste link to funding agency website                          | Nil              |

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

8

| File Description                                               | Documents                 |
|----------------------------------------------------------------|---------------------------|
| Report of the event                                            | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | No File Uploaded          |

### 3.2 - Research Publications and Awards

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****8**

| File Description                                                                                   | Documents                 |
|----------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                         | <b>No File Uploaded</b>   |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year****3**

| File Description                                                        | Documents                 |
|-------------------------------------------------------------------------|---------------------------|
| Any additional information                                              | <b>No File Uploaded</b>   |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

**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 year

The institute aims is to impart knowledge to the girls from economically weaker and backward section of the society. This institute is only for girls' student and we try our best to enhance the knowledge skill and learning practices. The institute objective is to empower women in almost all fields of life for better survival in the society. The sick room, Feeding room, Sanitary napkin vending machine, NSS, NCC, Women grievance cell against gender harassment, books and stationary provided to SC and ST students, sports events etc. helps students to nourish and explore themselves for every day challenges. Activities such as tree plantation, cleanliness drive, awareness Campaign, blood donation camps etc. are regularly organized which help in development of ecological and humanitarian aspects of the students

while they are pursuing their UG and PG course.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

4

| File Description                                                        | Documents                 |
|-------------------------------------------------------------------------|---------------------------|
| Any additional information                                              | No File Uploaded          |
| Number of awards for extension activities in last 5 year(Data Template) | <a href="#">View File</a> |
| e-copy of the award letters                                             | No File Uploaded          |

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 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., during the year

18

| File Description                                                                                                     | Documents                 |
|----------------------------------------------------------------------------------------------------------------------|---------------------------|
| Reports of the event organized                                                                                       | <a href="#">View File</a> |
| Any additional information                                                                                           | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | <a href="#">View File</a> |

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

### 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., during the year

**250**

| File Description                                                                               | Documents                 |
|------------------------------------------------------------------------------------------------|---------------------------|
| Report of the event                                                                            | No File Uploaded          |
| Any additional information                                                                     | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

### 3.4 - Collaboration

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

**4**

| File Description                                                                | Documents                 |
|---------------------------------------------------------------------------------|---------------------------|
| e-copies of linkage related Document                                            | No File Uploaded          |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information                                                      | <a href="#">View File</a> |

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

**0**



| File Description                                                                                                           | Documents        |
|----------------------------------------------------------------------------------------------------------------------------|------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses                                                          | No File Uploaded |
| Any additional information                                                                                                 | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | No File Uploaded |

## 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.

The mission of the institution is to facilitate higher education to all. The institution, being a government college, is not an independent organization to create and enhance the infrastructure on its own. The institution puts its requirements regarding infrastructural facilities to the Department of Higher Education, Madhya Pradesh.

The institution has three sources of funding-

- Department of Higher Education, Government of Madhya Pradesh
- JanbhagidariSamiti of the College
- Non-Government Fund Collected from students as fees expected tuition fee

The buildings do not fulfill the requirements of conducting classes at the higher education level due to the shortage of space and infrastructure. To overcome the problem, the time table for conducting classes is scheduled in such a way as to accommodate all UG and PG programs classes within the limited space available.

All the PG departments have been allocated one room each in which they engage Classes.

The computer lab is spacious enough to be used as a classroom because of small strength in BCA, BA, B.Com (Computer Application) and B.Sc(Computer Science) Courses.

The institution is committed to maximize the use of the available space to accommodate teaching-learning activities, sports/cultural

**activities and administrative work.**

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

**The institution organizes extra-curricular activities for the holistic development of its students. These extra-curricular activities areas under-**

- 1. Cultural activities** – The institution has an auditorium which is used for cultural activities.
- 2. Sports and Games** – A sports department is situated nearby where indoor sports like Chess are held by the institution. The institution has grounds for Volley-Ball, Basket-Ball, Kho-Kho and a jumping Pit where students play to stay healthy. Athletics, Football and Cricket are popular games among the students of the institution. To practice and play these games they have to go to the stadium developed by the Department of games and Youth welfare, Government of Madhya Pradesh.
- 3. A separate room is provided to the NSS unit to perform administrative activities.**

**The following facilities have been added to the infrastructure during the last four years:-**

- 1. Auditorium**
- 2. Girls Toilet**

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

**12**

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****12**

| File Description                                                                          | Documents                 |
|-------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                         | <a href="#">View File</a> |
| Paste link for additional information                                                     | <b>Nil</b>                |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)****4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****4.3**

| File Description                                                                      | Documents                 |
|---------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                     | <b>No File Uploaded</b>   |
| Upload audited utilization statements                                                 | <b>No File Uploaded</b>   |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

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

**The library renders students and teachers the following services-**

- 1. Lending Books.**
- 2. Guidance for library users.**
- 3. Suggestions reference books.**
- 4. Providing E-resource based services.**
- 5. Enhancing general awareness.**

**Facilities for SC/ST students-SC/ST students of the institution are provided a study kit worth Rs.2000/- sponsored by the**

Department of Higher Education ,Madhya Pradesh the study kit contains- Text books, Note Books, Stationery, Dictionary etc.

Special facilities offered by the library to the visually/physically challenged persons-

Ramps are provided for easy movement. Physically challenged students are provided special assistance from the library staff if they need any such help.

specialized services provided by the library

- Manuscript
- Reference
- Reprography
- ILL (Inter Library Loan Services)
- Information deployment and notification
- Download
- Printing
- Reading list/Bibliographic compilation.
- In-house/remote access to E- resources.
- User orientation and awareness.
- Assistance in searching database.
- INFLIBNET/IUE facilities.

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Year

2016-17

2017-18

2018-19

2019-20

2020-21

Name of ILMS software

SOUL

**SOUL**

**SOUL**

**SOUL**

**SOUL**

**Nature of automation**

**(fully or partially)**

**Partially**

**Partially**

**Partially**

**Partially**

**Partially**

**Version**

**2.0**

**2.0**

**2.0**

**2.0**

**2.0**

**Year of Automation**

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional Information | Nil                       |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**E. None of the above**

| File Description                                                                                  | Documents        |
|---------------------------------------------------------------------------------------------------|------------------|
| Upload any additional information                                                                 | No File Uploaded |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | No File Uploaded |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**0.11**

| File Description                                                                                                     | Documents                 |
|----------------------------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                                           | No File Uploaded          |
| Audited statements of accounts                                                                                       | No File Uploaded          |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

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

**50**

| File Description                                  | Documents                 |
|---------------------------------------------------|---------------------------|
| Any additional information                        | <b>No File Uploaded</b>   |
| Details of library usage by teachers and students | <a href="#">View File</a> |

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has plans to provide computer and internet facility to the department and office where it is still unavailable. The plans also includes purchase of new computers and OHP to upgrade IT infrastructure and development of smart class to enhance facilities for teaching-learning process.

All departments have computer and internet facility available for faculty and students in the campus.

The library has E-resource facility with desktop computers for students and faculty members to search the study material online.

All the students and faculty members have been provided mail ID and Passwords to use INFLIBNET.

**Advantage:** There is a drastic change from traditional teaching to innovative methods of teaching where teacher becomes informer and facilitator. The students are at the center of teaching learning process through PPT, virtual class, smart class, internet and e-mail.

**Standalone facility- Power Backup in the library**

**LAN facility - Yes**

**Wi-Fi facility- Yes**

**Licensed software- Yes**

| File Description                      | Documents               |
|---------------------------------------|-------------------------|
| Upload any additional information     | <b>No File Uploaded</b> |
| Paste link for additional information | <b>Nil</b>              |

**4.3.2 - Number of Computers****100**

| File Description                  | Documents               |
|-----------------------------------|-------------------------|
| Upload any additional information | <b>No File Uploaded</b> |
| Student – computer ratio          | <b>No File Uploaded</b> |

**4.3.3 - Bandwidth of internet connection in the Institution****A. ? 50MBPS**

| File Description                                                         | Documents                 |
|--------------------------------------------------------------------------|---------------------------|
| Upload any additional Information                                        | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | <b>No File Uploaded</b>   |

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****46.25**

| File Description                                                                                                      | Documents                 |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                                     | <b>No File Uploaded</b>   |
| Audited statements of accounts.                                                                                       | <b>No File Uploaded</b>   |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

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.

- 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.

**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.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****6771**

| File Description                                                                                                       | Documents                 |
|------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship                                           | <b>No File Uploaded</b>   |
| Upload any additional information                                                                                      | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****0**

| File Description                                                                                                                   | Documents               |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Upload any additional information                                                                                                  | <b>No File Uploaded</b> |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <b>No File Uploaded</b> |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**D. 1 of the above**

| File Description                                                                  | Documents                 |
|-----------------------------------------------------------------------------------|---------------------------|
| Link to institutional website                                                     | Nil                       |
| Any additional information                                                        | No File Uploaded          |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a> |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

70

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

70

| File Description                                                                                                            | Documents                 |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                                                  | No File Uploaded          |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**D. Any 1 of the above**

| File Description                                                                                                             | Documents                 |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | No File Uploaded          |
| Upload any additional information                                                                                            | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases                                                  | No File Uploaded          |

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

0

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | <a href="#">View File</a> |
| Upload any additional information     | No File Uploaded          |

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

777

| File Description                                   | Documents                 |
|----------------------------------------------------|---------------------------|
| Upload supporting data for student/alumni          | No File Uploaded          |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****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) during the year****0**

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | <a href="#">View File</a> |
| Any additional information          | <b>No File Uploaded</b>   |

**5.3 - Student Participation and Activities****5.3.1 - 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) during the year****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) during the year.****0**

| File Description                                                                                                                                                     | Documents                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| e-copies of award letters and certificates                                                                                                                           | <b>No File Uploaded</b>   |
| Any additional information                                                                                                                                           | <b>No File Uploaded</b>   |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

**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 )**

**Every year member for student council wereelected at college level to enrich their administrative participation. This year such activities were suspended due to COVID-19 pandemic. Program of social gathering like annual function also could not be held. Some extra-curricular activities were performed by students under the scheme of Ek Bharat Shresth Bharat. They shown their participation through online/offline mode ones in every month.**

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

7

| File Description                                                                                                                                                                     | Documents                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Report of the event                                                                                                                                                                  | No File Uploaded          |
| Upload any additional information                                                                                                                                                    | No File Uploaded          |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | <a href="#">View File</a> |

### 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

Alumni Meet was organized in the college on 18-02- 2021. In which the girls who passed out from the college in the session 2019-20 were invited. 41 girl students participated in this program. The objective of the program was to see what alumni can contribute to their college. The girls presented their views. Some girl students donated books to their college, some girls contributed by presenting important plants and trees. The girls shared their experiences. The women who were invited as the chief guest and special guest in the program were also former students of the college and were working as the District Municipality President and District Mahila Morcha. She gave a comparative explanation of what was the condition of the college 25 years ago and what is the status of the development of the college today. Mementoes were presented to the ex-girls on behalf of the college principal and

best wishes for the future of the students who were working in various fields or preparing for competitive examinations.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

## 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

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 teaching-learning process. The principal forms committees of professors to deploy the strategic plan of development of the institution.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

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

The leadership leads the college with clear vision and wisdom of the college. Our institution has a strong urge for excellence and will continue to pursue it. The statutory bodies like IQAC, finance committee administration, examination, purchase, anti ragging committee work directly under the supervision of the principle and the co-ordination helps in creating a positive and wholesome environment which is the care value of the institution.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The quality policies are formulated by the state government and by the institution being a government college is bound of follows them. However the principal, to fulfil the goal & objectives of institution can formulate quality policies as per the requirements of students & staff. The principal constitutes committees of senior's professor to implement the quality policies & plans to serve students in a better way. Staff council meeting are regularly held by the principal to monitor, analyze & accelerate the implementation of work plans assigned to committees. Alumni association has been constituted in the institution and in a meeting held with the members, informal feedback about the work and future plans has been taken from them. Society:- The principal of the institution interacts with the diverse section of the society through NSS and others activity clubs. The informal feedbacks obtained from them are implemented to enhance the quality of education in the institution. Career Guidance cell of the college through training programs, career fairs, interacts with companies and industries so as to expose students to the current needs for employability regarding courses & skills.

Perspective plan for Teaching-learning: 1. Development of smart class rooms. 2. Implementation of CBCS in course curriculum in coherence with New Education Policy 3. Increasing use of online teaching - learning resources through various e-contents of HEI.



| File Description                                       | Documents               |
|--------------------------------------------------------|-------------------------|
| Strategic Plan and deployment documents on the website | <b>No File Uploaded</b> |
| Paste link for additional information                  | <b>Nil</b>              |
| Upload any additional information                      | <b>No File Uploaded</b> |

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.

Before the commencement of the session the principal chalks out the plan for the next session. Committee of professor & administration staff are constituted to implement the policies & Plans. The process of the work assigned to these committee is monitored by the principal. The problems and challenge in implementing the policies are discussed & resolved in meeting conducted by the principal from time to time. Janbhagidari samiti is another example of participation management there are three parts of the samiti general body , management and financial committee ,all these parts of the samiti have senior professor and janbhagidari samiti members to constitute them. There are various sections / cells for proper functioning of administrative and academic work of the institutethese are shown in the organogram inthe college website.

| File Description                              | Documents                                                                                                                                                                                                                                       |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paste link for additional information         | <b>Nil</b>                                                                                                                                                                                                                                      |
| Link to Organogram of the Institution webpage | <a href="http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=NDQxNA%3d%3d&amp;InstId=NTAy">http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=NDQxNA%3d%3d&amp;InstId=NTAy</a> |
| Upload any additional information             | <b>No File Uploaded</b>                                                                                                                                                                                                                         |

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**A. All of the above**

| File Description                                                                                    | Documents                 |
|-----------------------------------------------------------------------------------------------------|---------------------------|
| ERP (Enterprise Resource Planning) Document                                                         | No File Uploaded          |
| Screen shots of user interfaces                                                                     | No File Uploaded          |
| Any additional information                                                                          | No File Uploaded          |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

### 6.3 - Faculty Empowerment Strategies

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

**Welfare schemes available for teaching and non-teaching staff are-**  
**1. Medical expense-reimbursement-**The state govt. provides facility to the staff to reimburse the medical bills in case of treatment of any disease on condition that the treatment should be done either in a govt. Hospitals or in a hospital earmarked by govt. The staff members have to submit bills for expenses on treatment so as to avail the reimbursement facility. Festival advance: for class III/IV employees. 2. Dress allowance: IV class employees 3. Handicapped allowance: A Library staff members receives Rs. 150/-per month as handicapped allowance.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

| File Description                                                                                                        | Documents        |
|-------------------------------------------------------------------------------------------------------------------------|------------------|
| Upload any additional information                                                                                       | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

2

| File Description                                                                                                                                         | Documents                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres).                                                                    | No File Uploaded          |
| Reports of Academic Staff College or similar centers                                                                                                     | No File Uploaded          |
| Upload any additional information                                                                                                                        | <a href="#">View File</a> |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | <a href="#">View File</a> |

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

26

| File Description                                                                                  | Documents                 |
|---------------------------------------------------------------------------------------------------|---------------------------|
| IQAC report summary                                                                               | No File Uploaded          |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | No File Uploaded          |
| Upload any additional information                                                                 | No File Uploaded          |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

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

The department of higher education issues a self appraisal Performa known as "Academic performance index" The faculty members are appraised on the basis of their performance in teaching and evaluation work assistant to students besides teaching organization and participation in seminars, workshops, research, publications and other assignments entrusted to them, e.g. examination, by the hand of the institution. The principal constitutes a committee to examine and award marks allotted for the teacher's performances in different activities. The appraisal report is forwarded by the principal to the additional director and further, to the office of the commissioner, Department of Higher Education for review and promotion of the teacher.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The sources of funding are State government, RUSA, World bank 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.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

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

0

| File Description                                                                                                                  | Documents        |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------|
| Annual statements of accounts                                                                                                     | No File Uploaded |
| Any additional information                                                                                                        | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The sources of funding are State government, RUSA, World bank 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.

| File Description                      | Documents               |
|---------------------------------------|-------------------------|
| Paste link for additional information | <b>Nil</b>              |
| Upload any additional information     | <b>No File Uploaded</b> |

## 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

The IQAC of the Institute initiated a number of activities for improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids and other activities. The cell conducts AAA and gets feedback from students and on the basis of analysis tries to plan key areas such as : Academic results, Student soft skills development, Placement support, Faculty development programs, Research and development etc.

Moreover, the Institute developed several strategies to maintain and upgrade the quality of teaching learning practices and pedagogies viz., arranging guest expert lectures, educational tour, online quiz, webinars, faculty development program, promoting online tools for teaching and other extra curricular activities.

| File Description                      | Documents               |
|---------------------------------------|-------------------------|
| Paste link for additional information | <b>Nil</b>              |
| Upload any additional information     | <b>No File Uploaded</b> |

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

The IQAC of the Institute initiated a number of activities for improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids and other activities. The cell conducts AAA and gets feedback from students and on the basis of analysis tries to plan key areas such as : Academic results, Student soft skills development, Placement support, Faculty development programs, Research and development etc.

Moreover, the Institute developed several strategies to maintain and upgrade the quality of teaching learning practices and pedagogies viz., arranging guest expert lectures, educational tour, online quiz, webinars, faculty development program, promoting online tools for teaching and other extra curricular activities. IQAC monitors the improvement of students through CIE at regular intervals.

IQAC committee examine and award marks for the teacher's performances in different activities performed throughout the year. The confidential report is forwarded by the principal to the additional director and further, to the office of the commissioner, Department of Higher Education for review and promotion of the teacher.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**

| File Description                                                                   | Documents                 |
|------------------------------------------------------------------------------------|---------------------------|
| Paste web link of Annual reports of Institution                                    | Nil                       |
| Upload e-copies of the accreditations and certifications                           | No File Uploaded          |
| Upload any additional information                                                  | No File Uploaded          |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a> |

#### **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 year**

An atmosphere for gender equity and harmony has been created in our Government Kamla Nehru Girls College, Damoh. Our institute is the only girl's college in whole district. We try to nourish best culture in our students. To promote gender equality, special arrangements have been made for girl students on sensitive aspects. For this, separate feeding room for girl students is available in our institute. Lady guard at the entrance gate maintain the security of female students. Whole college campus is under CCTV surveillance. Separate sick room facility is also available to girl's students. Proper support, guidance and encouragement are provided by our teachers to the maternity girl students. As a result of this, married female students find suitable environment to carry out their studies. Students can continue their studies without any hindrance. With this effort, we are trying to promote gender equality as well as there is a continuous increase in the educational quality.

| File Description                                                                                                                                                                 | Documents                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Annual gender sensitization action plan                                                                                                                                          | Nil                                                                                                                                                                                                                                                                                                         |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <a href="https://docs.google.com/document/d/1iBjWza4d2zCAGWjWKzNeyTR0bvEuBujf/edit?usp=sharing&amp;oid=102878611880861253305&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1iBjWza4d2zCAGWjWKzNeyTR0bvEuBujf/edit?usp=sharing&amp;oid=102878611880861253305&amp;rtpof=true&amp;sd=true</a> |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | No File Uploaded          |

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste**



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

### Solid waste management -

In this series, 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. Incinerator is also installed in the campus which involves the burning of waste under controlled conditions. In this way, the college campus is cleaned regularly by separating the waste material from the college campus and laboratory.

| File Description                                                                    | Documents                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded                                                                                                                                                                                                                                                                                            |
| Geo tagged photographs of the facilities                                            | <a href="https://docs.google.com/document/d/1NwSQ_yxY_FKuuL0WLuLf5hSxPMds_L1d/edit?usp=sharing&amp;oid=102878611880861253305&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1NwSQ_yxY_FKuuL0WLuLf5hSxPMds_L1d/edit?usp=sharing&amp;oid=102878611880861253305&amp;rtpof=true&amp;sd=true</a> |
| Any other relevant information                                                      | <a href="#">View File</a>                                                                                                                                                                                                                                                                                   |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

| File Description                                  | Documents                 |
|---------------------------------------------------|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**B. Any 3 of the above**

| <b>1.Restricted entry of automobiles</b><br><b>2. Use of Bicycles/ Battery powered vehicles</b><br><b>3.Pedestrian Friendly pathways</b><br><b>4.Ban on use of Plastic</b><br><b>5.landscaping with trees and plants</b>                                                                                                                                                                                                                                                                                                        |                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| File Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Documents                    |
| Geo tagged photos / videos of the facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <a href="#">View File</a>    |
| Any other relevant documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>No File Uploaded</b>      |
| <b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |
| <b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>                                                                                                                                                                                                                                                              | <b>D. Any 1 of the above</b> |
| File Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Documents                    |
| Reports on environment and energy audits submitted by the auditing agency                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>No File Uploaded</b>      |
| Certification by the auditing agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>No File Uploaded</b>      |
| Certificates of the awards received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>No File Uploaded</b>      |
| Any other relevant information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <a href="#">View File</a>    |
| <b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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</b> | <b>C. Any 2 of the above</b> |

| File Description                                                         | Documents                 |
|--------------------------------------------------------------------------|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information                                           | No File Uploaded          |

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 200 words).

An atmosphere for gender equity and harmony has been created in our Government Kamla Nehru Girls College, Damoh. For this, separate feeding room, sick room facility, etc. are available to girl's students. Apart from the normal classes, there is participation of girl students in awareness programs through debate competition, poster presentation etc. as well as to make the general public aware through the different seminars, workshops and rallies. Institute celebrates nearly all national commemorative days and some international commemorative days. For cleanliness and protection of environment, arrangement of sanitary napkin machine has also been made in the college. The NSS and NCC has been directly making intervention in the society in the form of camps, rallies, Eco friendly, Cleanliness Drives, Awareness program, etc. Our environmental ethic is to make sustainable and eco friendly campus. "Gila Kachra Sangrahan" has been constructed in collaboration with the college administration and municipality of Damoh. Incinerator is also installed in the campus which involves the burning of waste under controlled conditions. This institute focuses on energy efficiency by preserving natural resources through greenery in the campus, use of solar panels, LED bulbs, water conservation, etc. Smoking is strictly prohibited inside the campus.

| File Description                                                                                                                 | Documents        |
|----------------------------------------------------------------------------------------------------------------------------------|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information                                                                                                   | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Girl students are also made aware about the constitutional values, rights and duties. Apart from the normal classes, there is participation of girl students in awareness programs through debate competition, poster presentation etc. as well as to make the general public aware through the different seminars, workshops, nukkad natak and rallies. These are done in accordance with the NEP.

| File Description                                                                                     | Documents                 |
|------------------------------------------------------------------------------------------------------|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| Any other relevant information                                                                       | No File Uploaded          |

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

**C. Any 2 of the above**

| File Description                                                                                                                                                                     | Documents                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Code of ethics policy document                                                                                                                                                       | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded          |
| Any other relevant information                                                                                                                                                       | No File Uploaded          |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**Institute celebrates nearly all national commemorative days and some international commemorative days, like Yoga day, Women's day, Sport's day, Science day, Hindi day etc. The birth anniversary of Mahatma Gandhi, Lal Bahadur Shastri, Swami Vivekananda, great Indian freedom fighters and several other great philosophers, politicians, Poets, Novelist, etc. is celebrated every year in the institute.**

| File Description                                                                          | Documents                 |
|-------------------------------------------------------------------------------------------|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events                                              | <a href="#">View File</a> |
| Any other relevant information                                                            | No File Uploaded          |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**1) 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. 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. 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. 2) 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.

| File Description                             | Documents                 |
|----------------------------------------------|---------------------------|
| Best practices in the Institutional web site | No File Uploaded          |
| Any other relevant information               | <a href="#">View File</a> |

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution is a well known institute for Girls' education. It has humanities, science, commerce, computer application, home science faculties. The institute has a tradition of regular classes, disciplined students, 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. Students/staff have many opportunities to participate in project works, debate, quiz competition, games and sports and outreach programme or extension activities. 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. The NSS and NCC 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. Our environmental ethic is to make the College campus more sustainable and eco friendly.

| File Description                             | Documents                 |
|----------------------------------------------|---------------------------|
| Appropriate web in the Institutional website | <b>No File Uploaded</b>   |
| Any other relevant information               | <a href="#">View File</a> |

## 7.3.2 - Plan of action for the 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**