

College Name : 601, GOVT. POSTGRADUATE COLLEGE, GUNA

Submit Status : **Submitted**

Academic and Administrative Audit (AAA) - 2023 (कुल प्राप्तांक : 529/1000)

Section: Passage

क्रमांक	विवरण	प्राप्तांक
1.	<p>Write an introductory passage about the institution showcasing the ambience, highlights, growth and achievements since the time of establishment to date. (1000 Words) Government Postgraduate College, Guna is one of the most important centers of higher education in the district. Guna is known as the Gateway of Malwa. It has a population which represents the culture of Malwa, Chambal as well as Bundelkhand. The total area covered by the institute is 54,328 sq. meters. The college was established in 1957, with only the faculty of arts. Today, it offers certificate and diploma courses, undergraduate courses in arts, commerce, and science, and postgraduate courses in Political Science, History, Economics, Hindi, English, Psychology, Chemistry, Mathematics, Zoology, Botany and Physics. It is affiliated to Jiwaji University, Gwalior. The institute has also started a few self-finance courses like B.A. in Computer Application, and Sociology, B.Com in Computer Application, B.Sc. in Computer Science, and Biotechnology, M.A. in Sanskrit, M.Sc. in Computer Science and Biotechnology and PGDCA. The National Education Policy NEP has been successfully implemented, with the introduction of a variety of vocational and open elective courses. The college has a large sports complex-the Shyama Prasad Mukherji Khel Prashal. The campus also has an open gym and an indoor stadium for badminton. The NCC and NSS units of the college have been recognized at the national and state levels. The college has been approved Under Section 2f and Section 12b of the UGC Act. Vision The college motto Sa Vidhya Ya Vimuktaye The Knowledge which Liberates taken from Vishnu Purana 1.19.41 builds up an understanding of what education is and encourages students towards self-reflection and self-learning. Govt. Postgraduate College, Guna tries its best to transform students by focussing on their holistic development and inculcating in them moral, social and ethical values. The college is strongly committed in raising consciousness towards the environment and society in the students hence making them responsible citizens who will help in nation building. Mission The mission of the College is to provide- 1. an inclusive environment to the students to achieve the vision 2. the participation of the students in co-curricular and extra-curricular activities along with education in arts, science, and commerce to help instil in them leadership qualities and be self-reliant 3. the students with knowledge about Indian Knowledge Systems 4. the students with knowledge rich in core values of brotherhood, sisterhood, unity, 5. diversity, integrity dedicated and hard-working faculty to assist the students in their development 6. skills and competencies which would help in building stable careers thus transforming their minds into liberal ones which would lead to betterment of the society Institutional Strength 1. The college has a huge catchment area and is easily accessible. There is no other post-graduate college in the District. 2. The college has well-ventilated and spacious classrooms, huge sports ground- Khel Prashal, open gym and an indoor stadium. 3. The college has proper parking facility for students and staff. 4. The faculty is highly qualified, experienced, competent and dedicated. 5. There are well-equipped laboratories. 6. The faculty has published research papers in the UGC CARE list approved journals, Scopus indexed and Web of Science journals. 7. The college runs 09 self-financed courses. 8. The college has a well-established virtual classroom. 9. The college has 11 smart classrooms. 10. There is a well-furnished common room for girls. 11. There is a beautiful botanical garden in the premises with a vermicompost unit. 12. College has a rich library that also subscribes to N-LIST every year to provide access of e-resources to teachers and students. 13. There are NCC and NSS units including a unit of girls. 14. The college has won national and state level NSS and NCC awards. 15. The college has been included in RUSA and World Bank funded MPHESIP Scheme. 16. There is regular supply of electricity with power back-up. RO drinking water facility. 17. The college has installed a number of water harvesting units to conserve rainwater. 18. Energy audit and Green audit have been done. 19. The college has signed MoUs with MUSN Innovative Creations PVT. LTD., Industrial Training Institute Guna, CEDMAP, Bhopal, and Madhya Pradesh Bhoj open University Bhopal to enhance entrepreneurial mindset and experiential learning. 20. The college has started various vocational courses in accordance with the NEP. 21. The college has an active placement cell and registered alumni association. 22. There is a functional and active teacher-parent association. 23. The college focuses on the holistic development of students. 24. The college has a variety of courses in UG and PG programs in science, arts, and commerce, in traditional as well as self-financed modes. Institutional Opportunity 1. The college has sanctioned seed money for promotion of research. 2. The college has well qualified and experienced teachers with ample research aptitude. 3. There is ample opportunity in the area to tie up with big industrial houses and educational institutions in order to provide internship opportunities and vocational training to students. For e.g., National Fertilizers Limited NFL, Gas Authority of India Limited GAIL, Jaypee University of Engineering and Technology, Spice Park, Footwear Design and Development Institute FDDI, Deepak Spinners.</p>	-

Section 1: Curricular aspects (प्राप्तांक : 108/160)

क्रमांक	विवरण	प्राप्तांक																																				
1.	<p>Do the HEI have an academic calendar?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Documents to be uploaded as evidence</p> <p>1. Copy of academic calendar</p> <p>2. Timetable for the year</p>	5																																				
2, 3, 4.	<p>Give the details of % of students enrolled against the seats in each category.</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Program</th> <th>NoSeats</th> <th>NoEnrollment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PG Diploma</td> <td>150</td> <td>149</td> </tr> <tr> <td>2</td> <td>M. Sc.</td> <td>570</td> <td>523</td> </tr> <tr> <td>3</td> <td>M. Com.</td> <td>260</td> <td>251</td> </tr> <tr> <td>4</td> <td>M. A.</td> <td>1345</td> <td>1308</td> </tr> <tr> <td>5</td> <td>B.Sc.</td> <td>1190</td> <td>1063</td> </tr> <tr> <td>6</td> <td>B.Com.</td> <td>660</td> <td>628</td> </tr> <tr> <td>7</td> <td>B.A.</td> <td>3550</td> <td>3510</td> </tr> <tr> <td colspan="2"><b>Total</b></td> <td><b>7725</b></td> <td><b>7432 (96%)</b></td> </tr> </tbody> </table> <p>Documents to be uploaded as evidence</p> <p>3. List and details of programs/courses and subjects</p> <p>4. Seat Confirmation certificate (Sanctioned Seat)</p> <p>5. Admission list duly signed by the Principal</p>	S.No	Program	NoSeats	NoEnrollment	1	PG Diploma	150	149	2	M. Sc.	570	523	3	M. Com.	260	251	4	M. A.	1345	1308	5	B.Sc.	1190	1063	6	B.Com.	660	628	7	B.A.	3550	3510	<b>Total</b>		<b>7725</b>	<b>7432 (96%)</b>	2: 5 3: 5 4: 4
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<b>Total</b>		<b>7725</b>	<b>7432 (96%)</b>																																			
5.	<p>Give the number of courses in which CBCS / Elective Courses is implemented in the HEIs under NEP-2018</p> <p>Documents to be uploaded as evidence</p> <p>6. List of courses and curriculum design of CBCS / Elective courses</p> <p>7. Ratio of CBCS / Elective courses against the total courses offered</p>	10																																				
6.	<p>Give the number of Value added/ certificate/ diploma/ add-on courses offered including online MOOC programs like SWAYAM, and NPTEL offered with more than 30 contact hours in last 5 years under various programs?</p> <p>56</p> <p>Documents to be uploaded as evidence</p> <p>8. List of courses and curriculum design of Certificate courses</p> <p>9. Ratio of certificate or add-on courses against total number of courses offered</p>	10																																				
7.	<p>Percentage of students enrolled in certificate, Add on/value-added, MOOC like SWAYAM, NPTEL.</p> <p><input type="radio"/> Yes - More than 30% <input type="radio"/> Yes - 20-30% <input type="radio"/> Yes - Less than 20% <input checked="" type="radio"/> Yes - Less than 10%</p> <p>Documents to be uploaded as evidence</p> <p>10. List of students enrolled in courses.</p>	0																																				
8.	<p>Number of vocational courses running in college.</p> <p><input checked="" type="radio"/> Yes - More than 5 <input type="radio"/> Yes - 3-5 <input type="radio"/> Yes - 1-3 <input type="radio"/> No</p> <p>Documents to be uploaded as evidence</p> <p>11. List of courses and Syllabus.</p>	5																																				
9.	<p>Number of students registered and number of students who completed course and SWAYAM &amp; NPTEL</p> <p>Registered <input type="text" value="2659"/></p> <p>Completed <input type="text" value="506"/></p> <p>Documents to be uploaded as evidence</p> <p>12. List of no of students with topic name</p>	1																																				
10.	<p>Percentage of students undertaking project work/field work/internship/apprenticeship/community engagement.</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Students Projectwork</th> <th>Students Fieldwork</th> <th>Students Internship</th> <th>Students Apprenticeship</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2968</td> <td>938</td> <td>2350</td> <td>32</td> </tr> </tbody> </table> <p>Documents to be uploaded as evidence</p> <p>13. Notice</p> <p>14. Attendance sheet</p>	S.No	Students Projectwork	Students Fieldwork	Students Internship	Students Apprenticeship	1	2968	938	2350	32	10																										
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11.	<p>(A)Which are the most popular add-on/certificate courses offered?(B)Courses where there are 60% or more students against the planned seats.</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Add On Courses</th> <th>Duration</th> <th>No.of Seats</th> <th>No.of Enrollment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Swami Vivekanand Career Guidance Cell</td> <td>LMS Courses</td> <td>2543</td> <td>2543</td> </tr> </tbody> </table> <p>Documents to be uploaded as evidence 10. List of courses and curriculum 11. Ratio of popular courses against the total certificate / add-on courses offered</p>	S.No	Add On Courses	Duration	No.of Seats	No.of Enrollment	1	Swami Vivekanand Career Guidance Cell	LMS Courses	2543	2543	5
S.No	Add On Courses	Duration	No.of Seats	No.of Enrollment								
1	Swami Vivekanand Career Guidance Cell	LMS Courses	2543	2543								
12.	<p>How many courses are offered that include experiential learning through project work/field work/internship during last five years? 38</p> <p>Documents to be uploaded as evidence 12. List of courses and curriculum 13. Ratio of courses with experiential learning against total number of courses</p>	10										
13.	<p>How many MoUs does the HEI have with organisation/industry/NGOs for internship/ projects/Job oriented courses /skill training? 0</p> <p>Documents to be uploaded as evidence 14. List of MoUs and details of duration , purpose and activities under the MoUs</p>	0										
14.	<p>Is there a formal mechanism for taking feedback from students and parents on their satisfaction in academic practices of the HEI? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Documents to be uploaded as evidence 15. Survey questionnaires and collected data</p>	5										
15.	<p>Is the feedback received from above mechanism analysed for taking corrective actions? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Documents to be uploaded as evidence 16. Reports developed in the past</p>	5										
16.	<p>Give the Number of Student Development Programmes organized during last 5years in form of Lectures/ workshop/ training. 54</p> <p>Documents to be uploaded as evidence 17. Brochures, Event Summary, Photos</p>	10										
17.	<p>Did the HEI conduct SWOC analysis in every academic session <input type="radio"/> Yes - Every Year <input type="radio"/> Yes - Once in Two Years <input type="radio"/> Yes - Once in Every 5 Years <input checked="" type="radio"/> No</p> <p>Documents to be uploaded as evidence 18. Details of SWOC analysis with action plan for improvement.</p>	0										
18.	<p>How are cross-cutting issues (Gender equity, Professional ethics, Human values, Environment and Sustainability) incorporated into the curriculum? Here is a brief detail of various programs arranged by the institute which contribute to sensitize students to these cross-cutting issues. 1. Child Rights and women empowerment course offered to first year students as general elective that helps to understand students about the policies and programmes related to child rights and gender empowerment and conservatism. Moreover, Human rights course offered to second year students as general elective that helps examine and explain issues of human rights in gender perspectives and institutional structure of human rights in India. 2. Human Values and Professional Ethics The activities of NSS and NCC inculcate values like national integrity, patriotism, equality, peace brotherhood etc. College has Anti Ragging cell to ensure ragging free environment. The student volunteers of the National Service Scheme (NSS) have been actively involved in community services. Anti-drug addiction campaigns and programmes for disaster management, senior citizens welfare, adult education, personality development, environment and health awareness, are some of the activities conducted by the NSS and the Outreach Committee. 3. College is concerned to ensure the environmental sustainability. Keeping in view depleting energy sources and Pollution NSS, NCC units and Eco club promote environmental awareness through tree plantation, water conservation, blood donation, village cleanliness, plastic free campus. The College has proper management for liquid and solid waste. Use of dustbin and sanitizer is encouraged among students. Water Revolution program was arranged to save water.</p>	-										

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	Documents to be uploaded as evidence 25.Copy of academic calendar,Portions of syllabus where cross cutting issues are addressed	
19.	Initiatives taken by the college for Cross-Cutting Issues(Seminars,Guest lectures,debates,selfdefence camps,Themebased painting competition etc). 10 Documents to be uploaded as evidence 26.List of activities on all 4 cross-cutting issues, New course, Add on Certificate	3
20.	Has the HEI Collected Teacher, Employer, and Alumni feedback <input checked="" type="radio"/> Yes <input type="radio"/> No Documents to be uploaded as evidence 27.Sample copies of the feedback,ATR,Analysis of feedback,Website etc.	15
21.	Any specific curricular aspect of the HEI which might considered as best practice maybe highlighted? A Botanical Garden is developed having more than 100 Plant species displaying their common and botanical names in College Campus. A Vermicompost Unit is established in the botanical garden to fulfill the organic manure requirement.  Value Addition in curriculum Nil  Expected Learning Outcome from the modified curriculum or related practices The affiliated college does not determine its own courses but faculty design Programme and Course Outcomes for each department. The college enriches the curriculum to align with these outcomes during teaching. IQAC ensures effective communication of these outcomes to students, teachers, and parents, making them measurable and accessible on the college website. Students are prompted to check the website and outcomes are shared via WhatsApp and Telegram study groups. The detailed Program Outcomes, Program Specific Outcomes and Course Outcomes are available on website.  Employability enhancement through this new curriculum. Nil	-

## Section 2 : Teaching- Learning and Evaluation (प्राप्तांक : 87/190)

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1.	Give the Category wise Students profile in the HEI last 5 years against the sanctioned seats? <table border="1"> <thead> <tr> <th rowspan="2">S.No</th> <th rowspan="2">Category</th> <th colspan="2">Year 2017-18</th> <th colspan="2">Year 2018-19</th> <th colspan="2">Year 2019-20</th> <th colspan="2">Year 2020-21</th> <th colspan="2">Year 2021-22</th> </tr> <tr> <th>M</th> <th>F</th> <th>M</th> <th>F</th> <th>M</th> <th>F</th> <th>M</th> <th>F</th> <th>M</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>General</td> <td>281</td> <td>372</td> <td>306</td> <td>398</td> <td>407</td> <td>521</td> <td>497</td> <td>621</td> <td>647</td> <td>717</td> </tr> <tr> <td>2</td> <td>Other</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>19</td> <td>18</td> <td>15</td> <td>12</td> </tr> <tr> <td>3</td> <td>OBC</td> <td>766</td> <td>541</td> <td>865</td> <td>609</td> <td>1247</td> <td>815</td> <td>1488</td> <td>1265</td> <td>2053</td> <td>1685</td> </tr> <tr> <td>4</td> <td>ST</td> <td>189</td> <td>98</td> <td>238</td> <td>109</td> <td>271</td> <td>148</td> <td>282</td> <td>168</td> <td>374</td> <td>199</td> </tr> <tr> <td>5</td> <td>SC</td> <td>491</td> <td>281</td> <td>557</td> <td>305</td> <td>683</td> <td>351</td> <td>838</td> <td>539</td> <td>1102</td> <td>628</td> </tr> </tbody> </table> *M-Male, *F-Female Documents to be uploaded as evidence 1. Number of students admitted under each category (List duly signed by the Principal)	S.No	Category	Year 2017-18		Year 2018-19		Year 2019-20		Year 2020-21		Year 2021-22		M	F	M	F	M	F	M	F	M	F	1	General	281	372	306	398	407	521	497	621	647	717	2	Other	0	0	0	0	0	0	19	18	15	12	3	OBC	766	541	865	609	1247	815	1488	1265	2053	1685	4	ST	189	98	238	109	271	148	282	168	374	199	5	SC	491	281	557	305	683	351	838	539	1102	628	5
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2.	Profile of all faculty members of the institution, gender-wise, caste-wise and qualification wise(including guest faculty) <table border="1"> <thead> <tr> <th colspan="5">Sanctioned Position</th> </tr> <tr> <th colspan="3">Teaching faculty</th> <th rowspan="2">Non-teaching staff</th> <th rowspan="2">Technical staff</th> </tr> <tr> <th>Professor</th> <th>Associate Professor</th> <th>Assistant Professor</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>0</td> <td>51</td> <td>36</td> <td>10</td> </tr> </tbody> </table>	Sanctioned Position					Teaching faculty			Non-teaching staff	Technical staff	Professor	Associate Professor	Assistant Professor	11	0	51	36	10	5																																																																
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9	0	36	16	9	21	3																						
3.	<p>What is the faculty members : student ratio in the HEI? 188 : 1</p> <p>Documents to be uploaded as evidence 3. Total number of faculty members against students (Teachers will include guest faculty who have worked for one complete academic session)</p>	2																										
4.	<p>Does your HEI conduct remedial classes for weaker students? If yes, how many classes were conducted and how many students have been benefited Total No. of classes 150 Total No. of student 950</p> <p>Documents to be uploaded as evidence 4. Details of subjects , number of classes , duration , number of students who attended , any special feature of the remedial classes at the HEI</p>	5																										
5.	<p>Highest qualification of faculty members(Please mention no.of teaching staff)</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S.No</th> <th>Ph.D.</th> <th>NET/SLET</th> <th>Ph.D.with NET/SLET</th> <th>D.Lit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>45</td> <td>14</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Documents to be uploaded as evidence 6.Certificates.</p>	S.No	Ph.D.	NET/SLET	Ph.D.with NET/SLET	D.Lit	1	45	14	0	0	10																
S.No	Ph.D.	NET/SLET	Ph.D.with NET/SLET	D.Lit																								
1	45	14	0	0																								
6.	<p>Do the teachers of HEI use ICT based tools (smart/interactive boards, computer labs, google meet/google classroom / zoom/MS Team/Cisco WebEx) for teaching? Name them.</p> <p> <input type="radio"/> Yes - Use all interactive boards/smart classes, online tools and e modules for assessment      <input type="radio"/> Yes - Use only Online Tools      <input type="radio"/> Yes - Use only e-modules for assessment      <input type="radio"/> Yes - Use only smart classes/interactive boards      <input type="radio"/> No </p> <p>Documents to be uploaded as evidence 5. Details of tools use and number of courses for which these were used</p>	20																										
7.	<p>How does the college ensure Outcome Based Education Our courses are Outcome-Based courses as the institute believes in “learning by doing” and have adopted various methods of assessment like presentations, group projects, written and oral examinations and internships. Our institution has been focusing on Sustainable Development Goals 1, 2, 6 and 13 which is in sync with NEP 2020. the institution gets the maximum admissions from rural areas, our faculty takes the bilingual approach to teach them. For instance, if a student from a small village has taken English Literature and wants to study Othello, now instead of directly approaching Shakespeare the faculty would organise the screening of the Indian adaptation of the play which is Omkara in this case and then move to Othello.</p>	-																										
8.	<p>Does the college have a policy for Learning Outcomes (PO, CO, PSOS) &amp; their attainment? Our institute has been robustly endeavouring to attain intended learning outcomes through collaborative efforts at every level. The vision, mission and objectives have been clearly displayed on the college website and notice boards so that students can make decisions regarding their career goals. Induction program and Orientation program are organized every year at the beginning of the academic session so that students can map the course outcomes and programme outcomes. The faculty members of the college are consistently encouraged to attend and participate in Seminars, Workshops, Orientation programmes, Induction programmes, Conferences and FDPs to keep them updated and better furnished to attain intended learning outcomes. Our college organizes Alumni meets regularly in which alumni share their experiences and valuable insights which help the students for the betterment in their professional world. Through a placement cell, our institute organizes expert lectures which help the students to achieve expected course outcomes.</p> <p>9.Sample of some attainment tools used (At least 10 students). 10.Sample of learning outcoms.</p>	-																										

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9.	<p>How does the HEI identify Slow and Advanced Learners? What are the strategies for slow and advanced learners (other than remedial classes)</p> <p>Slow learners have unique needs that must be met, including specialized instructional pacing, frequent feedback, remedial instruction, all of which must be provided in an environment that is sufficiently flexible to allow learning to occur. Slow learners are unable to learn at the same rate as the rest of the class from the textbooks and workbooks. There are two teaching setups for slow learners. 1. Fundamental course material covered in an ordinary class 2. Instructional plans based on special needs that incorporate course materials.</p> <p>11. Time table, Mechanism for identification of Slow and advanced learners</p>	-
10.	<p>What are Teaching-Learning initiatives undertaken by HEI for Experiential learning</p> <p>Experimental visit has been organized by Physics Department at Transformer Factory so that students learn about the working of transformers. Botany Department organized field visit at organic farming centres so that students can understand about organic farming and its methodologies. Our institute have organizes industrial visit, educational visits. Through practical, students are able to understand about the principles and working of natural phenomena. Various experiments in the Laboratory are performed by students of Botany, Zoology, Chemistry, Physics, Biotechnology, Computer, Geography and Psychology departments. The institute has a Botanical Garden with a wide range of plants labelled with botanical names. Experimental learning through projects is a part of the curriculum of all PG programs. Besides this, in undergraduate programs, students are allotted project work, internships, apprenticeships for fulfilment of their degree. To strengthen the proficiency, competence and knowledge of the students and faculty, our institute organizes expert lectures, seminars, workshops.</p> <p>Documents to be uploaded as evidence</p> <p>12. list of activities of Experiential learning, Report, and Photos related to activities</p>	-
11.	<p>List of activities performed by different departments for Participative Learning</p> <p>Our institute organizes various activities to engage students in participative learning, like workshop on PowerPoint presentation, personality development program, handicraft training, self-defence training, induction program, startup program, yoga classes, Ankur program, admission counselling etc. Various competitions like speech, debate, essay writing, quiz, poster making, ppt making are also organized to enhance the creativity and improve thought-making capacity of students. Our college organizes various awareness programs to engage students in participative learning, such as Azadi ka Amrit Mahotsav, NCC and NSS camp rallies, environmental awareness program, Swacchhata Abhiyan, Nasha Mukti Abhiyan, Voter Awareness Abhiyan, Covid awareness through nukkad natak, slogan, speech competition, bicycle rally for an awareness towards environment and health, Eat Right program, Har Ghar Tiranga Abhiyan, Vaccine Awareness program. Students get involved in participative learning by taking part in various co-curricular activities like celebration of National Voter's Day, National Mathematics Day, Martyr's Day, International Women's Day, Yuva Utsav, Employment Day, No Vehicle Day, NSS Day, Republic Day, Hindi Diwas etc.</p> <p>Documents to be uploaded as evidence</p> <p>13. Photos of activities of different participative learning, attendance</p>	-
12.	<p>Highlight the Student Centric Method of Problem-solving used by HEI</p> <p>Through practical, students are able to understand about the principles and working of natural phenomena. Various experiments in the Laboratory are performed by students of Botany, Zoology, Chemistry, Physics, Biotechnology, Computer, Geography and Psychology departments. The institute has a Botanical Garden with a wide range of plants labelled with botanical names. Experimental learning through projects is a part of the curriculum of all PG programs. Besides this, in undergraduate programs, students are allotted project work, internships, apprenticeships for fulfilment of their degree. Our institute has appropriate infrastructure enabled with ICT tools in the form of smart classrooms, virtual classrooms, classrooms equipped with projectors and interactive boards. All the departments have computers with internet facilities. Faculties use ICT-enabled tools for effective teaching learning processes by making use of PPT, YouTube videos, classes on Google meet, Google classrooms, WhatsApp group, Telegram channel. Our institute is enabled with an INFLIBNET N-List subscription for faculty and students. Faculties also use Google forms for the generation of quizzes. To enhance the quality of learning, Remedial classes and add on courses are organised. Our institute organizes elearning classes for students to make them familiar with online classes, Google form, e-mail, Google Classroom, online teaching platforms (SWAYAM, NPTEL).</p> <p>Documents to be uploaded as evidence</p> <p>14. List of Projects of problem-solving methods, List of students</p>	-
13.	<p>Is there a formal Guardian/Tutor program in the HEIs? What is the Guardian : Mentee ratio.?</p> <p><input type="radio"/> Yes - With less than 1:10   <input type="radio"/> Yes - With ratio 1:10   <input type="radio"/> Yes - With a ratio more than 1:10   <input checked="" type="radio"/> No</p> <p>Documents to be uploaded as evidence</p> <p>6. Details of activities under the program</p>	0
14.	<p>Are there well-defined learning outcomes set and fulfilled for a program / course?</p>	5

क्रमांक	विवरण	प्राप्तांक
	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Documents to be uploaded as evidence</b> 7. Give samples of courses with well-defined learning outcomes</p>	
15.	<p><b>What are the evaluation techniques employed by the HEI for Internal Assessments?</b></p> <p><input checked="" type="checkbox"/> CCE (Mention types)      <input checked="" type="checkbox"/> Solving previous year question papers      <input checked="" type="checkbox"/> Display and discussions of answer sheet      <input checked="" type="checkbox"/> Discussion of question paper in class      <input checked="" type="checkbox"/> Pre-University exam</p> <p><b>Documents to be uploaded as evidence</b> 8. Samples of all above assessments</p>	10
16.	<p><b>Are the question papers for CCE mapped for blooms taxonomy</b> NO</p> <p><b>Documents to be uploaded as evidence</b> 18. Question Paper Mapping</p>	-
17.	<p><b>Give details of beyond syllabus scholarly activities like book reviews, intercollege or interstate quizzes, essay competitions etc.</b></p> <p><input checked="" type="checkbox"/> Books reviews    <input checked="" type="checkbox"/> Intercollege quizzes    <input type="checkbox"/> Interstate quizzes    <input checked="" type="checkbox"/> Essay competitions</p> <p><b>Documents to be uploaded as evidence</b> 9. Details of activities in form of concept. participation details, event summaries</p>	5
18.	<p><b>Does the use HEI use E-learning modules?</b></p> <p><input type="radio"/> Yes - Self developed e-modules by faculty members    <input type="radio"/> Yes - E-modules available on open sources    <input type="radio"/> Yes - PPTs developed by the faculty members    <input type="radio"/> No</p> <p><b>Documents to be uploaded as evidence</b> 11. Details of modules , URL, clippings if any specific</p>	10
19.	<p><b>Has faculty members designed any type of E-content / e0study material like PPTs, PDF Notes etc.?</b></p> <p><input type="radio"/> Yes - More than 5 modules    <input type="radio"/> Yes - 5 modules    <input type="radio"/> Yes - Less then 3 modules    <input type="radio"/> No</p> <p><b>Documents to be uploaded as evidence</b> 12. List and details of sample modules</p>	10
20.	<p><b>Is there any different pedagogy employed in teaching &amp; learning other than the traditional methods at your HEI ?</b></p> <p>Give details of the new /different pedagogy in 250 words, describing the unique features comparison with traditional pedagogy and envisaged impact, provide design of pedagogy, details of tools used, feedback from students, evidences for improvement or impact</p> <p>The conventional teaching methodology is blended with reasonable use of ICT with an organization of workshops, special guest lectures, group assignments and their activities. Students are encouraged to follow e- library resources for extra study of topics. The college uses ICT tools for the classes like PPT, smartboards etc. There is screening of films, documentaries, web series to study adaptations. Students undertake field visits, experiential visits for better understanding of texts. Under Personality Development Cell, lectures were organised. Online classes were conducted and YouTube lectures and E content were sent to the students through e-mails, WhatsApp, Telegram, Facebook and Instagram. Crosscutting issues of professional ethics, gender, human values, environment and sustainability are weaved into the pedagogy. This is incurred both by curricular and co-curricular modes at both UG and PG levels. Human values and professional ethics are also imparted through NSS, NCC and special facilities are available for differently abled viz, ramps and wheelchair. The IQAC has designed and maintained a Continuous Feedback System for the stakeholders.</p> <p><b>Envisaged impact of new / different pedagogy</b> We received more participation of students in the classrooms and outside which led to their holistic growth.</p> <p><b>Documents to be uploaded as evidence</b> 13. Evidences for improvement / impact.</p>	-

Section 3: Research activities and community services (प्राप्तांक : 65/145)

क्रमांक	विवरण	प्राप्तांक												
1.	<p>Give details of various research projects and endowments received by the HEI during the last 5 years</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Name of Project</th> <th>Funding Organisation</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Biodiversity and bio resources documentation work</td> <td>Madhya Pradesh State Biodiversity Board</td> <td>100000.00</td> </tr> <tr> <td>2</td> <td>Project Grant by RUSA for Higher Education, Bhopal</td> <td>MP State Project Directorate, RUSA, Higher Educaiton Department, Bhopal</td> <td>1368019.00</td> </tr> </tbody> </table> <p>Documents to be uploaded as evidence 1. Details of status, funding organisations, amount of funds available?</p>	S.No	Name of Project	Funding Organisation	Amount	1	Biodiversity and bio resources documentation work	Madhya Pradesh State Biodiversity Board	100000.00	2	Project Grant by RUSA for Higher Education, Bhopal	MP State Project Directorate, RUSA, Higher Educaiton Department, Bhopal	1368019.00	1
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2.	<p>Grants received from Govt. and non Govt. agencies for research /endowments.</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Nature Of Grant</th> <th>Organisation</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> </tbody> </table> <p>Documents to be uploaded as evidence 2. Details of status, funding organisations, amount of funds available? 3. Audit report</p>	S.No	Nature Of Grant	Organisation	Amount	1	0	0	0.00	0				
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3.	<p>Percentage of teachers registered as Research Supervisors.</p> <p><input type="radio"/> Yes - More than 50%   <input type="radio"/> Yes - 40-50%   <input type="radio"/> Yes - 30-40%   <input checked="" type="radio"/> Yes - Less than 30%</p> <p>Documents to be uploaded as evidence label class="col-md-12 control-label"&gt; 4. List with order from pertaining to approvals as research supervisors.</p>	3												
4.	<p>Give details of Seminars/conferences/workshops on Research Methodology, IPR, and Entrepreneurship conducted by the HEI during the last five years? 2</p> <p>Documents to be uploaded as evidence 2. Brochures, event plan, event summary</p>	1												
5.	<p>Has the institution created an ecosystem for innovation and for strengthening the Indian knowledge system (Idea house, subjects or sessions on IKS, Incubation center)</p> <p>The institution has developed an innovation ecosystem, promoting knowledge creation and transfer through various committee activities. It organizes seminars, workshops, and lectures to keep students updated on trends and motivates them for self-employment, with expert lectures conducted by all departments. 1. The college encourages faculty to publish their papers in UGC-Care listed journals. 2. Rs. 10,000 seed money grant has been initiated for faculties to support their research work. 3. The multifaculty research journal "Nootan Vimarsh Shodhpatrika" publishes research papers by faculty and scholars from Govt. Postgraduate College Guna and other colleges. 4. Guidance for NET-JRF, GATE, SET, and JAM is given to students through workshops and in classes. 5. Add-on courses are also being conducted in various subjects. 6. Our College honors students who excel in English Literature in memory of Prof. Sharadchandra Gupta, fostering their interest in the English language. 7. Swami Vivekananda Career Guidance Cell conducted an industrial tour for NFL Guna M.P., aiming to teach students about working in large industries. 8. Various experimental, industrial, and field visits are conducted by various departments of the college from time to time for the industrial and experimental knowledge enrichment of the students. 9. The college organizes induction sessions for students to familiarize them with the faculty and other college members. 10. Remedial classes, Lecture Series and training on Personality Development and Communication &amp; Soft Skills are organized to impart knowledge to the students. 11. Career Fairs are organized annually, which help expose students to employment opportunities. 12. The college hosts pre-Ph.D. vivas, and 11 Ph.D.s have been awarded in the past five years. 13. The institution promotes and assists academic members in obtaining patents for their innovative research. 14. College teachers frequently utilize ICT-enabled tools, such as Google and Zoom, in their classes, ensuring students are familiar with technology-based learning methods. 15. A 7-day handicraft training workshop is organized for students to learn the basic skills of handicraft. 16. A guidance session on E-Pravesh is organized for students to make them aware of the admission process. 17. No Vehicle Day is organized on the last day of every month. 18. A guidance session is organized for students upon registration in N LIST. 19. The lecture series on the Indian Knowledge System aims to provide students with historical and cultural enrichment. 20. MOUs have been signed between Govt. Postgraduate College Guna and the Industrial Training Institute Guna, Madhya Pradesh Bhoj (open) University Bhopal, CEDMAP Bhopal, and MUSN Innovative Creation Pvt. Ltd. for entrepreneur skill development, outcomes-based training, placement, and related services. The institute has advanced ICT infrastructure, including smart and virtual classrooms, projectors, and interactive boards. All departments have internet access. Faculty uses various tools for effective teaching, including PowerPoint, YouTube videos, Google Meet, Google Classrooms, WhatsApp groups, and Telegram channels. Remedial classes improve learning quality and introduce students to online platforms.</p> <p>Documents to be uploaded as evidence</p>	-												



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7.	<p><b>Has the institution organized awareness program on IPR?</b></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>Documents to be uploaded as evidence</b></p> <p><b>9. Notice, attendance, Photos</b></p>	5																																																																																																																								
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9.	<p><b>What are the activities employed topromote research culture and aptitude among senior students of the HEI</b></p> <p>Alumni play a very important role in the policy-making process of the college. Three alumni are associated as members of the Internal Quality Assurance Cell ( IQAC) and their suggestions are extremely valuable for the betterment of the college. The alumni are invited for all academic programmes and extra-curricular activities, such as sports, cultural festivals, lectures, conferences, seminars etc. Hence the alumni actively contribute to the progress of the college and its students. Since the establishment of the Govt. Postgraduate College, every year eminent alumni have been added, who are today engaged in various industries, politics, sports, or as gazetted officers in Madhya Pradesh and at the national level, and some after retirement from gazetted posts, are engaged in social service. Today, various platforms of social media, such as a Facebook page, Facebook group, Telegram channel, Instagram, and Twitter are used to connect all the alumni and current students of the college on one platform which adds to the development of the college. The first alumni meet of the college was organized on February 28, 2021 (Sunday), with Chief Guest K.K. Lahothi, former Chief Justice of the Madhya Pradesh High Court. Anil Nayak was the president of the Alumni Association. The second alumni meet was organised under the chairmanship of principal Dr. BK Tiwari on February 9, 2022, whose chief guest was Dr. Vijay Singh, Assistant Professor, Government Ganesh Shankar Vidyarathi Mahavidyalaya, Mungawali Ashoknagar, in which about 10 alumni joined and collected the necessary documents to register the alumni association at this meet. The alumni association was registered on June 29, 2022.</p> <p><b>Documents to be uploaded as evidence</b></p> <p><b>12. Research promotion policy</b></p>																																																																																						
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	109 Documents to be uploaded as evidence 5. Event brochure/pamphlet, event summary, Testimonials from beneficiaries/community partners etc.									
12.	Have the faculty members in your HEI published books and chapters in edited volumes/books and papers in national/ international conference proceedings during last five years? <input checked="" type="radio"/> Yes - Books, Book Chapters, Research Papers, Conference Proceedings <input type="radio"/> Yes - Books <input type="radio"/> Yes - Book Chapters <input type="radio"/> Yes - Research Papers <input type="radio"/> Yes - Conference Proceedings <input type="radio"/> No Documents to be uploaded as evidence 6. Details of books, chapters, research papers and author faculty member	5								
13.	Furnish the number of awards/recognition/honors received by faculty/students during the last 5 years 68 Documents to be uploaded as evidence 7. Name of the award/ recognition etc., recipient and details of the honor/ award	10								
14.	Give details regarding number of Faculty development programs conducted or attended during the last 5 years 36 Documents to be uploaded as evidence 8. Name, duration, number of participants, topic etc.	5								
15.	Have students/members faculty undertaken any Industrial/ Social project in last 5 years <table border="1"> <thead> <tr> <th>SNo</th> <th>Project</th> <th>Organisation</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Biodiversity and bio resources documentation work</td> <td>Madhya Pradesh State Biodiversity Board</td> <td>Complete</td> </tr> </tbody> </table> Documents to be uploaded as evidence 9. Details of the project, status to show its progress and sanction	SNo	Project	Organisation	Status	1	Biodiversity and bio resources documentation work	Madhya Pradesh State Biodiversity Board	Complete	0
SNo	Project	Organisation	Status							
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16	Is there any provision of seed money? <input checked="" type="radio"/> Yes <input type="radio"/> No Documents to be uploaded as evidence 10. Give details regarding 1.Source, 2.Beneficiaries, 3.Project Undertaken, 4.Amount sanctioned, 5.Outcome of project	5								
17.	Number of extension and outreach programs conducted by NSS/NCC with involvement of the community? (Godh gram, Red cross, ELC, ECO, Red Ribbon, Robin Hood,NSS,NCC) 109 Documents to be uploaded as evidence 20. Brochure, report, photos, attendance, Impact study.	10								
18.	Any specific activities of the HEI which might considered as best practice to be highlighted? Best Practice 1 - Nurturing Environmental Consciousness Botanical garden of college cultivated and maintained by the Department of Botany. All the plants are labelled with their botanical names. There is a vermicomposting unit in the Botanical Garden that boosts the nutrients in plants, encourages faster germination and growth, better root-system and higher yielding. The unit is set to produce manure for the plants. The college regularly does plantations under Ankur Yojna in and around the campus. The two rare trees found inside the campus are Kegelia Africana and Limonia. College premise is a NO PLASTIC ZONE and NO TOBACCO ZONE. The use of cotton or jute bags in place of plastic bags is promoted and the use of glass bottles for water during events is encouraged. The last working day of every month is celebrated as NO VEHICLE DAY. Riding of bicycles and walking are promoted. Printer cartridges are generally refilled and not disposed. Whenever refilling is not possible, the cartridge is returned to the manufacturer. Paper waste is sold off to vendors who send it for recycling. Best Practice 2 - Transforming Minds and Hearts 1. COLLEGE CHALO ABHIYAAN - Team to inspire students from schools, colleges to continue their education 2. Field visits by various departments and practicals in laboratories 3. Seminars and Guest Lectures on Research Methodology, Women Empowerment and Gender Sensitization, Environmental Sustainability and Pollution Control and Value-added Courses 4. Regular Sports Activities and Yoga Classes 5. Initiatives by NSS, NCC, Red Ribbon Club  Significance of the activity for students. 1. To foster environmental consciousness among students, teachers, staff and common people 2. To have a green campus through plantation 3. To segregate degradable and bio-degradable waste 4. To transform students personality, their mind and to teach them generosity and importance of community living 5.	-								

क्रमांक	विवरण	प्राप्तांक
	<p><b>Knowledge gained through holistic learning will help in liberating from shackles of discrimination and injustices. 6. To improve ties with students especially after the pandemic, need to promote the vision, mission and core values of the institution among the students because of the distance that pandemic created</b></p> <p><b>Expected outcome of the activity for society.</b>  <b>To promote activities which minimise pollution and create an environment-friendly zone</b></p> <p><b>Impact assessment.</b>  <b>The focus of college on environmental consciousness through its botanical garden, vermicomposting unit, and plantations has led to sustainable practices and biodiversity preservation. With the campus declared a NO PLASTIC and NO TOBACCO ZONE, and initiatives like NO VEHICLE DAY, the college actively promotes eco-friendly habits. Additionally, the emphasis on transforming minds through educational campaigns, field visits, seminars on crucial topics, and extracurricular activities fosters holistic development, encouraging students towards continuous education, research, and community engagement. These practices collectively enhance environmental awareness and holistic education among students.</b></p>	

**Section 4: Student Support and Progression (प्राप्तांक : 109/145)**

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4.	<p><b>Give the percentage of student benefitted by guidance for competitive examination and career counseling by HEI</b> <b>80</b></p> <p><b>Documents to be uploaded as evidence</b> <b>9. Notices, percentage of students attended, classes scheduled, timetable, no. of selections if any.</b></p>	5																																																																																																
5.	<p><b>Give the number of Alumni meetings conducted by HEI.</b> <b>2</b></p> <p><b>Documents to be uploaded as evidence</b> <b>10. Invitation letter, Attendance, Photos, Newspaper cutting</b></p>	2																																																																																																
6.	<p><b>Give the percentage of student progression to higher education.</b> <b>4605</b></p> <p><b>Documents to be uploaded as evidence</b> <b>11. Identity card, exam form, Admit card, etc.</b></p>	5																																																																																																
7.	<p><b>List the no of students placed by placement drive of college, Rozgar mela, or departmental placement.</b> <b>64</b></p> <p><b>Documents to be uploaded as evidence</b> <b>12. Notice, Letter, Attendance, photos</b></p>	5																																																																																																
8.	<p><b>Is there a registered Alumni Association that contributes significantly to the development of the HEI through financial and/or other support services? What is its contribution during the last 5 years?</b></p> <p><input type="radio"/> Yes - Involvement   <input checked="" type="radio"/> Yes - Contribution   <input type="radio"/> Yes - Just Existing   <input type="radio"/> No</p> <p><b>Documents to be uploaded as evidence</b> <b>2. Name, duration, number of participants, trainer, topic etc.</b></p>	7																																																																																																
9.	<p><b>Does the HEI have a full-fledged placement cell in last 5 years</b></p> <p><input checked="" type="radio"/> Yes - Placement Drive Conducted   <input type="radio"/> Yes - Just the Cell is Existing   <input type="radio"/> No</p> <p><b>Documents to be uploaded as evidence</b> <b>3. Name, duration, number of participants, trainer, topic etc.</b></p>	10																																																																																																

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10.	<p>Give the number of students placed in Government jobs / Qualified any State level / National level exam like NET/SLET/UPSC/State PSC etc.) in last 5 years 46</p> <p>Documents to be uploaded as evidence 4. New clippings / certificate of selection</p>	2								
11.	<p>What was the pass percentage of students during last 5 years at your HEI 95</p> <p>Documents to be uploaded as evidence 5. Give detail of students appeared and passed the examination</p>	10								
12.	<p>What are the initiatives undertaken by the HEI for Divyang Students? Does the HEI have an enablement center?</p> <p> <input type="checkbox"/> Dedicated Enablement Centre      <input type="checkbox"/> HEI has live MoUs with NGOs and other Organisations for Supporting Divyang      <input type="checkbox"/> Centre Provides Books/Tools/Equipment to Divyang Students      <input type="checkbox"/> Activities are Conducted by HEIs on Adhoc Basis      <input type="checkbox"/> HEI Provides Skill Training to Divyang </p> <p>Documents to be uploaded as evidence 6. Details of number of differently abled students, activities done for these students, organisations as partners Details of enablement center</p>	0								
13.	<p>Give details of e-content and e-library resources available on the HEIs campus</p> <p> <input checked="" type="radio"/> Yes - The library is automated and has subscription to e-books/journals      <input type="radio"/> Yes - Only e-books and e-journals      <input type="radio"/> Yes - Only automation      <input type="radio"/> No </p> <p>Documents to be uploaded as evidence 7. List of e-journals and e-content resource subscription available with the HEI</p>	5								
14.	<p>How many students &amp; teachers have been using e-granthalay/N-LIST(library-footfall)</p> <p>Registered <input type="text" value="30"/> Completed <input type="text" value="80"/></p> <p>Documents to be uploaded as evidence 19. Online access record of e- Granthalay or N-LIST</p>	7								
15.	<p>How many awards/medals were won by students for outstanding performance in sports/cultural activities at the university/state level Total number of Award/Medals in SPORTS at university/state level by student.</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>University Level</th> <th>State Level</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>25</td> <td>54</td> </tr> </tbody> </table> <p>Documents to be uploaded as evidence 20. Photos, copy of the certificate</p>	S.No	University Level	State Level	1	25	54	10		
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1	25	54								
16.	<p>Total number of Award/Medals in CULTURAL (literature &amp; all other except sports) activities at university/state level by student</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>University Level</th> <th>State Level</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10</td> <td>51</td> </tr> </tbody> </table> <p>Documents to be uploaded as evidence 21. Photos, copy of the certificate.</p>	S.No	University Level	State Level	1	10	51	10		
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17.	<p>Total number of sports and cultural events (organised by the college or other institution/govt/non-govt) in which students have participated</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Total No. of sports</th> <th>Total No. of cultural events</th> <th>Sports/Cultural events by other institutions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>125</td> <td>61</td> <td>61</td> </tr> </tbody> </table> <p>Documents to be uploaded as evidence 22. Events, report, attendance, participation certificate</p>	S.No	Total No. of sports	Total No. of cultural events	Sports/Cultural events by other institutions	1	125	61	61	1
S.No	Total No. of sports	Total No. of cultural events	Sports/Cultural events by other institutions							
1	125	61	61							
18.	<p>Give details of Wifi facility on the HEI campus and computer lab/language lab, Student-Computer ratio.</p> <p> <input checked="" type="checkbox"/> Computer Lab    <input checked="" type="checkbox"/> Language Lab    <input checked="" type="checkbox"/> Wifi Facility    <input checked="" type="checkbox"/> Licensed Leas Line in HEI's Name </p> <p>Documents to be uploaded as evidence 8. Geotagged hyperlinked Photos and videos of computer labs and license of wifi</p>	5								

Section 5: Governance, Leadership and Management (प्राप्तांक : 78/135)

क्रमांक	विवरण	प्राप्तांक																																							
1.	<p><b>Does the HEI have Vision, Mission statements and core values formulated?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Documents to be uploaded as evidence</b>  <b>1. Where has it been displayed? Photo of display</b></p>	10																																							
2.	<p><b>Is the management of HEI participative and decentralised?</b></p> <p><input type="radio"/> Yes - Active decentralisation <input type="radio"/> No</p> <p><b>Documents to be uploaded as evidence</b>  <b>2. Evidences for delegation of work , committees and other task teams</b></p>	10																																							
3.	<p><b>What are the different policies of the HEI</b></p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Name of policy</th> <th>link</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Anti - Sexual Harassment Policy</td> <td><a href="https://pgcollegeguna.in/sitepad-data/uploads/ANTI-%E2%80%93SEXUAL-HARASSMENT-POLICY.pdf">https://pgcollegeguna.in/sitepad-data/uploads/ANTI-%E2%80%93SEXUAL-HARASSMENT-POLICY.pdf</a></td> </tr> <tr> <td>2</td> <td>Anti-Ragging Policy</td> <td><a href="https://pgcollegeguna.in/sitepad-data/uploads/2023/11/ANTI-RAGGING-POLICY.pdf">https://pgcollegeguna.in/sitepad-data/uploads/2023/11/ANTI-RAGGING-POLICY.pdf</a></td> </tr> <tr> <td>3</td> <td>Differently Abled Policy</td> <td><a href="https://pgcollegeguna.in/sitepad-data/uploads/2023/11/DIFFERENTLY-ABLED-POLICY.pdf">https://pgcollegeguna.in/sitepad-data/uploads/2023/11/DIFFERENTLY-ABLED-POLICY.pdf</a></td> </tr> <tr> <td>4</td> <td>e-Governance Policy</td> <td><a href="https://pgcollegeguna.in/sitepad-data/uploads/E-GOVERNANCE-POLICY.pdf">https://pgcollegeguna.in/sitepad-data/uploads/E-GOVERNANCE-POLICY.pdf</a></td> </tr> <tr> <td>5</td> <td>Gender Sensitisation and Equity Policy</td> <td><a href="https://pgcollegeguna.in/sitepad-data/uploads/2023/11/GENDER-SENSITISATION-AND-EQUITY-POLICY.pdf">https://pgcollegeguna.in/sitepad-data/uploads/2023/11/GENDER-SENSITISATION-AND-EQUITY-POLICY.pdf</a></td> </tr> <tr> <td>6</td> <td>Green Policy</td> <td><a href="https://pgcollegeguna.in/sitepad-data/uploads/2023/11/GREEN-POLICY.pdf">https://pgcollegeguna.in/sitepad-data/uploads/2023/11/GREEN-POLICY.pdf</a></td> </tr> <tr> <td>7</td> <td>Institutional Social Responsibility Policy</td> <td><a href="https://pgcollegeguna.in/sitepad-data/uploads/2023/11/INSTITUTIONAL-SOCIAL-RESPONSIBILITY-POLICY.pdf">https://pgcollegeguna.in/sitepad-data/uploads/2023/11/INSTITUTIONAL-SOCIAL-RESPONSIBILITY-POLICY.pdf</a></td> </tr> <tr> <td>8</td> <td>IT Policy</td> <td><a href="https://pgcollegeguna.in/sitepad-data/uploads/2023/11/IT-POLICY.pdf">https://pgcollegeguna.in/sitepad-data/uploads/2023/11/IT-POLICY.pdf</a></td> </tr> <tr> <td>9</td> <td>Policy For Physical Facility and Maintenance</td> <td><a href="https://pgcollegeguna.in/sitepad-data/uploads/2023/11/POLICY-FOR-PHYSICAL-FACILITY-AND-MAINTENANCE.p">https://pgcollegeguna.in/sitepad-data/uploads/2023/11/POLICY-FOR-PHYSICAL-FACILITY-AND-MAINTENANCE.p</a></td> </tr> <tr> <td>10</td> <td>POSH Policy</td> <td><a href="https://pgcollegeguna.in/sitepad-data/uploads/2023/11/POSH-POLICY.pdf">https://pgcollegeguna.in/sitepad-data/uploads/2023/11/POSH-POLICY.pdf</a></td> </tr> <tr> <td>11</td> <td>Research Policy</td> <td><a href="https://pgcollegeguna.in/sitepad-data/uploads/2023/11/RESEARCH-POLICY.pdf">https://pgcollegeguna.in/sitepad-data/uploads/2023/11/RESEARCH-POLICY.pdf</a></td> </tr> <tr> <td>12</td> <td>Waste Management Policy</td> <td><a href="https://pgcollegeguna.in/sitepad-data/uploads/2023/11/WASTE-MANAGEMENT-POLICY.pdf">https://pgcollegeguna.in/sitepad-data/uploads/2023/11/WASTE-MANAGEMENT-POLICY.pdf</a></td> </tr> </tbody> </table> <p><b>Documents to be uploaded as evidence</b>  <b>22. 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4.	<p><b>Furnish the Organogram of HEIs.....</b></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>Documents to be uploaded as evidence</b>  <b>3.Photo of Flowchart of Hierarchy</b></p>	5																																							
5.	<p><b>Has the institute prepared its short-term and long-term Institutional perspective plan.</b>  <b>Short Term Plan • To organise Induction Program for newly admitted students • To begin Certificate courses to enrich the curriculum and build student capabilities. • Focus on Enhancing Sports and extracurricular Activities. • To organize Industrial Visit and field Trips for students. • To organise Faculty Development Programme (FDP) • To organise Seminars/ Workshops Long Term Plan • To open Research Centre in different Departments to promote a culture of quality research among students and faculty • To provide industry-based skills to students, useful for cutting edge competition • Registering MOU’s with various organisations • Endeavour to receive grants from different funding agencies. • To ensure quality deliverance of services to various stakeholders. • Attainment of NAAC ‘A’ Grade • Ensuring effective and efficient resource management through ERP operations at all levels in the organization.</b></p> <p><b>Documents to be uploaded as evidence</b>  <b>4.Document related to IDP</b></p>	-																																							
6.	<p><b>Is there Implementation of e-governance in areas of governance like use of emails for official communication, updated HEI website etc.</b></p> <p><input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Managing Accounts and Finance <input checked="" type="checkbox"/> Updated College Website <input type="checkbox"/> E-mail for communication between the faculty members and students for official purpose</p> <p><b>Documents to be uploaded as evidence</b>  <b>3. Give details of the above selected activity</b></p>	10																																							

क्रमांक	विवरण	प्राप्तांक												
7.	<p>Provide details of the training activities for Administration development programs, management development programs for non-teaching staff( Supporting staff) in last 5years</p> <table border="1"> <thead> <tr> <th>SNo</th> <th>Training</th> <th>Participant</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>e-Granthalaya Software ke Kriyanvyan hetu Master Trainer</td> <td>1</td> </tr> <tr> <td>2</td> <td>National Level Workshop on Research Methodology- Trends and Technique</td> <td>1</td> </tr> <tr> <td>3</td> <td>Online Induction Training Programme</td> <td>2</td> </tr> </tbody> </table> <p>Documents to be uploaded as evidence 4. Name, duration, number of participants, trainer, topic etc.</p>	SNo	Training	Participant	1	e-Granthalaya Software ke Kriyanvyan hetu Master Trainer	1	2	National Level Workshop on Research Methodology- Trends and Technique	1	3	Online Induction Training Programme	2	2
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8.	<p>What has been the Institutional strategy for mobilisation of funds and resources during the last 1 year?</p> <p><input checked="" type="radio"/> Yes - Strong efforts to generate funds through revenue other than fees or philanthropy <input type="radio"/> No</p> <p>Documents to be uploaded as evidence 5. Give details of the funds received and sources</p>	10												
9.	<p>How many policies were prepared in accordance to the perspective plan/Institutional governance/Best practice.</p> <p>12</p> <p>Documents to be uploaded as evidence 8.Documents of policies</p>	10												
10.	<p>Write in detail about IQAC initiatives.</p> <p>The Internal Quality Assurance Cell consistently works to institutionalize quality assurance strategy and processes at each level. The faculty members of the college are consistently encouraged to attend and participate in seminars, workshops, orientation programmes, refresher courses, conferences and FDPs to keep them updated. One of our faculty members is a life member of Indian Botanical Society and Indian Association for Angiosperm Taxonomy Science Congress. He has also received the Excellence in Teaching Award by Society for Scientific Development and Technology. Some of the teachers are also invited as a resource person in different colleges and National as well as International Seminars. The IQAC guides the faculty to engage students by experimental learning methods. Experimental visit has been organised by Physics Department at a transformer factory, the Botany Department organised field visit at an organic farm so as to enable the students to understand the methodology of organic farming. Through practical classes, students are able to understand about various principles &amp; also the working of lab apparatus. IQAC also organised industrial/educational tour to National Fertilisers Limited, Vijaypur, Ujjain, Gwalior, Bhopal and Chanderi. Students were taken to Bhopal to understand the functioning of the CM helpline. IQAC organised four National Seminars on important and relevant topics viz. Intellectual Property Rights, Gender Sensitization and Women Empowerment, Environmental Pollution and Sustainable Development and Research Methodology. A series of online lectures by eminent professors have been organised during the Covid-19 period for the benefit of students covering UG and PG syllabi. A 7-day training programme on self defence was organised for girls by the IQAC. To enhance soft skills, a workshop on spoken English &amp; personality development, a 7-day training for learning handicraft were organised. A workshop on disaster management was successfully organised by NCC unit. Cadets of NCC and NSS participated in flagship programme- Swachha Bharat Abhiyan. IQAC organized a one day seminar on "digital India" and "Beti Bacho-Beti Padhao". IQAC also arranged a lecture on "Shree Ann". A lecture series on Indian Knowledge System organised by IQAC. A very effective short film on "Beti Bachao" was created by one of our faculty members and uploaded on YouTube in public interest. Before the pandemic, the focus was on lecture mode through chalk and board, but nowadays faculty also use ICT enabled tools for effective teaching-learning process by making use of Power Point Presentations, YouTube videos, classes on google meets, Google classrooms, WhatsApp groups, Telegram Channels, etc. Our institute enables INFLIBNET N List subscription for faculty and students. Most of the students of our institute are from rural areas, so we organised ELearning classes to make them familiar with online classes, Google Forms, E-mails, Google Class Room and online teaching platforms like SWAYAM, NPTEL, etc.The IQAC took initiative to construct nine smart class rooms in the college campus for effective and smart teaching/learning. An award i.e. Sharad Chandra Gupta award is given to the students of English Literature funded by Smt. Lata Mohan.</p> <p>Documents to be uploaded as evidence 9.Documents of Initiatives,Committees,Reports,Activities</p>	-												
11.	<p>Furnish evidence of incremental growth of the institution initiated by IQAC in last academic year.</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Initiatives</th> <th>Incremental growth observed</th> <th>Impact</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A seminar on implementation of NEP 2020 was conducted</td> <td>Positive steps seen the NEP 2020 seminar and gradual improvement noticed in educational practices.</td> <td>Seminar on NEP 2020 boosts awareness and drives positive changes in educational strategies and pract</td> </tr> <tr> <td>2</td> <td>Online Guest lectures for students of UG and PG were organized</td> <td>Online Guest lectures for students of UG and PG were organized</td> <td>All students teaching in Covid-19.</td> </tr> </tbody> </table>	S.No	Initiatives	Incremental growth observed	Impact	1	A seminar on implementation of NEP 2020 was conducted	Positive steps seen the NEP 2020 seminar and gradual improvement noticed in educational practices.	Seminar on NEP 2020 boosts awareness and drives positive changes in educational strategies and pract	2	Online Guest lectures for students of UG and PG were organized	Online Guest lectures for students of UG and PG were organized	All students teaching in Covid-19.	1
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क्रमांक	विवरण	प्राप्तांक
	Documents to be uploaded as evidence 10.orders, impact study report	
12.	<p>Mention effective welfare measures for teaching and non-teaching staff for career development. The Govt. Postgraduate College, Guna assures healthy and congenial working environment for its staff. It focuses on career development, personal help, health consciousness and a friendly environment in campus consistently. It has effective welfare measures for both teaching and non-teaching staff, these are: • Medical reimbursement • Leave encashment • Group insurance • Mercy appointments • Part final withdrawal from GPF • Duty leaves to attend seminar/ workshops/conferences • Maternity &amp; Paternity benefits as per Govt. norms. • Childcare leave • Study leave • Benefit of earn leave • Benefits after retirement i.e. gratuity, pension etc. • Gym &amp; sports facilities. • Uniform allowance for IV class employees. Apart from these personal benefits, academic benefits are also given to the teachers like library support, free remote access to INFLIBNET/N-LIST, WiFi support in each department. Amenities like canteen facilities, parking space, clean RO drinking water, etc. are also provided. The College has nine smart class rooms for effective teaching &amp; learning. Additionally, there is one virtual class room and a seminar hall where all teaching and non-teaching staff attend different types of training and guidance sessions from the Department of Higher Education, for e.g.training from SLNC, Bhopal. User friendly ramps &amp; washrooms have been constructed for disabled staff. A family-like environment is needed in order to work together in an institution. There is an atmosphere of harmony and fraternity among the members of our institution. The staff members always bid an emotional farewell to the retiring members, be they Class I or Class-IV employees. In the past few months, the staff organised farewell functions on the retirement of Dr Vrishali Joshi, Dr P N Mishra, Dr L N Bunkar, Dr Usha Jain, Dr Tessy Thomas. Shri Ghanshyam Sisodiya and Shri Dwarka Prasad Sharma (Class IV employees) were also invited along with their families for their respective farewell functions. Apart from this, the staff members of the institution also organized a picnic in which the staff participated along with their families. Such events are regularly organized in order to develop warmth and camaraderie among the staff members. The cordial working environment motivates the staff to work harder for the institution. The College follows a robust performance appraisal system. Self Appraisal Forms have been prescribed by the DHE for all the permanent teaching and non-teaching staff members. Appraisal system is performance based, online three-layered mechanism. From sessions 2015-16 to 2018-19 PBAS format prescribed by UGC was used, whereas in session 2018-19 PBAS format was customized by DHE. Higher education in MP, Self-Assessment Report has two parts. Part A is for general information &amp; Part B is Academic Performance Indicator with three categories. After online submission, IQAC and Principal verify the PBAS forms. Regional Additional Director, HE is the reviewing officer. Commissioner, HE is the approving authority and approves ACR with final remarks. Same process is in place for performance appraisal for non-teaching staff i.e. Sports Officer &amp; Librarian. Appraisal of Class III &amp; IV staff is done offline &amp; verifying officer for them is the Principal and after that the Regional Additional Director.</p> <p>Documents to be uploaded as evidence 11.Leave document, list of no. of training for staff development, photos of facilities for staff</p>	-
13.	<p>Mention any policy formulated for college staff to attend conferences or workshop.</p> <p><input type="radio"/> Yes-Have Policy <input checked="" type="radio"/> No Policy</p> <p>Documents to be uploaded as evidence 12.Document of policy 13.List of beneficiaries</p>	0
14.	<p>What is the constitution of IQAC of the HEI and what are its contribution during last 5 years?</p> <p><input checked="" type="radio"/> Yes-Active in quality improvement <input type="radio"/> Yes-Only constituted with no contribution in implementation of quality initiatives <input type="radio"/> No</p> <p>Documents to be uploaded as evidence 6. Details of IQAC team and its activities /contribution in implementation of quality initiatives in the HEIs</p>	10

### Section 6: Best Practices and Institutional Values (प्राप्तांक : 82/125)

क्रमांक	विवरण	प्राप्तांक
1.	<p>Does the HEI have a Gender equity policy?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Documents to be uploaded as evidence 1. Link to gender equity policy</p>	5
2.	Mention initiatives taken by HEI for Energy conservation.	-

क्रमांक	विवरण	प्राप्तांक																											
	<p>Govt. PG College, Guna has contributed in Energy conservation in many ways like using LED bulbs, unplugging devices when not in use, replacing inefficient equipments along with that we have also organised an awareness event on Energy conservation where we have promoted the use of USHA app.</p> <p>Documents to be uploaded as evidence  2..Solar Panel photos.  3. Energy Saving devices.  4. Energy saving analysis  5. Report of activities if any equipment</p>																												
3.	<p>List the initiatives taken by HEI for water conservation.  1. Rainwater harvesting systems: HEIs implemented rainwater harvesting systems to collect and store rainwater for non-potable uses such as irrigation, toilet flushing, and landscape maintenance. 2. Leak detection and repair: HEIs conducted regular inspections to detect and repair leaks in plumbing systems, reducing water wastage. 3. Education and awareness programs: HEIs organized workshops, seminars, and campaigns to educate students, faculty, and staff about the importance of water conservation and promote water-saving practices on campus. 4. Policy implementation: HEIs developed and implement water conservation policies and guidelines to ensure sustainable water management practices across campus facilities.</p> <p>Documents to be uploaded as evidence  2..Solar Panel photos.</p>	-																											
4.	<p>Enumerate the facilities provided to specially-abled students.</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Facilities</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Toilete and Washroom</td> </tr> <tr> <td>2</td> <td>Wheelchair</td> </tr> <tr> <td>3</td> <td>Wheelchair accessible classroom, libraries, and all campus with ramps</td> </tr> </tbody> </table>	S.No	Facilities	1	Toilete and Washroom	2	Wheelchair	3	Wheelchair accessible classroom, libraries, and all campus with ramps	2																			
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5.	<p>Give number of activities conducted for clean and green campus initiatives.  6</p> <p>Documents to be uploaded as evidence  7.Letter, list of activities, brochure, photos</p>	5																											
6.	<p>How many activities have been conducted beyond the campus for environmental conservation and promotion.</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Activities</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Competition on World Population Day</td> <td>Environmental</td> </tr> <tr> <td>2</td> <td>Every 3 month Vermicompost process</td> <td>Clean and Green Campus</td> </tr> <tr> <td>3</td> <td>No Vehicle Day</td> <td>Environmental</td> </tr> <tr> <td>4</td> <td>Plantation</td> <td>Green Campus</td> </tr> <tr> <td>5</td> <td>Poster Making Competition</td> <td>Energy Conservation</td> </tr> <tr> <td>6</td> <td>Save Water Programmes</td> <td>Water Conservation</td> </tr> <tr> <td>7</td> <td>Seminar on Environment Sustainability and Pollution Control</td> <td>Environmental, Clean and Green Campus</td> </tr> <tr> <td>8</td> <td>Solid and Liquid Waste of College being dumped separately</td> <td>Clean and Green Campus</td> </tr> </tbody> </table>	S.No	Activities	Area	1	Competition on World Population Day	Environmental	2	Every 3 month Vermicompost process	Clean and Green Campus	3	No Vehicle Day	Environmental	4	Plantation	Green Campus	5	Poster Making Competition	Energy Conservation	6	Save Water Programmes	Water Conservation	7	Seminar on Environment Sustainability and Pollution Control	Environmental, Clean and Green Campus	8	Solid and Liquid Waste of College being dumped separately	Clean and Green Campus	5
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7.	<p>In which aspect do you think your institution is distinctive and unique.  11</p> <p>Documents to be uploaded as evidence  8. Brochures, photos</p>	10																											
8.	<p>How many SDG(Sustainable Development Goals) goals does HEI cater to in its activities.Enlish the HEI's flagship programs?.</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>SDG Number</th> <th>Flagship programme</th> <th>Activities</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>Swachta Abhiyan</td> <td>10</td> </tr> <tr> <td>2</td> <td>2</td> <td>Digital India</td> <td>2</td> </tr> <tr> <td>3</td> <td>3</td> <td>Beti Bachao Beti Padhao</td> <td>2</td> </tr> </tbody> </table> <p>Documents to be uploaded as evidence  9. Flagship program, Activities report, related to SDG, registration, global presence</p>	S.No	SDG Number	Flagship programme	Activities	1	1	Swachta Abhiyan	10	2	2	Digital India	2	3	3	Beti Bachao Beti Padhao	2	5											
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9.	<p>Institutional development plan has the HEI prepared on?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Documents to be uploaded as evidence  10.IDP</p>	50																											

क्रमांक	विवरण	प्राप्तांक
10.	<p><b>What are Best Practices and Institutional Values List the best practices at your HEI</b></p> <p><b>Best Practice 1 - Nurturing Environmental Consciousness</b> Botanical garden of college cultivated and maintained by the Department of Botany. All the plants are labelled with their botanical names. There is a vermicomposting unit in the Botanical Garden that boosts the nutrients in plants, encourages faster germination and growth, better root-system and higher yielding. The unit is set to produce manure for the plants. The college regularly does plantations under Ankur Yojna in and around the campus. The two rare trees found inside the campus are Kegelia Africana and Limonia. College premise is a <b>NO PLASTIC ZONE</b> and <b>NO TOBACCO ZONE</b>. The use of cotton or jute bags in place of plastic bags is promoted and the use of glass bottles for water during events is encouraged. The last working day of every month is celebrated as <b>NO VEHICLE DAY</b>. Riding of bicycles and walking are promoted. Printer cartridges are generally refilled and not disposed. Whenever refilling is not possible, the cartridge is returned to the manufacturer. Paper waste is sold off to vendors who send it for recycling. <b>Best Practice 2 - Transforming Minds and Hearts</b></p> <p><b>1. COLLEGE CHALO ABHIYAAN</b> - Team to inspire students from schools, colleges to continue their education</p> <p><b>2. Field visits by various departments and practicals in laboratories</b></p> <p><b>3. Seminars and Guest Lectures on Research Methodology, Women Empowerment and Gender Sensitization, Environmental Sustainability and Pollution Control and Value-added Courses</b></p> <p><b>4. Regular Sports Activities and Yoga Classes</b></p> <p><b>5. Initiatives by NSS, NCC, Red Ribbon Club</b></p> <p><b>Values projected thus the Best Practices sss</b></p> <p><b>1. To foster environmental consciousness among students, teachers, staff and common people</b></p> <p><b>2. To have a green campus through plantation</b></p> <p><b>3. To segregate degradable and bio-degradable waste</b></p> <p><b>4. To transform students personality, their mind and to teach them generosity and importance of community living</b></p> <p><b>5. Knowledge gained through holistic learning will help in liberating from shackles of discrimination and injustices.</b></p> <p><b>6. To improve ties with students especially after the pandemic, need to promote the vision, mission and core values of the institution among the students because of the distance that pandemic created</b></p> <p><b>Social Impact</b></p> <p>To promote activities which minimise pollution and create an environment-friendly zone</p> <p><b>Institutional distinctiveness</b></p> <p>Government Postgraduate College has prioritized holistic student development, instilling a strong sense of social responsibility, particularly evident during the COVID-19 pandemic. Embracing philosophy of Swami Vivekananda, the college has actively contributed to societal welfare through initiatives such as providing facilities during elections and establishing COVID centers. Additionally, the college has supported relief efforts, offered sports facilities to local associations, and provided space for educational programs. Through village adoption and SDG-focused activities, the college fosters community development, addressing issues like poverty, hunger, gender equality, and sanitation, aligning with its commitment to social progress.</p> <p><b>Documents to be uploaded as evidence</b></p> <p><b>1. Clippings, Brochures, Photographs etc.</b></p>	

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Documents URL

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