



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVT. POST GRADUATE COLLEGE,GUNA

GOVT. POSTGRADUATE COLLEGE, MADHAVRAO SCINDIA MARG, GUNA
473001

<https://pgcollegeguna.in>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

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 (NAAC Graded A++). 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 2(f) and Section 12(b) 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:

- an inclusive environment to the students to achieve the vision
- 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
- the students with knowledge about Indian Knowledge Systems
- the students with knowledge rich in core values of brotherhood, sisterhood, unity, diversity, integrity
- dedicated and hard-working faculty to assist the students in their development
- 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

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The college has a huge catchment area and is easily accessible. There is no other post-graduate college in the District.
- The college has well-ventilated and spacious classrooms, huge sports ground- “Khel Prashal”, open gym and an indoor stadium.
- The college has proper parking facility for students and staff.
- The faculty is highly qualified, experienced, competent and dedicated.
- There are well-equipped laboratories.
- The faculty has published research papers in the UGC CARE list approved journals, Scopus indexed and Web of Science journals.
- The college runs 09 self-financed courses.
- The college has a well-established virtual classroom.
- The college has 11 smart classrooms.
- There is a well-furnished common room for girls.
- There is a beautiful botanical garden in the premises with a vermicompost unit.
- College has a rich library that also subscribes to N-LIST every year to provide access of e-resources to teachers and students.
- There are NCC and NSS units including a girls’ unit.
- The college has won national and state level NSS and NCC awards.
- The college has been included in RUSA and World Bank funded MPHESIP Scheme.
- There is regular supply of electricity with power back-up. RO drinking water facility.
- The college has installed a number of water harvesting units to conserve rainwater.
- Energy audit and Green audit have been done.
- 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.
- The college has started various vocational courses in accordance with the NEP.
- The college has an active placement cell and registered alumni association.
- There is a functional and active teacher-parent association.
- The college focuses on the holistic development of students.
- 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 Weakness

- It is difficult to follow the academic calendar as exams are not conducted in a timely manner by the University.
- In addition to its own examinations and tests, the college is repeatedly made the center for various other competitive examinations and the examinations of other private institutes which affect the routine academic work.
- More faculty positions need to be created in order to achieve an adequate student-teacher ratio.
- The college has a shortage of administrative, clerical staff, and lab assistants. (Class 3 and Class 4 employees).
- The office is partially computerized.
- There is lack of faculty in self-financed courses.

Institutional Opportunity

- The college has sanctioned seed money for promotion of research.
- The college has well qualified and experienced teachers with ample research aptitude.
- 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.

From the last two years we are registered with NIRF and hope that in near future we will stand among the first 200.

Institutional Challenge

- The proper functioning of self-financed courses is a challenge because of no permanent faculty.
- It is challenge to take the classes of English Literature in BA and MA as most of the students cannot understand and communicate in English language.
- It is a challenge to conduct classes during the elections viz. Lok Sabha, Vidhan Sabha, Panchayat, Nagar Palika.
- The strength of students in Foundation classes is so large that it is difficult to manage

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Being a constituent college of the Department of Higher Education, Madhya Pradesh and Jiwaji University Gwalior, Madhya Pradesh Govt. Postgraduate College, Guna implements the syllabus as is notified by them for UG and PG, respectively with an academic calendar of events released by Department of Higher Education, Madhya Pradesh.

Within the broad framework of the Department of Higher Education's Annual Academic Calendar, college prepares master time table and every department of the college designs its individual timetables before the commencement of the session for smooth and effective functioning.

Each department distributes the classes to the teachers, keeping in mind their specializations and expertise. The implementation and review of curriculum through theory and practical classes is carried out with maintenance of daily diary for effective academic planning by teachers. 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. As a measure to improve curriculum planning and implementation, teachers participate in faculty enrichment programmes/workshops.

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.

Teaching-learning and Evaluation

Our institute adopts student-centric learning and experiential learning as its cornerstones in the academic process. The college follows the academic calendar prepared by the Higher Education Department, Bhopal and Jiwaji University, Gwalior. Induction program is organized in the college to familiarize students with the faculty and learn about the courses, infrastructural facilities, and traditions of the college. IQAC of the College monitors all the curricular, co-curricular, and extra-curricular activities in the college. During the course of time, a systematic evaluation process is used to assess the learning levels of the students, like a class test, quiz, presentation, etc. Mentors are allotted to the students to prepare their projects. Educational tours, industrial visits, experimental visits, and field visits are organized by the college to enhance the learning skills of the students. Study materials are also provided to the students through online mediums like Telegram, YouTube, and WhatsApp by the faculty of the college. The college library is well equipped with the books and e-resources required for teaching, learning, and research for an effective teaching and learning process. Remedial classes, extra classes, and e-learning classes are also conducted to enhance the skills of students.

The teachers are encouraged to participate in conferences, seminars, e-content development workshops, webinars, orientation, and refresher courses to boost their teaching skills and make their teaching more innovative and effective. Our institute is the local chapter of NPTEL. The college has a transparent, time-bound, and efficient mechanism to deal with examination-related grievances. Program outcomes and course outcomes for all programs offered by the institutions are displayed on the website and the attainment of POs and COs is evaluated. Learning outcomes are reflected in the high percentage of students who pass and their success in different competitive examinations.

Research, Innovations and Extension

A number of initiatives have been taken to build a robust research and innovation ecosystem at the institute. The institute has a seven-member Research Committee comprised of senior faculty members deeply involved in research. In order to promote research activities and develop interest in research among students, seminars and symposiums on research and innovation are being organized in college. The faculty has published books, research paper, participated, presented papers, chaired sessions, and been resource persons in a number of seminars, workshops, and symposiums at the national and international level.

Five of our college's faculty members are Ph.D. advisors and one of them is currently active as Ph.D. guide. Pre- Ph.D. Vivas are conducted on a regular basis, which contributes significantly to the institute's research culture. Eleven PhDs were awarded under the guidance of faculty members in the last five years. The interfaculty research journal "Nootan Vimarsh" is being regularly published by the college. A seed money grant of Rs 10,000 has also been started for faculties to support their research work. Seminars on Intellectual Property Rights and Research Methodology were organized by the college. Add-on courses and a lecture series on Indian Knowledge Systems were organised in various subjects. Short-term trainings on skill development are held in the wake of the changing dimensions of education globally. Industrial visits are organized regularly by Swami Vivekananda's Career Guidance Cell. The teachers regularly participate in Faculty Development Programs.

Our college's outreach initiatives have been outstanding. The college has initiated and organized activities through NCC, such as cleanliness drives, environmental awareness campaigns, health check-up camps,

plantations, literacy campaigns, voter awareness campaigns, AIDS awareness, tobacco harm awareness, digital literacy, a financial literacy program, and various other activities. The villages of Sakatpur and Mavan had been adopted by the NSS Units. The institute has signed MoUs with the Industrial Training Institute, Guna Madhya Pradesh, Madhya Pradesh Bhoj (open) University Bhopal, MUSN Innovative Creation Pvt. Ltd. and with CEDMAP Bhopal (MP) for entrepreneur skill development, outcome-based training placement, and related services in order to establish an institute-industry interface.

Infrastructure and Learning Resources

The institute has 54328 square metre area with built-up area of 14372.48 square metre. The college is divided into 3 blocks which covers well maintained classrooms, well equipped science laboratories, computer labs, auditorium, seminar hall, khel prashal with indoor stadium and multipurpose gymnasium, open gym. The institute has a huge stadium for outdoor sports activities like cricket, football, basketball, volleyball, kabaddi, kho-kho events. There has athletic racetrack area of 100 × 6 metre. There is multipurpose indoor sports hall for badminton and table tennis etc.

Library is located at the ground floor of Block- A. It has versatile collection of about 40419 books and e-resources available in the library viz-N-list. The library has a reading room with a capacity of 40 students. The Institute aims at development of personality of students.

The auditorium and seminar hall are available for cultural activities. All the departments of institute have computer, printer and Wi-Fi facilities. All classrooms are ICT enabled. Smart classrooms and virtual classes are available for students. Biometric attendance is available for teachers, staff and students.

Institute has various committees which function for the development of infrastructure which include the college buildings and other physical facilities. The policy for infrastructure maintenance and utilization of physical academic and support facilities ensures the utilization and proper maintenance with a standard required specification.

Student Support and Progression

The college provides support to socially and economically weaker students through various government schemes like Gaon Ki Beti and Pratibha Kiran for girl students, Aawas Sahayta Yojna for SC/ST, Post Metric Scholarship for OBC,SC,ST, Mukhyamantri Medhavi Vidhyarthi Yojna, Mukhyamantri Jankalyan Yojna, Mukhyamatri Covid-19 Bal Seva Yojna, Central Sector Scheme, Nirdhan Scholarship so that all students can get equal opportunities. Scholarships are provided on the basis of category and academic merit. Central Sector Scholarships, Inspire Awards, etc. are provided to the students There is an Award of Excellence in English Literature for students who get highest marks in BA and MA English Literature. Students undergo training for skill enhancement at various institutes like the RCVP Noronha Academy of Administration & Management (MP) and the GAIL Institute of Skills, Guna.

The college regularly organises Youth Festival, Sports events, cultural activities, activities by NCC and NSS.

The college's career guidance and placement cell collaborate with many institutions to plan capacity building and skill improvement initiatives. Every year, a career fair is also held to offer students opportunities for campus placement. Graduation outcomes are measured by the number of students who continue their education

and those who are placed in jobs and placements.

The college has a registered Alumni Association for the development and betterment of the present students and the association organizes many valuable events.

Governance, Leadership and Management

In accordance with the vision & mission statement of the college, it is participative and focuses on inclusivity. There are a number of committees in the college which work towards holistic development of the institution through various plans and activities. Strategic plan for five years is prepared. College has a clear organogram with stated hierarchy. The Principal is the highest authority for decision making and is guided by the orders issued by the DHE (Department of Higher Education). For decentralization of functioning mechanism, various committees are formed. The Anti-Ragging / Discipline Committee and Anti-Sexual Harassment Committee follow a zero-tolerance policy. Internal and external audit of account is done every year at the end of financial year. The college follows government guidelines in e-governance for admission, examination, finance & accounts and government rules for various types of leaves, medical reimbursement etc. with respect to the welfare measures for the faculty and staff.

The IQAC consistently strives to institutionalize quality assurance and strategy at every level of functioning of the college. IQAC enhances the effectiveness of teacher attributes and focuses on transforming students in various ways. The faculty members of the college are consistently encouraged to attend and participate in seminars, workshops, orientation programmes, refresher courses, conferences and FDPs. The IQAC organised Value Added courses, lectures on Indian Knowledge Systems and four National Seminars on topics viz. Intellectual Property Rights, Gender Sensitization and Women Empowerment, Environmental Pollution and Sustainable Development and Research Methodology. Seminars and workshops were also conducted by IQAC on Flagship programs, that is, Swachta Abhiyan, Digital India, Beti Bachao Beti Padhao and Shree Anna.

The college takes initiative towards resource mobilization and generation of funds from various sources like RUSA, World Bank, District Planning Committee and Janbhagidari Nidhi. All these funds are utilized in the upgradation of the infrastructure of the college. The IQAC guides the faculty to engage students by experimental learning methods as per the need of the present scenario. More ICT measures have been incorporated in the teaching and learning process.

Institutional Values and Best Practices

An institution is known by its values and the best practices it adopts for maximum results with the minimum resources available. Govt. Postgraduate College, Guna has been continuously working in the area of gender equity and sensitization by conducting seminars, workshop on self-defence, guest lectures, value added course entitled as “Applied Gender Studies”, formation of various committees and cells like Women Empowerment Cell, Code of Conduct Committee, POSH/Anti-Sexual Harassment Cell, Anti-Ragging Cell, Grievance Redressal Cell/ Internal Complaints Committee encouraging its students to take part in sports and other cultural activities, organising health camps, and working on the safety and security of the students. The college encourages the use of LED bulbs and proper disposal of waste material after segregation. The college makes sure that it caters to the needs of the marginalized be it Divyangjan, women, students from scheduled castes, tribes, other backward caste or economically challenging classes. Inclusivity inside and outside the classrooms has been the aim of the institution. The college has been successful in conducting its Green and Energy Audit.

An institution functions as a microcosm of the macrocosmic society. The institution tries its best to be secular as our country, by being inclusive and tolerant in nature by creating a harmony between students, staff, and the environment. The feeling of nationalism is instilled in the students and the staff by the celebration of days of national importance. According to NEP 2020, the focus is to go back to our roots, that is, channelling the attention of students and faculty towards Indian Knowledge Systems. The college believes in nurturing environmental consciousness in students and staff and in transforming minds and hearts through holistic development of students which includes the use ICT, field visits, internships, field projects, apprenticeship, community engagement. The institution understands its responsibility towards the society and motivates its students to serve the society and nation with a focus on SDGs 1, 2,6 and 13.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. POST GRADUATE COLLEGE,GUNA
Address	GOVT. POSTGRADUATE COLLEGE, MADHAVRAO SCINDIA MARG, GUNA
City	Guna
State	Madhya Pradesh
Pin	473001
Website	https://pgcollegeguna.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	BRIJ KISHOR TIWARI	07542-251641	9425119031	-	hepgcgun@gmail.com
Professor	NIRANJAN SHROTRIYA	-	9827007736	-	niranjanshrotriya@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Madhya Pradesh	Jiwaji University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	01-11-1957	View Document
12B of UGC	01-11-1957	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	GOVT. POSTGRADUATE COLLEGE, MADHAVRAO SCINDIA MARG, GUNA	Urban	13.42472	14372.48

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Computer Application ,Computer Application	48	Higher Secondary	English,Hindi	25	9
UG	BA,Economics,Economics	48	Higher Secondary	English,Hindi	150	50
UG	BA,English,English	48	Higher Secondary	English,Hindi	190	117
UG	BA,Geography,Geography	48	Higher Secondary	English,Hindi	110	58
UG	BA,Hindi,Hindi	48	Higher Secondary	English,Hindi	1900	1425
UG	BA,History,History	48	Higher Secondary	English,Hindi	500	484
UG	BA,Political Science,Political Science	48	Higher Secondary	English,Hindi	330	204
UG	BA,Psychology,Psychology	48	Higher Secondary	English,Hindi	15	4
UG	BA,Sanskrit,Sanskrit	48	Higher Secondary	English,Hindi	20	12
UG	BA,Sociology,Sociology	48	Higher Secondary	English,Hindi	310	128
UG	BSc,Biotechnology,Biotechnology	48	Higher Secondary	English,Hindi	50	16
UG	BSc,Botany,Botany	48	Higher Secondary	English,Hindi	250	211
UG	BSc,Chemistry,Chemistry	48	Higher Secondary	English,Hindi	100	75
UG	BSc,Comput	48	Higher	English,Hindi	200	72

	er Science,Computer Science		Secondary	i		
UG	BSc,Mathematics,Mathematics	48	Higher Secondary	English,Hindi	360	229
UG	BSc,Physics,Physics	48	Higher Secondary	English,Hindi	30	23
UG	BSc,Zoology,Zoology	48	Higher Secondary	English,Hindi	200	78
UG	BCom,Commerce,	36	Higher Secondary	English,Hindi	600	0
UG	BCom,Commerce,Computer Application	36	Higher Secondary	English,Hindi	200	0
UG	BCom,Commerce,Financial Accounting	48	Higher Secondary	English,Hindi	660	471
UG	BA,Humanities,	36	Higher Secondary	English,Hindi	2400	0
UG	BSc,Biology Group,	36	Higher Secondary	English,Hindi	800	0
UG	BSc,Mathematics Group,	36	Higher Secondary	English,Hindi	600	0
PG	MA,Economics,Economics	24	Graduation	English,Hindi	160	126
PG	MA,English,English	24	Graduation	English,Hindi	180	124
PG	MA,Hindi,Hindi	24	Graduation	English,Hindi	250	229
PG	MA,History,History	24	Graduation	English,Hindi	250	238
PG	MA,Political Science,Political Science	24	Graduation	English,Hindi	250	244

PG	MA,Psychology,Psychology	24	Graduation	English,Hindi	85	63
PG	MA,Sanskrit,Sanskrit	24	Graduation	English,Hindi	170	155
PG	MSc,Biotechnology,Biotechnology	24	Graduation	English,Hindi	25	6
PG	MSc,Botany,Botany	24	Graduation	English,Hindi	90	58
PG	MSc,Chemistry,Chemistry	24	Graduation	English,Hindi	90	76
PG	MSc,Computer Science,Computer Science	24	Graduation	English,Hindi	50	15
PG	MSc,Mathematics,Mathematics	24	Graduation	English,Hindi	155	28
PG	MSc,Physics,Physics	24	Graduation	English,Hindi	70	16
PG	MSc,Zoology,Zoology	24	Graduation	English,Hindi	90	82
PG	MCom,Commerce,	24	Graduation	English,Hindi	260	173
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science,	12	Graduation	English,Hindi	150	116

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	11				0				51			
Recruited	9	2	0	11	0	0	0	0	26	25	0	51
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				12			
Recruited	0	0	0	0	0	0	0	0	4	5	0	9
Yet to Recruit	0				0				3			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						37
Recruited	22		3		0	25
Yet to Recruit						12
Sanctioned by the Management/Society or Other Authorized Bodies						0
Recruited	0		0		0	0
Yet to Recruit						0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				10
Recruited	3	1	0	4
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	5	0	0	5
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	5	2	0	0	0	0	17	20	0	44
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	4	0	0	0	0	0	12	11	0	27
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	5301	0	0	0	5301
	Female	4633	0	0	0	4633
	Others	0	0	0	0	0
PG	Male	1202	0	0	0	1202
	Female	1770	0	0	0	1770
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	62	0	0	0	62
	Female	54	0	0	0	54
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	1216	1496	1916	2369
	Female	716	833	1098	1373
	Others	0	0	0	0
ST	Male	518	619	758	865
	Female	256	318	398	478
	Others	0	0	0	0
OBC	Male	1990	2611	3524	4567
	Female	1443	1801	2588	3526
	Others	0	0	0	0
General	Male	744	891	1178	1477
	Female	968	1154	1444	1697
	Others	0	0	0	0
Others	Male	0	0	26	38
	Female	0	0	21	31
	Others	0	0	0	0
Total		7851	9723	12951	16421

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>Madhya Pradesh has been the second state in the country to implement National Education Policy 2020. Our institute has welcomed this change with open arms. It has been challenging in its first year but our faculty members have been on their toes and are constantly learning and putting it in action. Most of our faculty have completed the course on the implementation of NEP 2020 organised by IGNOU. Our staff has organised counselling sessions for the students to help them understand the concepts of Major, Minor, Open Elective, and Vocational subjects. One day Workshop was organized in the college regarding NEP-2020 on 01 Oct 2021. This helped a lot of Science and Commerce students to</p>
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	<p>take up subjects of Arts in Open Elective and vice-versa, thus helping them in making their course multi-disciplinary and leading to horizontal flexibility. For instance, some of the Science and Commerce students have taken Communicative English as their Open Elective and some of the Arts students have taken Apiculture and Sericulture as Open Electives offered by Zoology Department. The institute has been trying its best to make the students understand the concept of multiple entry and exit points thus emphasizing on vertical flexibility. Since the syllabus comes from Jiwaji University and our institution has no role in designing the syllabus but the institution makes sure that the students receive the maximum exposure in terms of their field project, internship, apprenticeship, and community engagement service. The institute has sent its students to Anganwadi (Guna), NGO Bharat Tibet Sehyog Manch (Guna), Akashvani (Guna) to name a few. The Eco-Club is active all throughout the year which organises various activities like plantation under the Ankur Programme and otherwise, screening of documentaries, Green Pledge, Slogan and Drawing competitions, Rangoli competition, celebrates Wildlife Conservation Week, World Ozone Day. One of our Faculty members who is also the In-charge of Eco-Club, Dr. Vikas Pire, Assistant Professor (Zoology), has attended one day training programme organised by Environmental Planning & Coordination Organisation (EPCO, Bhopal) on 13th Sept, 2022.</p>
2. Academic bank of credits (ABC):	<p>As per NEP 2020, ABC has been able to facilitate the academic mobility of students with the freedom to study across the higher education institutions in the country with an appropriate credit transfer mechanism from one program to another which would help them attain a degree with research/degree/diploma. Students are not restricted to the same college but can complete the credits through online platforms like MOOCs, SWAYAM, NPTEL etc with their register ID and once the course is completed, the course credits will be added to the profile automatically. The registration of students under ABC is dealt by Jiwaji University.</p>
3. Skill development:	<p>The college has organised workshops for students in Soft Skills and Self-Defence, a workshop in handicraft (trained around 80 students). The students</p>

	<p>have plethora of subjects to choose from in their vocational subjects like Organic Farming, Vermicomposting, Dairy Management, Beauty and Health Welfare, Salesmanship, Web Designing, Horticulture, Tourism Transport and Travel Services, Event Management etc. The NSS and NCC students come together to celebrate 2nd October where universal human values like Satya, Ahimsa, Peace, Love are depicted through plays, speeches, documentaries.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>The institute has been constantly putting efforts in integrating the Indian Knowledge System in the mainstream education. The Department of Sanskrit on 29 August, 22 had organised a Lecture series and discussion on “Condition and Relevance of Dev-vani Sanskrit in the Present Scenario”, role of great scholars of Sanskrit in the freedom struggle, and the social message in Srimad Bhagavad Gita. A Lecture Series on Indian Knowledge Systems was organised in which five lectures were delivered. (a) Lecture 1 by Dept of Botany – “Indian Knowledge Systems and Sacred Plants and their Medicinal Importance” on 4 April, 23 delivered by Prof. J.K. Jain who emphasized on the role of nature and environment with respect to Indian Knowledge Systems (b) Lecture 2 and Lecture 3 by Dept of History and Hindi together on 11 April, 23. Mr. Ranish Jain, Civil Service Coach emphasized on Jainism and Charvaka Philosophy. Dr. Poonam Parikh discussed about Gurukul System and old education system thus highlighting the role of samskaras (values/morals) in them. (c) Lecture 4 by Dept of Sanskrit – “Vedic Vangmaya and Yoga Science” on 18 April, 23 delivered by Dr. Parmanand Mishra (Vedic Vangmaya), former professor of Sanskrit and Mr. Ashish Mangal (Yoga Science), chairman of Janbhagidari Committee of the college (d) Lecture 5 by Dept of Chemistry – “Chemistry and Ayurveda” on 15 June, 23 delivered by Dr. Dinesh Kumar Shrivastava, Ayush Medical Officer</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>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</p>

	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.
6. Distance education/online education:	In terms of distance education, our college serves as the centre for Bhoj University and even organises their practicals. Being a government institution, a major part of our college goes in election, the faculty makes sure the students are not at a loss and they engage in online classes.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, ELC has been set up in our College.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	There is an Electoral Literacy Club at our College which works in collaboration with NSS and NCC quite actively. ELC is headed by Dr. Manoj Bhiroria (Asst. Prof. Botany) and the members include Mr. Anil Kumar Shukla (Asst. Prof. Mathematics), Mr. Sanjeev Kushwah (Asst. Prof. Political Science), Dr. Anita Mewafarosh (Asst. Prof. Political Science), Smt. Rita Singh Rajput (MA III Sem Economics), Ashi Gour (BA II Year) and Pooja Ojha (B.Sc I Year). Smt. Rita Singh Rajput is the students' coordinator of ELC. The members are appointed by the college and ELC is functional. The coordinator of the club and the members make sure that they motivate the students and engage them in spreading awareness about elections and about the role of citizens in it.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under	On 25 January, 21 there was a Quiz Competition for both the students and the faculty members for which e-certificates were provided and a Nukkad Natak was performed by NSS students. On 2 July, 22, NSS wing of girls organised a Fancy Dress Competition where students dressed themselves as politicians and delivered speeches on the topic "Mera Neta Kaisa Ho?". While playing their roles, they appealed for

privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.

vote, talked about the benefits of voting and what you lose when you do not vote. This turned out to be one of the innovative ways to spread voter awareness. The event made sure that students who are below eighteen years of age and are soon to be eighteen, attend the event. Dr. Vikas Pitre, a faculty of the College delivered a lecture on the same topic. Dr. Archana Shrotriya, NAAC Coordinator delivered a lecture where she mentioned about voting being our strength and therefore it is important to vote. All these events helped in creating the awareness for the Nagar Palika Election which was on 6 July, 22. On 25 January, 22, the College celebrated National Voters' Day and an Essay Competition was organised on that day. Mohit Chaurasia, a student of BA II Year represented College at the State level for Annual State Award for Best Electoral Practices-2022 and also won the second prize in the essay writing competition entitled "Necessity of Voting" on the occasion of 12th National Voters' Day 2022. A Quiz and Poster-Making Competition were organised on 6-7 October, 22. On 6 November, 22 an event was organised regarding Voter's Awareness in which Hon. Collector of Guna Shri Frank Noble A. was present along with the involvement of NCC, NSS, and college students. Chhaya Tiwari, a student of M.A. Political Science stood for the post of member of Zila Panchayat in Panchayat Elections and Chhaya Balke, a student of B.A. Second Year stood for the post of Parshad in Nagar Palika Elections in 2022.

4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.

NCC students and NSS boys' wings organised a rally on voter awareness on 25 January, 21. Science and Commerce wing of NSS organised a camp from 15-21 March, 2021 at Sakatpur Village, Guna in which the students took the onus to spread the awareness on voting and being a responsible citizen on 19 March, 21. Science and Commerce wing of NSS organised a camp from 15-21 March, 2021 at Sakatpur Village, Guna in which the students took the onus to spread the awareness on voting and being a responsible citizen on 19 March, 21. NSS girls went to the voting centres and helped elderly people by offering them water and refreshments and also in figuring out the venue in July, 22. Many of our faculty members also are appointed as Master Trainers in the Gram Panchayat and Nagar Palika

	<p>Elections, therefore they are aware of the intricacies of the election process which indeed helps them to spread the awareness regarding voting and elections.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>The College makes sure that all its students who are above 18 years are enrolled as voters in the electoral roll and in case a few students are below 18, the ELC makes sure to motivate them to become voters when they turn 18 years.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
13022	16265	12532	9554	7626

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 112

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
71	70	61	62	61

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
182.672	91.7385	106.18	84.95	62.20

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The Institute is a government affiliated and a constituent college of the Jiwaji University, Gwalior. So, it strictly implements the syllabus designed by the Department of Higher Education, M.P. and the affiliating University. The college offers B.A. (Hons.), B. Sc., (Hons.), B.Com. (Hons.) Four-year programme at the undergraduate level, M.A., M.Sc. and M.Com. in 15 subjects. The college has also a Research Centre for Ph. D. in Hindi. Within the broad framework of the Department of Higher Education, M.Ps' Annual Academic Calendar, the college follows the timetable and calendar of events specifying available dates for significant activities to ensure proper teaching -learning process and continuous comprehensive evaluation (CCE).

Every session year/semester, timetables are prepared according to the master timetable and each department distributes the classes to the teachers, keeping in mind their specializations and expertise. Syllabus of each subject for the academic session is provided to the students. Teachers have to maintain a personal diary for effective academic planning, implementation and review of the curriculum. Theory and Practical classes are held according to the time-table which is prepared prior to the commencement of the academic year/semester and is displayed on notice board and college website. The seamless execution of curriculum delivery is ensured through departmental meetings where detailed Lesson Plans are chalked out and appropriate pedagogy for each paper is identified.

Conventional classroom teaching is blended with reasonable use of ICT like YouTube assisted learning, power point presentations, websites, audio lectures and e-notes are also being used by teachers. All the classes are held in the online mode during Covid-19 lockdown period via Google meet platform. Experiential learning, participative learning and problem-solving methods are also used for effective curriculum delivery. The Institute encourages faculty members to attend Orientation/Refresher courses, workshops, FDPs and present papers in seminars to update themselves and for acquiring necessary skills for effective delivery of the curriculum. Faculty members and students have been provided with user ID and Password for accessing NLIST books and journals. The college also provides departmental library internet connectivity facility within campus for effective teaching-learning.

The institution prepares and executes the academic calendar containing the schedule of CCE every year for UG and PG programmes. At the commencement of every academic year, the students are made aware of the continuous internal evaluation mechanism which includes nature of question papers and marking scheme. Examination committee also prepares a tentative schedule of CCE. The principal of the college regularly conducts meetings of head of the departments to ensure the better functioning of the examination related activities. General CCE is arranged in examination, i.e. students have to solve question papers, as per the earmarked time-table. Then their answer books are evaluated. In addition to

this, assignment, class seminars, objective question, chart making on various topics, classroom teaching method and Google classroom exam.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 26

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 8.47

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2370	2543	84	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

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

Response:

Govt Postgraduate College, Guna has institutionalised mechanisms to sensitise students regarding professional ethics, human values, gender, and environment sustainability through its various academic and extracurricular activities. In the classroom, teachers engage with students using an inclusive approach pertaining to important socio-cultural issues viz environmental studies and consciousness, gender issues, moral values and professional ethics, in its curriculum. College provides co-education environment for teaching to support gender equality. Two days seminar was organised on the topic "Women empowerment and gender equalities". One day seminar on Environmental sustainability and pollution control was also organised. Training of self-defence for girls and Fit India movement programme to aware students about health and yoga, were organised.

Our curricular activities at UG level aim at teaching moral values and develop a positive approach towards our cultural heritage among students. The topics prescribed in graduation First year, Hindi Language (Foundation Course) accomplish purpose of and moral values. Vande-Mataram is sung by faculty and student on first date of every month. Likewise, the consciousness towards environment is inculcated among students, through "Environmental Studies" prescribed in their curriculum. College has no vehicle policy for last day of every month. All the students of second year are well familiarized with the need and the importance of start-ups and entrepreneurship as it is part of their foundation course. Service as a value and sensitization to gender equity is intensively dealt with, under the community-oriented subjects the field work and practical that is built into the subjects. "Human Rights" is taught as a paper in M.A. Political sciences.

Here is a brief detail of various programs arranged by the institute which contribute to sensitize students to these cross-cutting issues.

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.

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.

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.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 60.01

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 7814

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and

feedback hosted on the institutional website	
File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 85.96

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
5415	7432	5735	4443	3387

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
7725	7725	6315	5065	3895

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 63.7

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
2482	2865	3086	1837	1433

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

2022-23	2021-22	2020-21	2019-20	2018-19
4639	4639	4610	2533	1952

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 183.41

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The progress and quality of any institute enormously depends on the student-centric methods acquired by the institute. Our institute encourages students for application-based learning in place of a rote learning process and have adopted various student-centric methods to ensure that students are active participants in the learning process.

Experimental Learning

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 at NFL Vijaipur, Ujjain, Gwalior, Bhopal, Chanderi etc.

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.

Participative Learning

Our institute organizes various activities to engage students in participative learning, like workshop on PowerPoint presentation, personality development program, handicraft training, self-defence training, Youth Mahapanchayat, 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.

Problem solving methodologies using ICT tools

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 e-learning classes for students to make them familiar with online classes, Google form, e-mail, Google Classroom, online teaching platforms (SWAYAM, NPTEL).

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality**2.4.1****Percentage of full-time teachers against sanctioned posts during the last five years**

Response: 94.75

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
74	74	65	65	65

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 80.92**2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
61	59	53	55	35

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms**2.5.1**

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The schedule of CCE is given in the academic calendar issued by MP Higher Education each year. At our institute, internal exams are conducted through CCE for post-graduate students and for undergraduate students, internal exams are conducted through quarterly and half-yearly exams. The mode of internal exams is generally through written exams in which question papers include multiple choice questions, short questions and long questions. Different subject teachers use multiple modes for internal assessment, like PowerPoint presentation, green board presentation, assignment, group discussion, class test, quizzes. All the records and data related to internal assessment are kept by the department, which includes attendance of students, question papers, evaluated answer sheets/assignments/projects etc. After the evaluation, marks are displayed on the departmental notice board and if students wish to see their answer sheets, their answer sheets are shown to them to maintain transparency. If a student misses their internal exam for any genuine reasons, special internal examinations are conducted for such students. If any student wishes to write the CCE again to improve their CCE scores, then CCE improvement is conducted for such students.

External assessment is under the control of the University, which is conducted either as semester examination (in case of a post-graduate program) or annual examination (in case of an undergraduate program). The schedule of examination is displayed on the university website as well as sent to the college Principal. To inform students about internal and external examination dates and modes, all the circulars are displayed on the notice boards and shared on students' WhatsApp groups and Telegram groups. Subjective class teachers brief the students about the assessment and previous year's question paper. Examinations carried out at our institute are according to the timetable announced by the university. Question papers are arranged confidentially by the university on the day of exams. Question papers are disclosed in the presence of at least two invigilators. After conduction of the exam, of each subject, paper, answer sheets are sealed, packed and sent to the university for evaluation.

At our institute, students have freedom to present their grievances regarding their internal and external assessment. In case of grievances related to internal examinations, students are free to discuss with their respective subject teachers, then with their head of the department and then with the institute level Grievance Redressal Committee. Grievances about evaluation of internal assessment are primarily redressed by the HOD. If students don't get satisfied, then a committee appointed by the Principal redresses the grievances. If students have grievances related to their external examination, then they are helped by the Regional Help Center of Jiwaji University, Gwalior. The applications related to any grievances are forwarded by the Principal enclosed with all the required documents. Students can also apply for rechecking and revaluation to the university through a regional office. Students can also register their complaints on CM helpline and the institute will answer them through this portal.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

As the affiliated college, the college does not have the freedom to define its own courses. However, the Programme Outcomes and Course Outcomes for all programme are prepared by the faculty of each department and the college takes care to fully justify course outcomes through curriculum enrichment practices during the course delivery. IQAC has developed a strong mechanism to communicate the Course Outcomes and Programme Outcomes to students, teachers and parents. The outcomes are measurable and uploaded on the college website. The soft copy of Course Outcomes of the concerned programme can be accessed through the website. Students are encouraged to visit the website. Programme Outcomes and Course Outcomes are also shared on the WhatsApp study groups and Telegram study channels.

The link of detailed Program Outcomes, Program Specific Outcomes and Course Outcomes are attached.

Web address of **PO's and CO's**

<https://pgcollegeguna.in/program-and-course-outcomes/>

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

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.

Our institute has been constantly endeavouring to raise the students to a higher level of knowledge, capability, inventiveness, creativity. The programme outcomes and course outcomes are constantly measured by assessment and evaluation done through internal and external exams. For the assessment of course outcomes, the subject teachers do a continuous comprehensive evaluation of the students through an internal exam which may be quarterly or half yearly. External exams are held at the end of each semester/year via university to evaluate the academic attainments of course outcomes. Various methodologies are adopted by the subject teachers for continuous internal assessment, like class tests which may include both objective and descriptive questions, project work, quizzes, lab work, group discussion, field visits, written assignments, internship, study tours etc. Attainment of course outcome and programme outcome are analysed directly or indirectly. Direct measures include measurement of examination results to identify pass percentage and marks obtained by students. Indirect measures include measurement of students who opt for higher studies and of those who pursue their professional aspirations and goals in terms of employment. Indirect measurement is reflected in terms of a student's

selection in various competitive exams etc. The achievement of desired course outcomes and programme outcomes provides opportunities for students to get employment or pursue higher studies in the top-ranking institutions. The performance of students at university, state, and national level competitions indicates attainment of course outcomes. Besides this, self-employment and placements are also recorded for the purpose of attainment of course outcomes.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 95.88

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
4660	3916	3398	2439	2049

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

2022-23	2021-22	2020-21	2019-20	2018-19
4830	4291	3456	2503	2089

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

<p>2.7.1</p> <p>Online student satisfaction survey regarding teaching learning process</p> <p>Response: 3.46</p>	
File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 14.68

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	3.25745	11.42274	0	0

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

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.

- The college encourages faculty to publish their papers in UGC-Care listed journals.
- Rs. 10,000 seed money grant has been initiated for faculties to support their research work.
- The multifaculty research journal "Nootan Vimarsh Shodhpatrika" publishes research papers by faculty and scholars from Govt. Postgraduate College Guna and other colleges.
- Guidance for NET-JRF, GATE, SET, and JAM is given to students through workshops and in classes.
- Add-on courses are also being conducted in various subjects.

- Our College honors students who excel in English Literature in memory of Prof. Sharadchandra Gupta, fostering their interest in the English language.
- Swami Vivekananda Career Guidance Cell conducted an industrial tour for NFL Guna M.P., aiming to teach students about working in large industries.
- 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.
- The college organizes induction sessions for students to familiarize them with the faculty and other college members.
- Remedial classes, Lecture Series and training on Personality Development and Communication & Soft Skills are organized to impart knowledge to the students.
- Career Fairs are organized annually, which help expose students to employment opportunities.
- The college hosts pre-Ph.D. vivas, and 11 Ph.D.s have been awarded in the past five years.
- The institution promotes and assists academic members in obtaining patents for their innovative research.
- College teachers frequently utilize ICT-enabled tools, such as Google and Zoom, in their classes, ensuring students are familiar with technology-based learning methods.
- A 7-day handicraft training workshop is organized for students to learn the basic skills of handicraft.
- A guidance session on E-Pravesh is organized for students to make them aware of the admission process.
- No Vehicle Day is organized on the last day of every month.
- A guidance session is organized for students upon registration in N LIST.
- The lecture series on the Indian Knowledge System aims to provide students with historical and cultural enrichment.
- 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.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 2**3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	2	0	0	0

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**3.3 Research Publications and Awards****3.3.1****Number of research papers published per teacher in the Journals notified on UGC care list during the last five years****Response: 0.43****3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
22	12	5	9	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.18

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
10	7	1	2	0

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

College has conducted various Extensional Activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years and their outcomes are given as blow-

- An **Awareness Rally** was organised on 1 Jan, 22 regarding **Covid** Nanakhedi, Singvasa, Mavan. Masks, sanitizers were distributed to people. An awareness was spread among people regarding quarantine, maintaining distance and vaccination.
- Under Ankur Yojana, a **plantation drive** was conducted at Smritivan Singvasa in which students of Botany and NCC took part. People in the nearby village were made aware of the plantation and its benefits. The students of the college were encouraged to plant under Ankur Yojana and they uploaded the pictures on Vayudoot App.
- **Voter Awareness Rally** was organised by our college on 25 Jan, 21 from Ambedkar Chouraha via Haat Bazar to Hanuman Chouraha. The aim was to spread awareness in the public regarding importance of voting and to motivate them to vote regularly.
- On 18 Mar, 21 an **awareness drive on Deaddiction** from Tobacco and Liquor was organised at Sakatpur through the use of songs and slogans. Women and children participated in it on a large scale. Women of the village invited NSS units to paint slogans on their walls of the homes.
- Students on 23 Dec, 22 took the initiative to spread awareness about **water conservation** and **cleanliness** at Sakatpur village. The students talked about the importance of water conservation and motivated them for the same.
- **Financial Literacy** drive was organised by our college in the presence of the Chief Financial Officer in collaboration with Red Ribbon Club in Sakatpur on 4 Jan, 23. The objective of the Financial Literacy Program is to facilitate financial inclusion through two essential components, literacy and easy access. The purpose of this program was to provide information to people to enable them to do financial planning, develop saving habits, get information about financial products and effectively utilize financial services. Mr. Haresh Kumar Srivastava, Chief Financial Officer told that financial literacy helps him in understanding the needs of his life cycle. People were made aware regarding the frauds related to banks, not sharing the OTP with anyone and were provided helplines in case of any emergency and information.
- The college conducts an **AIDS Awareness drive** in collaboration with Red Ribbon Club each year in the neighborhood to create awareness of AIDS among people. Slogans, posters are used to aware the students along with people regarding its causes and prevention.
- The college organised a **blood donation camp** on 11 Mar, 21. In this camp, the Collector, other officers of Collectorate, professors and students donated blood. They motivated the students and others for blood donation for Thalassemia patients.
- A **medical health camp** was organised by NSS Girls' unit of our college at Mavan village. People were made aware of eye-related diseases and safety of eyes. After free eye checkups, free eye drops, medicines, and spectacles were distributed to the villagers.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Our college has received various awards in the last five years, like the Excellence in Teaching Award. One of our faculty members, Dr. Manoj Bhiroria, received this award from the Society for Scientific Development in Agriculture and Technology.

- Dr. Manoj Bhiroria has received a certificate of appreciation for performing exceptional work during cadet training, Blood Donation by the district hospital, and for lectures on civil defense, civil administration setup at district and tehsil level, types of natural disasters, and assistant building natural and other calamities.
- Our NCC cadet, Ms. Nikita Sharma, received a Certificate of Merit' from the Group Commander.
- Radha Lodha received the appreciation certificate in Ek Bharat Shresth Bharat, Independence Day Camp held at NCC Parade Ground, Delhi Cantt, in August 2022.
- Dr. Manoj Bhiroria has been awarded the Swachchhta Champion Award by Swachh Bharat Mission 2022.
- Dr. Manoj Bhiroria was awarded the NCC Day award with prize money of 10,000 rupees.
- One of our students, Mohit Chourasiya, was awarded the Annual State Award for Best Electoral Practices in 2022.
- One of our students, Ritesh Raghuwanshi, received an Inspire Fellowship.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 115

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

2022-23	2021-22	2020-21	2019-20	2018-19
69	34	9	0	3

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 02

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Govt. Postgraduate College, Guna, located in the prime location of the city, has a sprawling green campus, spreading over about 54,328 square metres of land and comprising of a built up area of about 14372.48 square metres. The Institute is divided into three blocks- the Main Block, A block, and B block. The buildings consist well-furnished classrooms, lecture halls, science laboratories, a computer lab, library, a common room for girls, accounts section, the principal's chamber, stadium, auditorium, seminar hall, separate hostels for boys and girls, ICT facilities, virtual classrooms, well equipped gymnasium, etc. The institute has ample resources for conduction of co-curricular as well as extra-curricular activities. There is a canteen for staff members and students. A large portion of the campus is under CCTV surveillance. The institute also has WI-FI connectivity and a 25-kilowatt generator for power backup.

Classrooms

The institute has 37 classrooms to conduct regular classes, remedial classes, examinations, competitions, training programs, etc. All classrooms have ICT facilities and Wi-Fi connectivity. LCD projectors, printers with scanning and xerox facilities have been provided to most of the departments. The institute also has one virtual classroom for telecasting online virtual classes hosted by the Department of Higher Education, Government of Madhya Pradesh.

Library

The library is situated on the ground floor of A-Block. It has a huge and versatile collection of about 40,419 books including course books, reference books, general books and e- Granthalaya with 20,000 books to help students with the current syllabus approved by the Higher Education and University. N-list facility is available in the library to provide various e-books for the students and the faculty.

Laboratories

The institute has well-equipped science laboratories, where the students learn through practical experience. Each department has its own computers and other necessary devices to meet the requirements of academic work.

Computing Equipment

The institute has two computer labs with 110 computers with Wi-Fi connectivity for everyday use by the

students.

Sports

The institute devotes a lot of resources towards sports and other physical activities for an overall personality development of the students. The institute has a sports officer, who manages the sports activities of the college. The institute has a state-of-the-art multiutility sports complex which houses gymnasium, yoga hall and facilities for indoor games like badminton, basketball, volleyball, Kabaddi, table tennis, chess, etc. There is a well-equipped gymnasium & open gym with multiple machines and equipments, including treadmill, dumbbells, bars, rods, plates, etc. The students regularly participate in inter-college, inter-university, district, state and national level sports activities throughout the year under the supervision of the sports officer.

Infrastructure for Cultural Activities

Cultural activities are organized in the seminar hall and auditorium, which have a seating capacity of 200 and 400 respectively. Various cultural events like Youth Festival, NSS and NCC are organized in the auditorium.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 32.05

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
82.382	5.7385	62.68	14.36	3.99

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The institute has a rich central library & departmental library with N-list membership and E- Granthalaya with 20,000 books. The library has approximately 40,419 books including, reference books, magazines, newspapers, etc. It has reading rooms which can accommodate 50 students. The students belonging to the Scheduled Castes and Scheduled Tribes are provided free syllabus books as per the directions of the Department of Higher, Government of Madhya Pradesh.

The Swami Vivekanand Career Counselling Cell provides facilities for reading competitive books in Hindi and English. The cell also keeps the students updated with the information about various employment opportunities.

Vision & Mission

The Library aims to support its readers by providing uninterrupted access to the widest possible spectrum of information resources such as digital, online databases, print and non-print materials related to academic curriculum, informative and innovative research needs. 'Community' means providing the right information to the right users at the right time and in the right format.

The mission is to provide college students and faculty with the information they need to achieve their highest academic potential and to help them acquire the research skills necessary for lifelong learning. Supporting teaching faculty and administrative staff and participating in interactive information exchange within the broader library/academic community

Library Policy of College

- College has a central library, a e-library and 10 department libraries.

- All the responsibilities regarding central library and e- library will be taken by college librarian whereas the responsibilities of departmental library will be taken by corresponding departmental head.
- A library committee will be finalized the list of books to be purchased by organize regular meeting on the request of HODs.
- Library committee will be deciding the maintenance related processes like fumigation and termite treatment of library.
- A register should be maintained in library to record footfall of the teachers and students where the entry and exit time of teacher and students should be maintained.
- Library will be remained open for all working days and the time duration will be 10.30 in the morning till 4.30 in the evening.
- All faculty members and PG students should be registered in N-LIST and a password will be provided to each member for access the e library.
- Use of mobile phones is strictly prohibited in the library
- No library material will be issued on someone else I Card.
- Take proper care of all library resources.
- Library books issued only on his/her self Library card.
- Library books will be issued only as per schedule.
- Every student must have his/her Identity Card while entering in the reading hall and
- Suden must write his/her name in the register while entering in the reading hall.
- Eatables are not allowed inside Reading Hall.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Most of the departments of the institute have at least one computer with printer and Wi-Fi facilities. The faculty uses the computers for supplementing lectures with PowerPoint presentations. The internet service providers of the Institute are BSNL, Railwire and JioFiber. (8 BSNL internet service and 6 jiofiber & 6 railwire speed with 250 mbps.)

The Institute has five projectors installed in different rooms, seminar hall, eleven smart classrooms and

one virtual classroom. It also has 18 (3 in one) printers and 4 photocopiers. The institute has a generator installed for power backup. The Institute has a biometric attendance facility for the faculty and other staff members and 32 biometric attendance facilities for students. Two computer labs of college were established in the year in 2002 and 2022 with 110 computers. It has overall 79 CCTV cameras for monitoring of 24*7 hour college activities.

IT POLICY OF COLLEGE

The primary objective of the college's information technology policy is to preserve and assure the appropriate and legal use of the campus' information technology infrastructure. This policy describes plans and responsibilities of college for ensuring the integrity and availability of the information assets that the college accesses, develops, maintains, and/or controls.

Our institute has appropriate infrastructure enabled with ICT tools in the form of smart classrooms, virtual classroom, classrooms equipped with projectors and interactive boards. All the departments have computer with internet facility. Faculties use ICT enabled tools for effective teaching learning processes by making use of PPT, YouTube videos, classes on Google Meet, Google Classroom, WhatsApp group, Telegram channel. Our institute is enabled with INFLIBNET N-List subscription for faculty and students, which provide e- resources.

Our institute conducts e- learning classes for students to make them familiar with online classes, google form, e-Mail, Google Classroom, online teaching platforms (SWAYAM, NPTEL).

The following are to be followed by students, teaching and non-teaching staff, and visiting guests of the college using computing, networking, and IT facilities.

- Students, professors, staff, and visitors are permitted to use computers, networking, and other IT facilities for academic, college-related, and personal purposes as long as they do not break the law or any college policies.
- Users are not permitted to send, view, download, and upload any illegal, abusive, vulgar (i.e., obscene), threatening, or other messages or materials that violate the law or college policy.
- Users are not allowed to get or permit unauthorized access to restricted IT resources on the college network
- Users must abide with all IPR, copyright, and licensing laws and regulations.
- The college recommends to the users all open sources software such as MS Word / WPS etc.
- In the laboratories, no food or beverages are permitted. In addition, watching sports, music, or movies, or shouting, singing, or playing is forbidden.

The systems should not be moved, repaired, reconfigured, modified, or attached to external devices by users. Expect from the users to maintain the equipment and report any faults to the on-duty staff or the in charge of the systems.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2**Student – Computer ratio (Data for the latest completed academic year)****Response:** 169.12**4.3.2.1 Number of computers available for students usage during the latest completed academic year:**

Response: 77

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1**

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 19.7**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
39.49	20.94	20.95	12.33	10.23

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 74.62

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
11050	8302	11058	7944	5671

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

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

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 37.28

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

2022-23	2021-22	2020-21	2019-20	2018-19
5601	2281	1428	8990	3694

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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

Response: C. 2 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 13.12

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
650	400	450	440	220

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
4660	3916	3398	2439	2049

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.06

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

2022-23	2021-22	2020-21	2019-20	2018-19
5	3	0	0	1

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

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 last five years

Response: 38

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

2022-23	2021-22	2020-21	2019-20	2018-19
19	9	0	7	3

File Description**Document**

Upload supporting document

[View Document](#)

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.3.2

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

Response: 12

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
22	13	3	11	11

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1

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

Response:

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 publicity was done through various social platforms, including Facebook, Instagram, and Google Forms, and 134 alumni from the country and abroad, from the year of the college's establishment until the year 2020, participated and all of them gave their approval for registering 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 Vidyarthi 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.

The Third alumni meet was organised on June 11, 2023 whose chief guest was Honorable, Dr. Mahendra Singh Sisodiya, Panchayat and Rural Development Cabinet Minister, Govt. of Madhya Pradesh, in which about 130 alumni joined.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The vision of Postgraduate College, Guna emphasizes on the encouragement of students towards self-learning and self-reflection by inculcating the values in them which will prepare them for nation building. The development of students is promoted by providing them the best support and knowledge.

Institution operates under the leadership of the Principal, management is decentralized at various levels . Various committees consisting of teaching and non- teaching staff as members, led by committee conveners, develop and carry out the institution's strategic plans. IQAC and the Jan Bhagidari Samiti (JBS) working in coordination with each other for the accomplishment of numerous academic and extracurricular programmes.

Institutional Perspective Plan (2018-2023) is devised taking into account its Vision and Mission Statement as well as the stakeholders' requirements were considered. Being, a Lead College of the area it has mass outreach to rural students. It has a number of potential plans for infrastructure improvement, lab refurbishment, sports, student attendance, job placement and employment, academic classroom activities, exams and result-related problems, and college administration. In order to maintain and reinforce all of the current objectives and operations, a number of initiatives for the institute's capacity building are suggested to be carried out during the next five years.

In accordance with its vision and mission statement the college has successfully implemented (NEP 2020) from the academic year 2021-22 as per the directions of affiliating University.

Our Institute is the lead college in Guna. Along with catering to the education needs of thousands of students, we also facilitate as the centre for various university examinations , other exams like government recruitment exams, other universities' exams.

We have devised and deployed a very robust examination system:

- We follow a systematic procedure for conducting various examinations as per the guidelines.
- Seating plan is associated with the candidate's roll numbers which is displayed on notice board and other areas of premises.
- There are separate entry passages for male and female students. The students' admit card and identity proofs are verified at the entry point by the flying squad to avoid impersonation.
- For disabled students, pregnant women and persons with medical conditions, separate seating arrangements are made on the ground floor.

- The examination halls are equipped with CCTVs, warning regarding use of unfair means is displayed therein.
- The ratio of student and invigilator is kept according to the University norms.
- It is ensured that before each exam all the invigilators are given proper briefing for the convenience of female candidates, one female invigilator is compulsorily on duty.
- Shift superintendent is given responsibility on rotation basis in each exam to ensure fair and impartial conduct of exam and copies are immediately sealed after submission in their supervision.
- Class three and four employees are involved examination.

As a result of such rigorous and strict measures, the Institute is able to conduct examinations in a fair manner. Students are able to take the exams in a comfortable atmosphere where their problems are adequately addressed and they are able to give their best in the exams.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Government Postgraduate College follows government policies and plans to bring excellence in higher education. Institute's perspective plan is developed for the period (2018-2023). The college has infrastructural support from Rashtriya Uchtar Shiksha Abhiyan (RUSA). It is one of the selected 200 government colleges in this project which was started in 2015-16. The college has also been selected in category 'A' colleges by Department of Higher Education, Government of MP to get financial and infrastructural support under World Bank funded Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP). The College has received 7.93 Crores under this scheme.

The fund has been utilised for the renovation of the laboratories in the college. The electricity connections in the college have been improved with the help of this fund. The fund is being used for supplying furniture, for whitewashing, for renovation of toilets, improving the flooring and windows, renovation of the office. 2 Botany labs, 2 chemistry labs, 4 rooms, etc are being constructed with this fund. This construction and renovation will be completed tentatively by the end of April 2023.

The college has purchased interactive boards, RO and green boards for classes from the grant received from the World Bank. The college has also received grant from World Bank in 2020-21 and 2021-22 for academic development i.e. study tours, guest lectures, etc. Janbhagidari Nidhi also gives financial support for infrastructure development, for e.g., 3 smart classes, 50 computers, new computer lab, construction of seminar hall, air conditioners in the seminar hall, a gate at the entrance to the college, etc. Renovation of windows has been done and toilets for disabled have been constructed with the aid of the grant received from the Department of Higher Education.

As it is an affiliated government college, Department of Higher Education in Madhya Pradesh is the institution's governing authority. Being the lead college of Guna district, orders received from the higher level are sent to the government and private colleges under the jurisdiction. The state government's laws and regulations are strictly adhered to by the college. The rules established by the government and the university are incorporated into how the institution functions.

The Principal, being the head of the institute, has Drawing and disbursing financial powers. Academic decisions are taken on the advice of Head of Departments (HoDs), senior faculty members, and the IQAC. Decisions related to matters of examinations are taken under the supervision of the Principal. Finance, purchase, and budget related matters are dealt with by the Purchase Committee. Various committees are appointed to help him with smooth functioning of the institution's activities related to administration, academics and other issues which ensures optimum utilization of all the physical as well as human resources.

The institution is a state government college; as a result, the service policies, procedures, appointment and promotion policies, and rules for class I, class II, class III, class IV, and guest faculty are in compliance with the standards of the Department of Higher Education, the Government of M.P., and the UGC regulations.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration

- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

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 & Paternity benefits as per Govt. norms.
- Childcare leave
- Study leave
- Benefit of earn leave
- Benefits after retirement i.e. gratuity, pension etc.
- Gym & 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 & 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 & 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 & 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 & Librarian.

Appraisal of Class III & IV staff is done offline & verifying officer for them is the Principal and after that the Regional Additional Director.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

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

Response: 0.62

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and

towards membership fee of professional bodies year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	1	1

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 17.93

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
30	17	3	9	0

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	2	0	0

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The Institution has strategies for mobilization of resources and funds from various sources. The college is an affiliated government college, receiving budget under different government schemes. It has set procedures for mobilization of funds and optimal utilization of resources. It has received funds from department of higher education for smart classes, computer labs and for organizing career fare and career based trainings, book & stationary support for SC, ST students. Apart from this, funds have been sanctioned under World Bank funded MPHEQIP scheme for creating infrastructure, like extension of Botany, Chemistry & Computer labs as well as for renovation of the college building. The college has received grants from RUSA for study tours, seminar & guest lectures. The college has utilised grant from UGC for construction of an indoor stadium. It also received matching grant from District Planning Committee for developing the college infrastructure like construction of twelve new rooms for library and classes. The college also has a Janbhagidari Samiti. This Samiti levies development fee on the students and utilizes this fund in buying furniture, purchase of necessary equipments, repairs and maintenance after the approval of samiti. Self finance subjects/courses levy self finance fee on students taking admission under this scheme. This fee is utilized to maintain needs of these subjects/ courses.

College being a government institution, financial audit is done regularly in three ways i.e. internal

audit, external audit and audit by Accountant General of MP (AGMP Gwalior). Internal audit committee ensures financial transparency and deals with the issues regarding budget, income and expenditure. External audit is conducted once in a year at the end of financial year by an independent Chartered Accountant appointed by the Principal. External audits are conducted separately for Janbhagidari Nidhi, local fund, UGC fund, government fund & other grants like RUSA ,World Bank. An audit report certifying the financial status of the college is duly signed by the CA and the Principal. Audit by Accountant General of MP is scheduled once in three or five years. A team constituted by AGMP Gwalior works on behalf of AGMP and generates audit reports. The minor errors which are detected are corrected.

METHODOLOGY

Different grants received from abovementioned sources are utilized after approval of the Purchase Committee. Purchase procedure is as follows:

- Proposals from various departments are given to development committee/ IQAC.
- Purchase committee follows the purchase rules framed by MP Govt, i.e. Madhya Pradesh Bhandar Kray Niyam, 2015.
- Quotations/tenders are invited through purchase committee within a time limit.
- Quotations received within time limit are opened by purchase committee in presence of Principal.
- After opening quotations, a comparative chart is prepared.
- Order is placed by Principal to a firm which quotes the lowest price.
- After the delivery of purchased items the quality is examined by purchase committee. After receiving satisfactory report, bill is passed by the accounts section & final payment is done to the firm online.
- Purchasing through GEM is in practice since last three years.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

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 & 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 & 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 E-Learning 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.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Govt. Postgraduate College aims at promoting gender equity and sensitisation through various initiatives.

1. Gender Audit has been undertaken by the college.
2. Self-Defense Workshop: A seven days Self-Defense Workshop has been organised by IQAC for female students from 30 July, 2022 to 05 August, 2022. The aim of the workshop apart from learning self-defense was to inculcate in them skills and techniques to defend others too and to make them mentally and physically stronger. Link: <https://link.public.app/eg7oJ>
3. A two days national seminar from 17-18 August, 22 was organised by IQAC on “Women Empowerment and Gender Sensitisation”. The key speakers were Dr. Sujata, Anushakti Singh, Dr. Sonal, Dr. Manimohan.
4. A Self-Defense Workshop and a seminar on “Women Empowerment and Gender Sensitisation” made the college realise that there is a need to have a Women Empowerment Cell in a full-pledged form. The Women Empowerment Cell was formed on 03 Nov, 2022. The first event that was organised was a guest lecture by Dr. Anita Gehlot on 07 February, 2023 on the topic “Women and their Legal Rights”.
5. A value-added course was organised by the Department of English entitled “Applied Gender Studies” which discussed the representation of men, women and third gender in Indian advertisements, cinema and web-series.
6. There is a Common Room for girls with a washroom, Sanitary Napkin Vending Machine and Incinerator.
7. There are 79 CCTV cameras in the college for safety of students. 37 CCTV camera: Main Building, 16: Block A, 16: Block B and 10: first floor of Block A.
8. Our senior professor of Botany, Dr. Niranjan Shrotriya has written and recited a poem entitled “Bitiya” highlighting “Beti Bachao Beti Padhao”. Link: <https://youtu.be/YyDnwtYWS90>
9. To celebrate Mother’s Day, a lecture on “Beti Bachao Beti Padhao” was organised on 16 May, 23 by NSS Girls’ wing and speaker was Dr. Shalini Gupta.
10. A lecture by Inspector Monika Jain was organised by NSS Girls unit on 4 January, 2022 emphasising on women empowerment and domestic violence in her lecture.
11. ‘Eat Right Program’ was organised by NSS Girls’ unit on 13 August, 2022.
12. A health camp was organised for female students by the college on 6 January, 2023. Dr. Y.S. Raghuwanshi and Dr. Disha Paathkar were specialists in the camp.
13. A day’s workshop on “Shree Anna: Importance and Relevance” was organised on 27 March, 23 celebrating the International Year of Millets, focusing on SDG 1 and 2. The speaker Dr. Bhushanlal Prajapati explained the importance of superfoods and the need to grow, consume and

export it to the students of the college.

14. Our campus is strictly against ragging of students in any form and there is a policy for the same.
15. There is a Student Grievance Redressal Cell/Internal Complaints Committee for the students where they can file their complaints.
16. There is a POSH policy in the college in accordance with POSH Act 2013.
17. Gender Sensitization and Equity Policy
18. Regular Sports activities for girls and boys at the college are organised all throughout the year.
19. NCC has 33 percent reservation for girls from 2021.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: C. 2 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

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

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

1. To ensure equal education opportunities fund is given by the government to distribute books and stationery to SC, ST students. Funds have been sanctioned under World Bank funded MPHEQIP scheme for infrastructure and grants from RUSA for study tours, seminars, guest lectures. There are remedial classes for students and scholarships/schemes of the government. Linguistic mediums used for teaching are Hindi and English.
2. NCC officer Captain Manoj Bhiroria, Yashwant Sharma and Subedar Narendra Singh received the torch of Unity Flame Run on 48th Day of the event which began on 20 November, 2022.
3. A Lecture Series on Indian Knowledge Systems was organised in which five lectures were delivered.
 - Lecture 1 by Dept of Botany – “Indian Knowledge Systems and Sacred Plants and their Medicinal Importance” on 4 April, 23 delivered by Prof. J.K. Jain who emphasized on the role of nature and environment
 - Lecture 2 and Lecture 3 by Dept of History and Hindi together on 11 April, 23. Mr. Ranish Jain, Civil Service Coach emphasized on Jainism and Charvaka Philosophy. Dr. Poonam Parikh discussed about Gurukul System and old education system thus

highlighting the role of samskaras (values/morals) in them.

- Lecture 4 by Dept of Sanskrit – “Vedic Vangmaya and Yoga Science” on 18 April, 23 delivered by Dr. Parmanand Mishra (Vedic Vangmaya) and Mr. Ashish Mangal (Yoga Science)
 - Lecture 5 by Dept of Chemistry – “Chemistry and Ayurveda” on 15 June, 23 delivered by Dr. Dinesh Kumar Shrivastava, Ayush Medical Officer
4. Papers like ‘Environmental Studies’, ‘Child Rights and Women Empowerment’, ‘Yoga and Meditation’ in B.A, ‘Human Rights’ in M.A. Political Science, ‘Basic Trends in Feminism’ under ‘Critical Theory’ paper in M.A. English spread an awareness in students about inclusivity, tolerance and harmony along with an understanding of professional and moral ethics. A value-added course on "Applied Gender Studies" was conducted by Department of English highlighting inclusiveness of gender.
 5. There is a Code of Conduct Committee which has made the Code of Conduct and monitors adherence to it. It is put up on the website and displayed in college. Induction Programs for students are organised each year in which the Code of Conduct is explained to them.
 6. Republic Day, Independence Day, World AIDS Day, Quami Ekta Saptah, events under Azadi ka Amrit Mahotsav are celebrated each year. Azadi ka Amrit Mahotsav was organized from 12 March-5 April, 2021 by NCC, NSS in which a retired professor, Prof. Ashokchandra Dahibhate gave a lecture. Samvidhan Shapat is taken by college and its students. Har Ghar Tiranga initiative was undertaken by both the faculty members, other staff and students of the college. Vande Mataram is sung by faculty and students on the first day of each month. A rally was taken out by NSS, NCC, students of the college on 27 December, 2022 to spread an awareness about Madhya Pradesh Youth Policy.
 7. Students of History Department had visited Kadwaya, Chanderi for its historical and religious importance on 26 Nov, 2022.
 8. Various lectures, events are organized by NCC, NSS on the right to vote.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

Best Practice 1

Title: Nurturing Environmental Consciousness

Objectives

- To foster environmental consciousness among students, teachers, staff and common people
- To promote activities which minimise pollution and create an environment-friendly zone
- To have a green campus through plantation
- To segregate degradable and bio-degradable waste

Context

Government Postgraduate College, Guna not only provides education to the city and nearby rural areas but also tries to encourage teachers, students, non-teaching staff as well as common people to conserve environment so that the future of the coming generation can be protected in all aspects. Two years of pandemic have taught people how to harmonise with nature. The college promotes activities that are environment-friendly.

Practice

College's botanical garden cultivated and maintained by the Department of Botany, contribute significantly in reducing carbon footprints of the area. 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. A lot of plantations are done in the Vivekanand Garden. It is special as the idol of Swami Vivekananda is the only one in the city and the staff takes Green Pledge in front of the idol. The students, staff have planted many plant saplings which are taken care and maintained by gardeners of the college. The two rare trees found inside the campus are *Kegelia Africana* and *Limonia* (Wood-apple). College premise is a 'No Plastic Zone' and 'No Tobacco Zone'. The use of cotton/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' to minimize the emission of harmful gases. 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.

Evidence of Success

- Rare and medicinal plants can be found inside the campus.
- Schools of the city bring their students to witness the beauty of the garden and learn from it. Gurudev Public School visited the Garden. The students benefitted from it and took with them the rich knowledge about plants.
- All activities are covered by print and digital media as well as appreciated by the administration and local people.

Problems Encountered and Resources Required

- Excessive rainfall: city is also under red alert during rainy season
- Staff was minimum during pandemic for maintenance
- Fungus is quite common in plants hence pesticides especially herbicides and fungicides have to be sprayed

- Being a government institute, financial rights for major set-ups are with the Higher Education Department so it takes time to get the funds approved.

Best Practice 2

Title: Transforming Minds and Hearts

Objectives:

- To transform students' personality, their mind and to teach them generosity and importance of community living
- To transform students into strong individuals who are self-reliant as Swami Vivekananda says, "Believe in yourself, and the world will be at your feet"
- Knowledge gained through holistic learning will help in liberating from shackles of discrimination and injustices.
- 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

Context

As most of the admissions are from near-by and far off rural areas the challenge has been to work at the grassroots as most of the students did not have the habit of opening their e-mails or using technology. The college decided to introduce the students to field visits so that they can "learn by doing". It is our duty as an institution that our students remain healthy physically and mentally so the college decided to be liberal with the deadlines like assignments, projects so that the students don't feel pressurised as enough damage has been done by the pandemic.

Practice

- 'College Chalo Abhiyaan': Team to inspire students from schools, colleges to continue their education
- 'Soft Skills Development' Workshop (10-15 February, 2020)
- Self-defence Workshop: 30 July-05 August, 2022
- Field visits by various departments and practicals in laboratories
- Seminars and Guest Lectures on 'Research Methodology', 'Women Empowerment and Gender Sensitization', 'Environmental Sustainability and Pollution Control' and Value-added Courses
- Regular Sports Activities and Yoga Classes
- Digital India Seminar (27 June, 23) and use of ICT tools
- Handicraft Workshop (05-12 July, 22)
- Youth Mahapanchayat, Youth Festival, Start Up
- Initiatives by NSS, NCC, Red Ribbon Club

Evidence of Success

- Rahul Das and Chhaya Tiwari, two of the students were selected as interns for the AAGAZ

internship. Link: <https://youtube.com/watch?v=F7PdA5HomDA&feature=share>

- The students are now able to submit their assignments online through google classroom and e-mail.
- The girls after learning handicraft skills go to work part-time at a shop where they wrap gifts and do the packaging of items.
- The students seemed more rejuvenated after the field trips as they became more active in the classrooms.
- Our students have regularly won medals at division level in various sports.
- More participation in Blood Donation camp shows developing of consciousness towards social responsibility.

• **Problems Encountered and Resources Required**

- A lot of students did not have access to phones and internet because of which they could not practice at home whatever they learnt in the e-learning classes.
- The students come from extremely financially challenging backgrounds so travelling everyday from home to college turns out to be expensive for them.
- Extreme rain hampers the practising of outdoor sports.
- Large size of the classes make it difficult to take all the students for field visits. Moreover, funds which came from RUSA had to be divided among the departments where not all the departments get a chance to go in a year though a solution to it has been decided that the remaining departments would go in the next turn.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1

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

Response:

The college has been committed to nurturing young minds and creating in them a **sense of social responsibility** especially during the three waves of Covid. It has been successful in theory and praxis in making the students realise their **responsibilities towards their immediate society**. The college firmly believes in what Swami Vivekananda says, “Those who serve others, serve the lord”. The following initiatives in terms of their **social responsibility** have been taken:

1. The college gives its Block B and a major portion of the main building during the elections for smooth election process and the employees of the college whole-heartly fulfil their responsibilities during the election process.
2. The college has given its new building (Block B) for the formation of Covid Centre during second wave of Corona (2021).
3. Around 120 beds and mattresses were provided by the college during the third wave of Covid to the patients.
4. One day's salary of the employees both teaching and non-teaching staff was given as a contribution in the CM relief funds.
5. The cricket pitch of college outside indoor stadium is given to District Cricket Association from 2020 so that the students of the college and from outside can practice regularly for free.
6. The college has provided its basketball court to the District Basketball Association from September, 1991 to promote the regular practice and training of students of the college and from outside.
7. The college has provided space to District Boxing Association, Guna for training students from college and outside in boxing from 2021.
8. A field for Judo is given by college to Jila Judo Association so the students from college and even outside can learn the sport which would also be helpful in practicing self-defence.
9. Classrooms for free in Block B have been provided to "Adarsh Parivaar and Adhunik Nalanda" (A free of cost Coaching Centre for UPSC and MPPSC) for smooth functioning of the competitive classes to prepare the students for such examinations.
10. A heart touching poem on 'Beti Bachao' is written by our senior professor Dr. Niranjana Shrotriya which is available on YouTube platform. Link : <https://youtu.be/YyDnwtYWS90>
11. The College has adopted two villages (Godh Gram) Mavan and Sakatpur and for the development of respective villages the college has organized various activities and programmes in the village emphasizing on SDG 1: No Poverty (A survey done by students to look at how many people in Sakatpur village are benefitting from the government schemes), SDG 2: No Hunger (students did the survey of Aaganwadi Kendra in Sakatpur) SDG 4: Sustainable Development, SDG 5: Gender Equality and Women's Empowerment, (Rally by students for Girls' Education at Sakatpur and Mavan) SDG 6: Water and Sanitation.

Apart from setting an example for students in terms of our responsibility towards the society and nation building at large, our college is distinct in other ways as well.

1. The college has a mother and daughter Chhaya Balke and Damini Balke studying in the same class in BA which highlights that as an institution we promote education for all and make all the age groups, genders, class, caste comfortable in terms of attaining education.
2. The last working day of every month is celebrated as 'No Vehicle Day' in the college in which students and staff either come on their bicycles or on foot.
3. The college has one of the largest strengths of students in Madhya Pradesh. Our faculty which is less in number takes it as a challenge and is trained to handle everything efficiently. The reason being that this institution is a lead college and most of the students from the villages find better opportunities at our institution be it in terms of course, faculty, or extra-curricular activities.
4. The faculty of the college has adopted a unique seating arrangement in the exams for students. As

the strength of the students is large because of which the roll numbers are many and they create a lot of confusion when students look for their seats so the college puts seat numbers in front of the roll numbers outside each room so that the student can look at the serial/seat number corresponding to the roll number and can easily locate the seat number. For instance, 1 is easier to find on the seat than 201547735, 2 for 201547737 etc.

5. The college has students from Pardhi tribe, a tribe which is found in the near-by areas of Guna and is a marginalized tribe which is stereotyped as having a criminal record from the time of Britishers. This tribe is found in Maharashtra and parts of MP. The other tribes include Bheels and Saharias. The institution promotes education of the marginalized and at the same time encourages a healthy and a learning environment in the class where the mainstream can learn about the experiences of the marginalized.
6. Our NSS in-charge Ms. Sonu Jain was the only female officer in Madhya Pradesh Higher Education Department to go to Wagah Border along with the female students from all over MP.
7. There is a course on Disaster Management which NCC students have to complete. During a five days cadre camp (26-28 Feb, 2021 for 'B' Certificate and 26 Feb-02 March, 2021 for 'C' Certificate) at our college demonstrations by the team of NDRF and SDRF on disaster management was done on 27 February, 2021. The district administration works in sync with the NCC in this. A camp on Disaster Management from 12-23 January, 2023 was conducted in which 50 students of NCC and NSS each were selected. The purpose of the camp was to create volunteers who could help themselves and others in case of any disaster. NCC officer of the college, Dr. Manoj Bhiroria had also taken a class on disaster management in the camp.
8. The college's syllabus is prescribed by Madhya Pradesh Higher Education Department and Jiwaji University. Bundelkhandi is a dialect spoken in Guna. The paper entitled as "Hindi Natak, Nibandh Tatha Sphut Gadya Vidhayen Evam Bundeli Basha" in BA Third Year Hindi Literature course helps to understand the culture better.

Link:<https://highereducation.mp.gov.in/Uploaded%20Document/%E0%A4%B9%E0%A4%BF%E0%A4%82%E0%A4%A6%E0%A5%80%20%E0%A4%B8%E0%A4%BE%E0%A4%B9%E0%A4%BF%E0%A4%A4%E0%A5%8D%E0%A4%AF.pdf>

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

NA

Concluding Remarks :

The National Education Policy (NEP) has been successfully implemented, with the introduction of a variety of vocational and open elective courses. The college tries its best to transform students by focussing on their holistic development and inculcating in them moral, social, ethical values hence making them responsible citizens. IQAC of the College monitors all the curricular, co-curricular and extra-curricular activities in the college and ensures to provide all the necessary support to teachers and students for better teaching and learning process. The faculty has published books, research papers, participated, presented papers, chaired sessions, and been resource persons in a number of seminars, workshops, and symposiums at the national and international levels. The college has well maintained classrooms, lecture hall, fully equipped science practical laboratories, computer labs, auditorium, seminar hall, Khel Prashal, multipurpose gymnasium and library. The college provides support to socially and economically weaker students through various government schemes like Gaon Ki Beti and Pratibha Kiran for girl students, Aawas Sahayta Yojna for SC/ST, post metric scholarship for OBC,SC,ST, Mukhyamantri Medhavi vidhyarthi Yojna, Mukhyamantri Jankalyan Yojna, Mukhyamatri Covid-19 Bal Seva Yojna, Central Sector Scheme, Nirdhan Scholarship so that all students can get equal opportunities. College has a clear organogram with stated hierarchy. For decentralization of functioning mechanism, various committees are formed. The college takes initiative towards resource mobilization and generation of funds from various sources like RUSA, World Bank, District Planning Committee and Janbhagidari Nidhi. The institution tries its best to be secular as our country, by being inclusive and tolerant in nature by creating a harmony between students, staff and the environment. The college has smart classes, botanical garden with vermicompost unit, regular supply of electricity with power back-up. Poor academic background and lack of proficiency of English language of the students are major constraints. The college has a shortage of administrative, clerical staff, and lab assistants (Class 3 and Class 4 employees).

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</p> <p>Answer before DVV Verification : 58 Answer After DVV Verification :26</p>																				
1.2.2	<p><i>Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</i></p> <p>1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>2370</td> <td>2659</td> <td>84</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>2370</td> <td>2543</td> <td>84</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19	2370	2659	84	0	0	2022-23	2021-22	2020-21	2019-20	2018-19	2370	2543	84	0	0
2022-23	2021-22	2020-21	2019-20	2018-19																	
2370	2659	84	0	0																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
2370	2543	84	0	0																	
1.3.2	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.2.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 7814 Answer after DVV Verification: 7814</p>																				
1.4.1	<p><i>Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website</i></p> <p>Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website Answer After DVV Verification: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website</p>																				
2.1.2	<p><i>Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years</i></p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)</p>																				

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
4496	4639	4610	2533	1952

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
2482	2865	3086	1837	1433

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
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2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

2.4.1.1. Number of sanctioned posts year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
74	74	65	65	65

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
74	74	65	65	65

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
0	3.25745	11.42274	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	3.25745	11.42274	0	0

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
31	25	11	22	4

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
22	12	5	9	0

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
21	14	4	6	1

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
10	7	1	2	0

3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.**3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
124	61	40	1	7

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
69	34	9	0	3

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Answer before DVV Verification : 03

Answer After DVV Verification :02

4.1.2 **Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years**

4.1.2.1. **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
733.77	15.88	90.43	10.32	3.99

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
82.382	5.7385	62.68	14.36	3.99

Remark : Values have been updated as per the audited statement provided considering the expenditure for infrastructure development and augmentation.

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

4.3.2.1. **Number of computers available for students usage during the latest completed academic year:**

Answer before DVV Verification : 110

Answer after DVV Verification: 77

Remark : Value has been updated as per stock register considering only number of computers.

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
190.40	137.56	138.59	146.29	115.65

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
39.49	20.94	20.95	12.33	10.23

Remark : Values have been updated excluding expenditure on Freight Exp., Postage, Exam Form forwarding fees, Printing and Stationary Exp., TA DA exp. Festival and Program Exp. Refreshment,

diesel , college assets purchase as expenditure incurred only on maintenance and repair of infrastructure is to be considered;

5.1.1 **Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years**

5.1.1.1. **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
11050	8302	11058	7944	5671

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
11050	8302	11058	7944	5671

5.1.2 **Following capacity development and skills enhancement activities are organised for improving students' capability**

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

5.1.4 **The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases**

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

5.2.1 **Percentage of placement of outgoing students and students progressing to higher education during the last five years**

5.2.1.1. **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19

1026	1317	1402	1146	798
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Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
650	400	450	440	220

5.2.1.2. Number of outgoing students year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
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5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
5	3	0	0	1

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
5	3	0	0	1

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 last five years

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
37	23	1	12	5

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
19	9	0	7	3

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

5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
35	46	3	46	35

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
22	13	3	11	11

6.2.2 Institution implements e-governance in its operations

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	1	3

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	1	1

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19

30	21	4	9	0
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Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
30	17	3	9	0

6.3.3.2. Number of non-teaching staff year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
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6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: A. Any 4 or more of the above

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: C. 2 of the above

Remark : HEI has not provided the complete clarification on waste segregation for degradable and non degradable waste whereas HEI is providing evidences for Dry and wet waste; Also HEI has not provided the complete clarification for water conservation HEI has not provided geo tagged photos of Bunts , overhead tanks ; It is also observed that HEI has provided evidences of poster making competition on Energy conservation which cannot be included in this metric as it is part of outreach activity whereas as HEI has to provide evidences of solar panels ; It is also observed that HEI has not provided evidences for alternate source of energy such as biogas plant , windmills. Also it is observed that HEI has not provided complete evidences of steps taken for implementation of green campus initiatives;

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**

2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Expenditure excluding salary component year wise during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>944.21</td> <td>163.18</td> <td>236.88</td> <td>164.68306</td> <td>128.65551</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>182.672</td> <td>91.7385</td> <td>106.18</td> <td>84.95</td> <td>62.20</td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19	944.21	163.18	236.88	164.68306	128.65551	2022-23	2021-22	2020-21	2019-20	2018-19	182.672	91.7385	106.18	84.95	62.20
2022-23	2021-22	2020-21	2019-20	2018-19																	
944.21	163.18	236.88	164.68306	128.65551																	
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182.672	91.7385	106.18	84.95	62.20																	