

**Annual Quality Assurance Report of IQAC**

**(2014-2015)**

**Submitted by,  
Internal Quality Assurance Cell  
Govt. M. H. College of Home Science & Science for Women, Autonomous,  
Jabalpur (M.P)**



**Submitted to  
National Assessment and Accreditation Council (NAAC) Bangalore**

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

Govt. M. H. College of Home Science & Science for Women,  
Autonomous

1.2 Address Line 1

Near Shastri Bridge

Address Line 2

Napier Town

City/Town

Jabalpur

State

Madhya Pradesh

Pin Code

482002

Institution e-mail address

hegmhhsGPCJab@mp.gov.in

Contact Nos.

0761 2407326  
0761 4005716

Name of the Head of the Institution:

Dr. Pankaj Shukla

Tel. No. with STD Code:

0761 4005716

Mobile:

9424312735

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID  
(For ex. MHC0GN 18879)

1.4 NAAC Executive Committee  
No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	80-85%	2003	5 Years
2	2 <sup>nd</sup> Cycle	A	3.41	2012	5 Years
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)

### 1.10 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Type of Institution	Co-education	<input type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>		
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>		
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>		
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>				

### 1.11 Type of Faculty/Programme

Arts	<input type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input checked="" type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="Home Science"/>								

### 1.12 Name of the Affiliating University (*for the Colleges*)

Rani Durgavati Vishwavidyalaya,  
Jabalpur, M.P.

### 1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input checked="" type="checkbox"/>		
University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE	<input checked="" type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST	<input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>	Any other ( <i>Specify</i> )	<input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="-"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="01"/> Faculty <input type="text" value="02"/>
Non-Teaching Staff Students	<input type="text" value="02"/> Alumni <input type="text" value="01"/> Others <input type="text" value="-"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text" value="-"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="-"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="23"/> International <input type="text" value="-"/> National <input type="text" value="-"/> State <input type="text" value="-"/> Institution Level <input type="text" value="23"/>

(ii) Themes

- Workshops on: Assembling and De-assembling of computer, Troubleshooting, Jumper setting, Mural art, Language correction, Cooking, Reuse of waste material and calligraphy etc.
- Celebrations of: Hindi Pakhwada, World breastfeeding week, National Nutrition week, Teacher's day, Gandhi Jayanti, Republic day, Independence day and Sadbhavna Diwas.
- Exhibitions on: Swami Vivekanand Rojgar fair, Poster presentation on Health and Diseases and Decorative items etc.

2.14 Significant Activities and contributions made by IQAC

- Academic Visits to – Herbal plant, Coca-Cola manufacturing plant and Sanchi dairy.
- Hindi Pakhwada organized
- Internship programs on – M.S. Office, Tally & Photoshop, Soft furnishing, Screen printing and Fashion designing etc.
- Placement training – Resume making, Communication skills and Personality development classes.
- Workshops on- Mural art, Programming languages, Language corrections and Grammatical mistakes, Cooking, Microwave cooking, Glass painting, Horticulture and nursery techniques etc.
- Exhibitions on: Swami Vivekanand Rojgar fair, Poster presentation on Health and Diseases and Decorative items.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<p>In the meeting of IQAC the following activities were proposed as plans of institution for this year:-</p> <ul style="list-style-type: none"><li>• Internships in UG, PG to be made career oriented.</li><li>• Departments to apply for major and minor research projects.</li><li>• Establishment of linkages with various organizations and industrial sectors.</li></ul>	<ul style="list-style-type: none"><li>• Internship trainings on Teaching, Web-designing, Hardware &amp; Software, Programming, Project development and Library management.</li><li>• The college has 11 minor projects.</li><li>• Academic visits to -<ol style="list-style-type: none"><li>1. Herbal plant, Adhaartal, Jabalpur</li><li>2. Coca-Cola manufacturing plant</li><li>3. Magarmuha village</li></ol></li></ul>

<ul style="list-style-type: none"> <li>• To encourage inter departmental activities.</li> <li>• To inculcate human values in students.</li> <li>• To encourage teachers for more research publications.</li> <li>• To make students aware of importance of environmental conservation.</li> </ul>	<p>4. Seven days special camp training by NCC students</p> <ul style="list-style-type: none"> <li>• Interdisciplinary activities were organized on all Fridays where important topics on different subjects of common interest were discussed by the faculty.</li> <li>• M.Sc. students of different subjects also held discussions of interrelated subjects.</li> <li>• Inspiring lectures were organized by Botany department.</li> <li>• Community services at Montessori school.</li> <li>• Lectures on Mind power and Time management by Mathematics department.</li> <li>• Research publication by faculty in international, national and college journal.</li> <li>• Lectures on problems and values.</li> <li>• Green campus drive.</li> <li>• Plantation.</li> <li>• Cleaning practices</li> <li>• Construction of energy</li> <li>• Water preservation</li> </ul>
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\* Attach the Academic Calendar of the year as Annexure. (**See Annexure (i)**)

2.15 Whether the AQAR was placed in statutory body      Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The increment in number of workshops and seminars was acknowledged and IQAC was recommended to pay emphasis on faculty upgradation and students attendance.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	24	-	-	-
PG	10	-	-	10 Internships
UG	13	-	-	13 Internships
PG Diploma	2	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	49	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	25 (PG-10 UG-13 PG Diploma-02)
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure (See Annexure ii)*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- |   |
|---|
| <ul style="list-style-type: none"> <li>• The syllabi for regular courses are provided by the department of Higher Education, M.P. Government and is followed without any changes.</li> <li>• The syllabi for self-finance courses are revised in the meeting of BOS for respective subjects from time to time to meet the requirements of placement of students in various sectors of corporate world.</li> <li>• The syllabi for Post Graduation is provided by Rani Durgavati Vishwavidyalaya, Jabalpur.</li> </ul> |
|---|

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

No
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## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
67	62	-	5	-

#### 2.2 No. of permanent faculty with Ph.D.

44

#### 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Total No. of permanent faculty	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
No. of Faculty Positions Recruited (R) and Vacant (V) during the year	62	5	-	-	5	2	-	-	67	7

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty		
Self-Finance	Against Vacant Post	Total
41	14	55

#### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	05	143	39
Presented papers	09	19	02
Resource Persons	01	03	01

#### 2.6 Innovative processes adopted by the institution in Teaching and Learning:

Use of modern techniques, peer teaching, group discussion, identification of advanced learners and emphasis on practical & field work. Educational visits to various institutions is encouraged. Daily visits of the students to reading room and taking down important articles each day is advised.

#### 2.7 Total No. of actual teaching days during this academic year

180

#### 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

OMR

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

	Board of study	Faculty Development	Curriculum development
No. of faculty members involved in	67	23	04

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc.	702	-	-	-	-	77.06%
B.H.Sc.	103	-	-	-	-	89.32%
M. Sc.	190	-	-	-	-	98.42%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Monitoring through CCTV.
- Collecting feedback from students, analysing the feedback and taking steps to improve overall teaching learning.
- Teaching learning process is evaluated by Group discussion, Performance in seminars, Class room performance, Unit tests, CCE marks and Final exam result.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty</i>
Refresher courses	2
UGC – Faculty Improvement Programme	61
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	03
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees		Number of Vacant Positions		Number of permanent positions filled during the Year		Number of positions filled temporarily	
	Admin Staff	Tech .Staff	Admin Staff	Tech .Staff	Admin Staff	Tech .Staff	Admin Staff	Tech .Staff
2014-15	32	33	17	-	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC promotes all required facilities for research like laboratory, chemicals, instruments, good library and a congenial atmosphere for the promotion of research in the college. The research work done by faculty members is published in national and international journals. The college also organizes National & State level competition and workshops sponsored by UGC & M.P. govt. linking with different colleges, communities, teaching departments have been established. The college publishes its Research journal 'Anusandhaan' Reg. No. ZSSNO975-3443.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	05	06	02
Outlay in Rs. Lakhs	2,15,000	-	5,47,500	1,57,000

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	30	20	04
Non-Peer Review Journals	-	02	-
e-Journals	08	-	-
Conference proceedings	-	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2014-15	UGC	9,19,500	9,19,500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-

Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	9,19,500	9,19,500

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

09  
24

3.19 No. of Ph.D. awarded by faculty from the Institution

None

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level 32 State level 05  
National level 04 International level -

3.22 No. of students participated in NCC events:

University level 119 State level 08  
National level 18 International level -

3.23 No. of Awards won in NSS:

University level 04 State level 02  
National level - International level -

3.24 No. of Awards won in NCC:

University level 02 State level -  
National level - International level -

3.25 No. of Extension activities organized

University forum 24 College forum 44  
NCC 15 NSS 23 Any other -

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Operation 'clean' organized
- Blood donation camp held
- Women empowerment programme
- Annual health check-up camp
- Wild life awareness programmes
- Environmental month celebrated
- National Nutrition week
- Slum area visits
- Orphanage visits
- Parent- Teacher Meeting
- Hindi Pakhwada
- World Breastfeeding week
- Self-defence training
- International Yoga Day

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.6 acres	-	-	10.6 acres
Class rooms	34	09	UGC	43
Laboratories	15	-	-	15
Seminar Halls	03	-	-	03
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Integrated web enabled application software has been developed for efficient administration. The various modules are: Student module, Administrative module, Fee module, Accounts module, Scholarship module, Examination module, Hostel and staff module.

Library has been computerized with network version of SOUL and INFLIBNET software. The college has an e-library providing a membership of DEL-NET, INFLIBNET to the students and staff.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	58,713	-	145	48,779	58,858	-
Reference Books	385	-	None	-	385	-
e-Books	-	-	-	-	-	-
Journals	30	-	None	-	30	-
e-Journals	-	-	-	-	-	-
Digital Database	SQL	-	-	-	SQL	-
CD & Video	75	-	15	-	90	-
Others (specify)						
Magazines	15	-	None	-	15	-
Newspaper	15	-	None	-	15	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	156	02	Yes	04	01	01	12	-
Added	None	-	-	-	-	-	-	-
Total	156	02	Yes	04	01	01	12	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The effective and efficient governance of the college is assured by working with customize integrated web enabled application software. Data related to admission, students' information, faculty, accounts, examination, hostel and attendance can be easily generated. Seminars and workshops on computers and networking were held for the upgradation of the staff. The college has two CPE labs with free internet and Wi-Fi connection. Compulsory computer training is provided to all first year students

4.6 Amount spent on maintenance in lakhs :

i) ICT	35743
ii) Campus Infrastructure and facilities	-
iii) Equipments	-
iv) Others	3,99,388
<b>Total :</b>	<b>4,35,131</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Orientation	Students are made aware of the Rules, regulations, facilities in the college.
Sports facilities	Playground, Fitness equipment, Sports coaches, Basketball, Volleyball, Indoor Badminton court, Kho-Kho, Athletics, Chess, Carom, Gymnasium
NCC	Two units
NSS	Two units
Cultural Training	Music, Dance, Skit, Mime, Play
Self-Defence Training	Karate
Fitness Training	Yoga
Placement Facilities	Training programs for career building, Personality and Skill development programs, Placement drives
Medical facilities	A lady doctor is appointed
Teacher guardian Scheme	Each teacher is guardian of ~70 students
Library	e-library, departmental library and reading room
Remedial classes	For weak students

#### 5.2 Efforts made by the institution for tracking the progression

Tracking of student progression in the college is maintained through:- <ul style="list-style-type: none"><li>• Database of each student is maintained in the administrative module, which can be accessed by a unique registration number of the student.</li><li>• The teacher-guardian maintains a register where in the faculty details, attendance etc of the student are available.</li><li>• CCE marks, class tests and Group discussions are used for tracking academic progress of the students.</li></ul>
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#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2668	396	41	09 (PG Diploma)

-

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	-	-		3073	100%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1136	267	321	1124	0	2848	1202	306	380	1182	03	3073

Demand ratio

Dropout %

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching for PSC and other competitive exams are held in the college. Special sessions of general knowledge and current affairs are also conducted.

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT

IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

- Career counselling by external agencies.
- Workshops, grooming of students for Group discussion, Soft skills, Personality development, Communication Skills are held every year.
- Two days career fair organized every year.
- Job oriented internship training for all UG and PG final year students.
- Compulsory session of resume making,

No. of students benefitted

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
13	140	32	Exact data is not available

## 5.8 Details of gender sensitization programmes

- Every year a team from police department visits the college to give students a brief training on self protection. They provide the students with emergency numbers which can be called when in need.
- Lectures on women empowerment is given to the students from time to time.
- Training of Marshall art is provided to the willing students of the college.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution (alumni)	03	13,300
Financial support from government	1470	86,80,275
Financial support from other sources ( Each one adopt one)	07	17,300
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

No such grievance was requested minor grievances were redressed through:-

- Grievances redressal cell
- Teacher- Guardian Scheme
- Complaint box

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision** - Govt M H College of Home Science & Science for Women will be the college of opportunities for women coming from diverse backgrounds by offering quality education for their overall personal & professional development to meet the challenges of society.

**Mission-**

To make women self reliant and self sufficient by imparting quality education along with excellence in extracurricular activities.

To provide access, equity and quality in Higher Education.

To create congenial atmosphere for development of character, personality, soft skills, ethical values, courage & self confidence.

To train young women for their future life to make best use of Information and Communication Technology.

6.2 Does the Institution has a management Information System

An integrated web enabled application software has been developed for the efficient administration. The various modules are: Student module, Administrative module, Fee module, Accounts module, Scholarship module, Examination module, Hostel & Staff module.

6.3 Quality improvement strategies adopted by the institution for each of the following:

### 6.3.1 Curriculum Development

Curriculum development is carried out to cater to the demanding needs to enhance job opportunities.

### 6.3.2 Teaching and Learning

- Educational visits are arranged.
- Internships under expert guidance are provided.
- Motivational competitions are held.
- Innovative techniques are applied for teaching, seminars, conferences, workshops are organized.

### 6.3.3 Examination and Evaluation

- Examination is highly confidential.
- Complete transparency is maintained in the examination procedure.
- Valuation is done by external and internal experts.
- Provision for re-totalling and copy observation is available for dissatisfied students.

### 6.3.4 Research and Development

The faculty regularly updates itself by attending various faculty development programmes organised by the UGC and other institute within and outside of the state . The college also supports research activities by providing basic physical and academic infrastructure facilities such as -

- Provision of study leave for period of 1 to 2 years is available.
- Laboratory, Chemicals and Sophisticated instruments like UV-visible Spectrophotometer, FTIR and Electronic Balance etc.
- Financial support is provided by UGC, MPCST and other funding agencies.
- Reference books, Journals and e-library.
- ICT infrastructure: Computers, Laptops and Unlimited internet facility for which no fee is charged by the college for providing ICT facilities.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Well equipped subject specific labs.
- Modern instruments for Physics and Chemistry in the laboratory.
- Fully equipped library with SOUL software, e-library, INFLIBNET facility, Magazines, Journals, Newspapers, and Braille books.
- MIS – web enabled integrated application software for college management with various modules like Student module, Admission, Accounts, Examination and Hostel.
- 7 well equipped computer labs.
- All time Wi-Fi facility.
- Sports complex with gymnasium.
- Every department has fully equipped laboratories.
- Well equipped classrooms fitted with close circuit cameras.
- Ramps for differently abled students.

### 6.3.6 Human Resource Management

- The college faculty is grouped into various committees for the smooth functioning and welfare of the college.
- Faculty and staff are encouraged to participate in self-development programs conducted by Higher Education & University.
- Non-teaching staff regularly looks after the physical infrastructure and provides necessary support guidance to students, staff and faculty members.
- Administration motivates and manages student staffs and faculty members with necessary support and guidance.

### 6.3.7 Faculty and Staff recruitment

As per Higher Education and UGC guidelines

### 6.3.8 Industry Interaction / Collaboration

- Experts from the nearby are invited to provide first hand implementation to the students.
- One member from the industry relevant to the subject is present in the BOS.
- Educational tours, industrial visits, lectures by industry experts and domain experts are regularly conducted.
- Workshop on Vermi-composting, Sericulture, Bakery, Draping, Embroidery, Block-printing, Food preservation, Diet-planning, Mushroom cultivation, Bonsai, Networking, MS Office, Hardware are organized.

### 6.3.9 Admission of Students

. The college has constituted a committee which looks after the online admission process.

### 6.4 Welfare schemes for

Teaching	Apart from various welfare schemes of the government, teaching programs, Workshops, Seminars , Orientation programs are conducted
Non teaching	Training programs by Higher Education
Students	Virtual classes, Scholarship, Workshops

6.5 Total corpus fund generated

13,15,68,950

6.6 Whether annual financial audit has been done

Yes



No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	P.S. Bhopal	Yes	AG, JBP
Administrative	Yes	AGMP Gwalior	Yes	CA

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes       No

For PG Programmes      Yes       No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The college has developed an integrated web enabled operating system. One of the modules of the software is examination module, which later carries all examination procedures,

The roll list of the students for CCE and main examination is generated through this module. Entry of marks of practical and main examination roll number wise, generation of admit cards and second signature form for entry into examination hall is also done through this. The processing of result, generation of tabulated register, result display, number of students for ATK, followed by updation of marksheets etc. is done with perfection.

Each semester examination consists of two CCE. One of these is conducted through OMR sheets, thus preparing the students for appearing in competitive examination.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

M.H. College is one of the pioneering institutions of Madhya Pradesh that adopted the autonomous system by Higher Education in 1989. The UGC expert committee visited the college on 14 February 2002 and further extended the Autonomous status of the college upto 2002-03. For the further extension of Autonomous status, UGC expert committee reviewed the college on 18.04.2008. On the recommendation of the UGC peer team, the Autonomous status of the college has been extended up to the year 2012-13.

6.11 Activities and support from the Alumni Association

- Active participation and contribution by alumni.
- Interaction with alumni through annual alumni meetings.
- Involvement of alumni in the Governing Body of the college.
- Special lectures, seminars and workshops by alumni are arranged on regular basis through Societies and Clubs.
- Memorial lecture and scholarships, awards, prizes and medals instituted by alumni.

#### 6.12 Activities and support from the Parent – Teacher Association

Parent teacher meetings are held twice a year where the parents can discuss the problems of their daughters with the teacher guardian.

#### 6.13 Development programmes for support staff

Orientation and training programs are offered.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- ‘Operation clean’ organized from time to time
- Plantation of trees.
- Efforts to minimize the waste generated through labs
- Vermi-composting pits
- Polythene free zone.
- Solar panels
- Water harvesting.

### **Criterion – VII**

#### **7. Innovations and Best Practices**

##### 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Question bank for all the core as well as self-finance subjects are made available to the students who have to submit the answers as tutorial within a stipulated period for enhancing the subject knowledge of the students.

##### 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Internships made career oriented with knowledge of Web-designing, Hardware and Software, Programming languages, Project development and Library management.
- The number of minor projects have increased.
- Academic visits to Herbal plant, Coca- Cola manufacturing plant etc. were conducted.
- Interdisciplinary activity in the form of ‘Antarvidha’ was organized followed by discussion on interrelated subjects.
- Inspiring lectures were held and also community services encouraged to inculcate human values.
- The students were made aware of the importance of environmental conservation by encouraging Green campus drive, Plantation, Cleanliness, Conservation of energy and Water preservation etc.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

**Best Practice – I**

**Departmental Magazine Published** - Each department publishes a magazine of its own, where the students and teachers of the respective department publish self-written articles. These magazines are released by the Chief Guest and the Principal during social gathering each year.

**Best Practice – II**

1. College library held an exhibition of books of all disciplines for the awareness and development of reading habit among the students.
2. Exhibition on items like diya, rakhi, artificial flowers, bakery products.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Maintenance of fish pond and medicinal plants.
- Visits by NSS students to various rural areas and thus providing significant solutions.
- Importance of health and hygiene.
- Visits by students of Home Science departments to old age homes and orphanages to make the inmates aware of various health issues.
- Plantation of trees on special occasions.
- Rain water harvesting.
- Vermi composting pits to dispose hostel garbage.
- Polythene free zone.

7.5 Whether environmental audit was conducted?    Yes     No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**SWOT Analysis (Strength, Weakness, Opportunity and Challenges)**

**Strength –**

**Physical Infrastructure –**

- 10.6 acre land
- 4 Hostel blocks, accommodating—700 students
- Well lit & ventilated class rooms
- Canteen
- Public address system & CC camera
- Solar lights in premises
- Round the clock security provided
- Three ICT enabled class rooms
- College is situated at prime & easily approachable location
- Well maintained garden
- Telephone booth for hostel students
- Auditorium with audio and video system
- Drinking water facility on each floor
- Cycle stand
- Common rooms

**Academic Infrastructure**

- Academic flexibility
- Highly qualified and experienced teachers
- Well equipped laboratories
- Internet facility through LAN
- Library for UG and PG students
- Guest lecture by eminent professors
- PG library in each department
- Reading room
- Sports facilities, Badminton, Volleyball, Basket Ball, Ground for field events

**Weakness –**

- Lack of accommodation facility for faculty and staff
- Students are first generation learners
- Lack of sense of hygiene in the students from rural areas
- Poor communication skills
- Shortage of skilled lab technicians
- Lack of library and computer facility in hostel
- Insufficient number of toilets

**Opportunity –**

- Women's college
- Only college in M.P. covering for 4 post graduate courses in Home science.
- Located at the heart of city
- Jabalpur is very well connected to nearby rural areas by rail route & local transport.

**Challenges (Threats)-**

- Upcoming private colleges with better facilities
- Online courses through MOOC
- Lack of competitiveness among students
- Professional courses are preferred over degree courses
- Less job opportunities

## 8. Plans of institution for next year

- Implement eco-friendly measures
- Infrastructural development
- To start Post Graduate course in Biochemistry and Biotechnology.
- Awakening girls belonging to rural area for Higher Education.
- Construction of new block for Travel Tourism & Catering in college campus.

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
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## Annexure (i)

### Part A - 2.15 Academic Calendar:-

Academic Work	First/Second/Third Semester	Second/Fourth/Sixth Semester
Initial Classes/Zero Classes/ SWOT Analysis	01 July to 12 July 2014 (11 working days)	01 January to 03 January 2015 (03 working days)
Educational and Evaluation process	14 July to 10 November 2014 (90 working days)	05 January to 23 April 2015 (90 working days)
C.C.E. work	2 <sup>nd</sup> week of September	2 <sup>nd</sup> week of March
Exam Preparation Leaves	11 November to 16 November 2014 (03 working days)	24 April to 27 April 2015 (04 working days)
Practical Exams	15 October to 05 November 2014 (any 3 working days)	25 March to 11 April 2015 ( any 3 working days)
Semester and ATKT exams	17 November to 21 December 2014	28 April to 26 May 2015
Exam Result declaration	31 December 2014	15 June 2015
Semester Break	22 December to 31 December 2014 (10 days)	27 May to 30 June 2015 (35 days)

## Annexure (ii)

### Part B 1.3 Feedback

Feedback Process
<p>Over the years the college has evolved certain mechanisms for obtaining feedback from students and parents.</p> <ul style="list-style-type: none"><li>• A set of formats have been designed by the IQAC for the assessment of teachers by students.</li><li>• The college follows teacher-guardian scheme under which every teacher is allotted about fifty students guardianship. Two meetings with the parents of these students are held in which the problems faced by their children or any suggestions are discussed and noted down in a register maintained by the teacher.</li><li>• There is also a facility of complaint box in which the students can lodge their complaints regarding teachers, office and any other problems faced by them in the campus.</li></ul> <p>Separate committees are constituted for the analysis of the collected information. There is also a grievance redressal cell which collects the complaints from the box and discusses with the principal. Consequently necessary action is taken by the principal</p>