Annual Quality Assurance Report of IQAC

(2015-2016)

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

1. 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

hegmhhsgpgcjab@mp.gov.in

Contact Nos.

0761 - 2407326
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Name of the Head of the Institution:

Dr. Sunita Shrivastava

Tel. No. with STD Code:

0761 4005716

Mobile:

9425323703

Name of the IQAC Co-ordinator: | Dr. Rashmi Saxena

Mobile: | 9425323787

IQAC e-mail address: | principal@gmhcollege.nic.in

1.3 **NAAC Track ID** | hegmhsgpgcjab@mp.gov.in
  (For ex. MHCOGN 18879)

1.4 **NAAC Executive Committee** | EC/58/RAR/100 on 10/03/2012
  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: | www.gmhcollege.org.in

Web-link of the AQAR: | www.gmhcollege.org.in/AQAR2015-16.doc

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	1st Cycle	B++	80-85%	2003	5 Years
2	2nd Cycle	A	3.41	2012	5 Years
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY | July 2004

1.8 **AQAR for the year** *(for example 2010-11)* | 2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted 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 [✓]   Central [-]   Deemed [-]   Private [-]

Affiliated College   Yes [✓]   No [-]

Constituent College   Yes [-]   No [✓]

Autonomous college of UGC   Yes [✓]   No [-]

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)   Yes [-]   No [✓]

Type of Institution   Co-education [-]   Men [-]   Women [✓]

                                    Urban [✓]   Rural [-]   Tribal [-]

Financial Status   Grant-in-aid [-]   UGC 2(f) [✓]   UGC 12B [✓]

                                    Grant-in-aid + Self Financing [-]   Totally Self-financing [-]

1.11 Type of Faculty/Programme

Arts [-]   Science [✓]   Commerce [-]   Law [-]   PEI (Phys Edu) [✓]

TEI (Edu) [-]   Engineering [-]   Health Science [-]   Management [-]

Others   (Specify)   [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   [✓]

University with Potential for Excellence   [-]   UGC-CPE [✓]

DST Star Scheme   [-]   UGC-CE [-]

UGC-Special Assistance Programme   [-]   DST-FIST [-]

UGC-Innovative PG programmes   [-]   Any other *(Specify)* [-]

UGC-COP Programmes   -

2. IQAC Composition and Activities

2.1 No. of Teachers   11

2.2 No. of Administrative/Technical staff   06

2.3 No. of students   -

2.4 No. of Management representatives   02

2.5 No. of Alumni   -

2. 6 No. of any other stakeholder and

    community representatives   -

2.7 No. of Employers/ Industrialists   -

2.8 No. of other External Experts   -

2.9 Total No. of members   19

2.10 No. of IQAC meetings held   02

2.11 No. of meetings with various stakeholders: No. | 01 | Faculty | 03 |

    Non-Teaching Staff Students | 02 | Alumni | 01 | Others | - |

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [✓]

    If yes, mention the amount   -

2.13 Seminars and Conferences (only quality related)

    (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

    Total Nos. | 13 | International | - | National | 06 | State | - | Institution Level | 07 |

(ii) Themes

- Self employment through Mushroom cultivation
- Aquarium maintianance
- Computer virus.
- Soura art.
- Mural making.
- Clay work.

2.14 Significant Activities and contributions made by IQAC

- Environment conservation.
- Development program for faculty, students and staff.
- Participation in Janbhagidari committee.

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
- Implement eco-friendly measures	- Plantation by Botany department, NSS and NCC. - Wildlife week celebrated by Zoology department - Workshop on fish aquarium management
- Infrastructural development	- Construction work for 9 new classrooms in progress. - Construction work for new washrooms in progress.
- To start Post Graduate course in Biochemistry and Biotechnology.	- Proposals for Post Graduate course in Biochemistry and Biotechnology prepared and sent to Higher Education for approval
- To start diploma courses	- Proposal for diploma course in clinical nutrition prepared and sent to Higher Education for approval
- Awakening girls belonging to rural area for Higher Education.	- Four faculty members from the college were allotted duty of visiting girls' higher secondary schools for promoting Higher Education.
- Construction of new block for Travel Tourism & Catering in college campus.	- Construction of new block for Travel Tourism & Catering in progress

 * *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

- Preparation for Accreditation 3ʳᵈ cycle was discussed, need to form a new committee was emphasised.
- Workshop on Accreditation and Academic audit was suggested.
- Continuous improvement of teaching and learning to be made a priority.

Part – B

Criterion – I

1. 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	29	-	-	-
PG	10	-	-	10 Internships
UG	13		-	13 Internships
PG Diploma	2	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	54	-	-	-

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(10 PG, 13UG, 02 PG Diploma)
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.

* 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.
* The syllabi for regular courses are provided by the department of Higher Education, M.P. Government and is followed without any changes.
* The syllabi for Post Graduation is provided by Rani Durgavati Vishwavidhyalaya, Jabalpur.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
53	22	26	5	-

Total No. of permanent faculty	Asst. Professors		Associate Professors		Professors		Others		Total	
No. of Faculty Positions Recruited (R) and Vacant (V) during the year	R	V	R	V	R	V	R	V	R	V
	22	19	26	-	5	2	-	-	53	21

2.2 No. of permanent faculty with Ph.D. | 49 |

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty		
Self-Finance	Against Vacant Post	Total
43	16	59

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	-	111	44
Presented papers	02	31	01
Resource Persons	-	04	03

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

- Student teacher interaction beyond classrooms.
- Well equipped CPE labs (Computer laboratories) other than subject specific labs.
- Overhead projectors in classrooms and smart classrooms.
- Modern teaching aids apart from black board teaching.
- CCE and class test to monitor progress of students,

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	53	18	08

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.	715	-	-	-	-	86.57
B.H.Sc.	50	-	-	-	-	94%
M. Sc.	180	-	-	-	-	81.11%

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

- Organizes workshops and expert lectures for students.
- Performance of students is evaluated through tests, CCE and semester exams.
- CCTV cameras fitted in all classrooms and laboratories to help in monitoring the teaching learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	46
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	06
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
Administrative Staff/ Technical Staff 2015-2016	35	29	14	03	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

> All departments are encouraged to pursue research work, apply for major and minor research projects, linkages with university and other colleges to promote research are set up. During a year college publishes its own research journal Anusandhan.

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	01	02	04
Outlay in Rs. Lakhs	-	-	3,55,000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	41	20	02
Non-Peer Review Journals	-	-	-
e-Journals	06	-	-
Conference proceedings	-	02	-

3.5 Details on Impact factor of publications:

Range 2-6.4   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	2015-16	UGC	3,55,000	3,55,000
Interdisciplinary Projects		-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College		-	-	-
Students research projects *(other than compulsory by the University)*	-	-		-
Any other(Specify)	-	-	-	-
Total	-	-	3,55,000	3,55,000

3.7 No. of books published   i) With ISBN No.   01   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	-	01	-	-	-
Sponsoring agencies	-	UGC	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons | 09 |

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 | 07 |
and students registered under them | 29 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 04 |

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 | 31 | State level | 07

National level | 02 | International level | -

3.22 No. of students participated in NCC events:

University level | 140 | State level | 08

National level | 12 | International level | -

3.23 No. of Awards won in NSS:

University level | 06 | State level | -

National level | - | International level | -

3.24 No. of Awards won in NCC:

University level | 08 | State level | -

National level | - | International level | -

3.25 No. of Extension activities organized

University forum | 27 | College forum | 56

NCC | 13 | NSS | 17 | Any other | -

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

- Awareness programmes and Nukkad Nataks based on physical hygiene, cleanness, digital transaction, use of toilets etc by NCC and NSS.
- Self-defence and Yoga training
- Environmental awareness programme
- Extra coaching for academically weak students
- Career fair
- Visits to orphanages/oldage homes
- Medicinal camps

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	43	-	-	43
Laboratories	15	-	-	15
Seminar Halls	03	-	-	03
No. of important equipments purchased (≥ 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

> Administration has been computerized. The web enabled software has various module like Student module, Administrative module, Fee module, Accounts module, Scholarship module, Examination module, Hostel & Staff module. Network version of Soul and Inflibnet software are used in library. E-library facility is open to all the students and staff.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	57,629	-	1084	5,67,292	58,713	-
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	Depart-ments	Others
Existing	158	02	Yes	04	01	01	12	-
Added	02	-	-	-	-	-	-	-
Total	158	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 college has 2 CPE labs with 65 computers, Wi-Fi connection and all imported software for students and staff. The office staff is trained and has been carrying out digital transaction. Teacher attended various workshops and training programs to update themselves in the field of technology. Compulsory computer training is provided to all the 1st year students.

4.6 Amount spent on maintenance in lakhs :

i)   ICT | - |

ii) Campus Infrastructure and facilities | - |

iii) Equipments | - |

iv) Others | 1,44,163 |

Total : | 1,44,163 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The new comers are made welcome to the college. They are given an orientation by the different faculty members where all the rules and regulations to be focussed in the college are discussed. All the faculties of sports, NCC, NSS, Cultural activities, Self-defence, Yoga training, Fitness programmes, Medical facilities, Teacher guardian scheme, Library facilities, Remedial classes and Placements facilities are provided to the students.

5.2 Efforts made by the institution for tracking the progression

Tracking of student progression in the college is maintained through:-

- Database of each student is maintained in the administrative module, which can be accessed by a unique registration number of the student.
- The teacher-guardian maintains a register where in the faculty details, attendance etc of the student are available.
- CCE marks, Class tests and Group classes are used for teaching academic program of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2888	390	29	19 PG Diploma

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%		Women	No	%
	-	-			3297	100%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1202	306	380	1182	03	3073	1201	370	444	1279	03	3297

Demand ratio | Not Available (Online admission was done through Higher Education's software) | Dropout % | 0 to 2%

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

- The Vivekanand Career Guidance cell and the Placement cell of the college organize training programmes workshops and seminars on- Preparation for competitive exams, Personality development and Skill development.
- Various departments of the college also organises special lectures and classes for competitive exams.
- College library has books for various competitive exams, which are available to the students.
- Magazines like Competition seekers, Pratiyogita darpan etc are available to the students in the reading room.

No. of students beneficiaries | 948 (All B.Sc. VI semester and M.Sc. students)

5.5 No. of students qualified in these examinations

| NET | - | SET/SLET | - | GATE | - | CAT | - |
| IAS/IPS etc | - | State PSC | 06 | UPSC | 04 | Others | 38 |

5.6 Details of student counselling and career guidance

- 60 hour job oriented internship training for all UG and PG final year students.
- Two days career fair organized every year.
- Workshops, grooming of students for G.D, Soft skills, Personality development, Communication Skills are held every year.
- Various subject specific career options available to the students are discussed by the subject teachers.
- Compulsory teaching of resume making,
- Career counselling by external agencies.

No. of students benefitted | 948 (All VI semester and M.Sc. students)

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
08	206	46	NA

5.8 Details of gender sensitization programmes

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

5.9 Students Activities

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

State/ University level | 105 | National level | 08 | International level | - |

No. of students participated in cultural events

State/ University level | 186 | National level | 14 | International level | - |

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

Sports: State/ University level | 18 | National level | 01 | International level | - |

Cultural: State/ University level | 16 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution (alumni)	3	17,011
Financial support from government(from Gaav ki beti, Pratibha Kiran, Posr Metric, Aawas Sahayta schemes)	1666	55,90,920
Financial support from other sources (each one adopt one)	10	58,487
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   17

5.13 Major grievances of students (if any) redressed:

No major grievances of students have been registered.

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

Keeping in mind the needs of students job oriented courses of Computer application, Computer Science, Computer maintenance, Electronics, Biotechnology, Biochemistry and Microbiology have been started. Presently, the college has got approval for new course of Travel and Tourism and Catering.

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

- Examination is highly confidential.
- CCE though OMR are done
- Valuation is done by experts from inside as well.
- Results are declared on time.
- Complete transparency is maintained in the exam procedure.
- Provision for re-totalling and copy observation is available for dissatisfied students.
- Tabulatio

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 -

- ICT infrastructure: Computers, Laptops and Unlimited internet facility for which no fee is charged by the college for providing ICT facilities.

- Provision of study leave for period of 1 to 2 years is available.

- Financial support is provided by UGC, MPCST and other funding agencies.

- Laboratory, Chemicals and Sophisticated instruments like UV-visible Spectrophotometer, FTIR and Electronic Balance etc.

- Reference books, Journals and e-library.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Well equipped subject specific labs.
- Modern instruments for Physic 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.
- Auditorium with great sound quality.

6.3.6 Human Resource Management

- The main human resource of the institute is its Faculty, Staff and supporting staff.
- Each office staff is assigned fixed duty thus facilitating healthy working atmosphere with division of labour.
- At the start of every new session the teachers and faculty are grouped into different committees for smooth functioning of the institution.
- Likewise the support staff is also allotted specific duties to perform.

6.3.7 Faculty and Staff recruitment

As per Higher Education and UGC guidelines

6.3.8 Industry Interaction / Collaboration

- 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.
- Experts from nearby are invited to provide first hand information to the students.
- One member from the industry relevant to the subject is present in the BOS.

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   15,90,36,330

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 result prompt has also been upgraded. The processing of result, generation of tabulated register, result display, number of students for ATKT, followed by updation of marks 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

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

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

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.

> Students' attendance is considered as a very important issue. Monthly attendance for each student is fed in the attendance module and those with short attendance are notified from time to time. Genuine causes of obscure are verified and made up through tutorials.
>
> Resulting, in a larger presence of students in every class thereby increasing their knowledge of the subject.

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

- Plantation by Botany department, NSS and NCC.

- Wildlife week celebrated by Zoology department

- Workshop on fish aquarium management

- Construction work for 9 new classrooms was done.
- Construction work for new washrooms in progress.
- Proposals for Post Graduate course in Biochemistry and Biotechnology prepared and sent Higher Education for approval
- Proposal for diploma course in clinical nutrition prepared and sent to Higher Education for approval
- Four faculty members from the college were allotted duty of visiting girls' higher secondary schools for promoting higher education.
- Construction of new block for Travel Tourism & Catering in progress

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

> **Best Practice I**
> Teacher Guardian scheme for close monitoring of the students.
> **Best Practice II**
> Need based special arrangements for physically challenged students.

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

7.4 Contribution to environmental awareness / protection

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

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
- Solar lights in premises
- Round the clock security provided
- 3ICT enabled class rooms
- College is situated at prime & easily approachable location
- Well maintained garden
- Telephone booth for hostel students
- Auditorium
- Drinking water facility on each floor
- Public address system & CC camera
- Well lit & ventilated class rooms
- Canteen
- 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

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)-
- 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**

- Awareness of government schemes like Make in India, Start up India, Skill India and Digital India etc.

- To increase number of inter disciplinary activities and number of options of electives for students.

- Review new SSR format and facilitate preparation of the same.

- To promote knowledge about Indian heritage culture and legendary personalities.

- Procure more furniture for classrooms, books for library, and sports equipments.

- Develop healthy education culture in the campus by establishing equal opportunity for disable students.

Name _____   Name _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Academic Calendar:-

Academic Work	First/Second/Third Semester	Second/Fourth/Sixth Semester
Initial Classes/Zero Classes/ SWOT Analysis	01 July to 11 July 2015 (10 working days)	-
Educational and Evaluation process	13 July to 07 November 2015 (93 working days)	01 January to 23 April 2016 (90 working days)
C.C.E. work	2nd week of September	2nd week of March
Exam Preparation Leaves	14 November to 16 November 2015 (03 working days)	24 April to 26 April 2016 (03 working days)
Practical Exams	15 October to 05 November 2015 (any 3 working days)	25 March to 11 April 2016 (any 3 working days)
Semester and ATKT exams	17 November to 21 December 2015	27 April to 26 May 2016
Exam Result declaration	31 December 2015	15 June 2016
Semester Break	22 December to 31 December 2015 (10 days)	27 May to 30 June 2016 (35 days)

Part - B. 1.3 Annexure (ii)

Feedback

Feedback from the students is taken manually as
 	
    • In prescribed feedback program for individual teachers.
 	
    • Complaints about any issue related to the college in the complaint drop box.
 	
    • Teacher-Guardian register.
 	
   There is a complaint redressal committee which goes through all the complaints in the presence of the principal and necessary action is taken.