

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

AQAR for the year (for example 2013-14)

2016-17

1. Details of the Institution

1.1 Name of the Institution

Govt. Girls College khargone

1.2 Address Line 1

BTI Road

Address Line 2

Aanand Nagar Khargone

City/Town

Khargone

State

Madhya Pradesh

Pin Code

451001

Institution e-mail address

heggckhr@mp.gov.in

Contact Nos.

9425123905

Name of the Head of the Institution:

Dr. M.K. Gokhale

Tel. No. with STD Code:

Mobile:

9425123905

Name of the IQAC Co-ordinator:

Prof. Jayanti Joshi

Mobile:

9977150498

IQAC e-mail address:

govtgirlscollegekhargonekhargo@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MPCOGN13731

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)

EC(SC)/15/A&A/682 dated 25-05-2016

1.5 Website address:

<http://www.gdckhargone.org/index.html>

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 st Cycle	C	1.82	2009	28.01.2014
2	2 nd Cycle	B	2.21	2016	24.05.2021
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

28/05/2014

1.8 AQAR for the year

2016-17

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 _____ 2015-16 NAAC Visit 27/04/16 to 29/04/16
- ii. AQAR _____ 2014-15
- iii. AQAR _____ **2013-14**

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 Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

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)

Devi Ahilya Vishvavidyalay, Indore

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

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

2 IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	Internal-01 Extended - Nil
2.11 No. of meetings with various stakeholders:	No. : 00 Faculty <input type="text" value="03"/>
	Non-Teaching Staff <input type="text" value="02"/> 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 No

If yes, mention the amount

-

-

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2.13 Seminars and Conferences (only quality related)

2.13.1 No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. - International - National State Institution Level 02

2.13.2 Themes

1. Swat Analysis and Amputated Test
2. Personality Development

2.14 Significant Activities and contributions made by IQAC

- Orientation programme for newly admitted students in all Streams in July 2016. The objective of the session was to bring awareness among the students about the courses, activities and their roles & responsibilities towards college at the onset of new academic session.
- IQAC organized Personality Development programs as per the calendar of Higher Education. Important sessions were conducted based on themes such as: Importance and Role of Nutrition, Mental & Physical Health etc.
- Motivation of staff members to inculcate Research aptitude and apply for Research Projects, participate in seminars, workshops and Paper publication. Motivating students to take up social awareness programs like Green Audit, Cashless Transfer, Use of eco-friendly devices etc.
- Conducting regular internal academic audit.
- Programmes based on Gender Sensitization and Women Empowerment.

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>1. Organization of one National level conference, seminar and workshop sponsored/ UGC/NAAC/Self-financed.</p> <p>2. Induction of more visiting faculties experts to enhance quality of teaching.</p> <p>3. Incentives to teachers and students for Research Publications will be taken up.</p> <p>4. Environment Audit.</p> <p>5.Social Audit.</p> <p>6.Plans to set up Green Energy Systems.</p> <p>8.Research Training to Teachers.</p> <p>9.Encouraging and motivating the Faculty members to participate in Refresher Courses, Seminars, Conferences etc.</p>	<p>Preparation and submission of Research Project Proposals to UGC.</p> <p>Expert lectures by renowned subject experts to enhance quality of teaching.</p> <p>Motivational Awards to acknowledge Teachers and students achievements in Academics and extracurricular activities.</p> <p>Creation and implementation of Departmental Academic Activity Planner by teaching departments.</p> <p>The executed academic and activity plans are published in the monthly newsletter; an initiative by all teaching departments.</p>

** Attach the Academic Calendar of the year as Annexure.*

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 suggestions received form experts and management are incorporated in future plan of IQAC.

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	-	-	-	-
PG	03	-	02	-
UG	04	-	02	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	0	-	-	-
Others	0	-	-	03
Total	07	-	04	03
Interdisciplinary	Nil	-	-	-
Innovative	Nil	-	-	-

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

Pattern	Number of programmes
Semester	7
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*

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

7 Semester –Revised.

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

Nil

Criterion - II

2 Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	12	0	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

05

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	3	-	-	-	-	-	-	01	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

03	-	11
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	28	-
Presented papers	0	13	-
Resource Persons	-	-	-

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

- Learning through Audio, Video and Power Point presentations.
- Collaborative learning, Practical, Projects, Industrial visits, etc.
- Online learning & assignments.
- Use of Films and documentaries based on social and spiritual values.
- Spot questions & Quiz.
- Interactive sessions with successful entrepreneurs and alumni members.
- Systematically planned Morning Assembly activities.

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

180 days

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

Students are evaluated through Unit Tests, Multiple Choice Questions and verbal questioning in respective classrooms as well.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

-	-	-
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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

82%

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.A. Plan	160	0	07	40	07	33.75
B.Sc.-Bio	113	0	36	24	01	53.08
B.Com.-C.S.	26	0	03	17	0	76.92
B.H.Sc.	13	0	11	01	0	92.30
M.A.-Sociology.	09	0	0	04	0	44.44
M.S.W.	20	0	11	08	0	95.00
M.H.Sc.	13	0	11	01	0	92.30

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

IQAC motivates teachers and students by enhancing quality in all teaching learning programs of the institution. Evaluation of teaching process is done on the basis of feedback from the students and other stake holders. The initiatives carried out by IQAC are following:

- The performance of the teachers is constantly monitored by observation, through students Feedback, personal discussions and also in staff council meetings.
- The Institutional Management evaluates the performance of each faculty and communicates them, in the end of the academic year.
- A Semester planner is made by each department.
- Feedback of Departmental meetings is shared with IQAC members.
- Guardian Tutor Scheme acts as a bridge between the students and the teachers. It results in building better rapport between them and also helps to improvise the action taken

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	01
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
Administrative Staff	03	02	-	-
Technical Staff	04	01	-	-

Criterion - III

3 Research, Consultancy and Extension

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

IQAC promotes Research culture by motivating teachers to apply for Minor Research Projects and send proposals to the funding agencies. Teachers are motivated to pursue high end research in their respective fields as Recognized Research Guides. Staff members are encouraged to pursue Ph.D, to attend and present papers in seminars, conferences etc., and also to publish research papers in journals of national and international repute. The teaching departments organize and conduct Workshops and Training Programme/ Internship Programmes and Certificate courses as well.

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	0	04	0	0
Outlay in Rs. Lakhs	0	555000	845000	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	0	05	0
e-Journals	0	0	0
Conference proceedings	0	02	0

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	0	0	0	0
Minor Projects	2015-16	UGC	845000	555000
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other(Specify)	0	0	0	0
Total			845000	555000

3.7 No. of books published

i) With ISBN No.

01

Chapters in Edited Books

Nil

ii) Without ISBN No.

0

3.8 No. of University Departments receiving funds from

UGC-SAP

-

CAS

-

DST-FIST

-

DPE

-

DBT Scheme/funds

-

For colleges

Autonomy

-

CPE

-

DBT Star Scheme

-

INSPIRE

-

CE

-

Any Other (specify)

-

3.8 Revenue generated through consultancy

NA

3.9 No. of conferences organized by the Institution

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

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

3.11 No. of collaborations International National Any other

3.12 No. of linkages created during this year

3.13 Total budget for research for current year in lakhs:

From Funding agency From Management of
University/CollegeTotal

3.14 No. of patents received this year

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

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

S.No.	Total	International	National	State	University	Dist	College
1	Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.16	No. of faculty from the Institution who are Ph. D.	<input type="text" value="0"/>	<input type="text" value="0"/>
3.17	Guides and students registered under them	<input type="text" value="0"/>	<input type="text" value="0"/>
3.18	No. of Ph.D. awarded by faculty from the Institution	<input type="text" value="0"/>	<input type="text" value="0"/>
3.19	No. of Research scholars receiving the Fellowships (Newly enrolled + existing)		
3.20	SRF	<input type="text" value="02"/>	Project Fellows <input type="text" value="-"/> Any other <input type="text" value="-"/>
3.21	No. of students Participated in NSS events:		
	University level	<input type="text" value="00"/>	State level <input type="text" value="00"/>
	National level	<input type="text" value="00"/>	International level <input type="text" value="00"/>
3.22	No. of students participated in NCC events:		
	University level	<input type="text" value="00"/>	State level <input type="text" value="00"/>
	National level	<input type="text" value="00"/>	International level <input type="text" value="00"/>
3.23	No. of Awards won in NSS:		
	University level	<input type="text" value="00"/>	State level <input type="text" value="-"/>
	National level	<input type="text" value="-"/>	International level <input type="text" value="-"/>
3.24	No. of Awards won in NCC:		
	University level	<input type="text" value="00"/>	State level <input type="text" value="-"/>
	National level	<input type="text" value="-"/>	International level <input type="text" value="-"/>
3.25	No. of Extension activities organized		
	University forum	<input type="text" value="-"/>	College forum <input type="text" value="-"/>
	NCC	<input type="text" value="-"/>	NSS <input type="text" value="04"/> Any other <input type="text" value="-"/>

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

NSS actively participates in the extension activities organized in the campus as well as outside the campus by inculcating a true sense of accountability and responsibility in the students.

Various programmes organized are as follows:

Plantation, awareness programme self defiance programme etc.

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	7 acres	-	-	-
Class rooms	08	-	-	08
Laboratories	07	-	-	07
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	240000	JBS	240000
Value of the equipment purchased during the year (Rs. in Lakhs)	-	623019	UGC/Go vt./JBS	623019
Others (Tutorial rooms)	-	-	-	-

4.2 Computerization of administration and library

- The Library is automated with ‘Soul software’ and all the books are entered into the software and bar-coded.
- A fully functional Web library exists to access the inflibnet and e-learning resources.
- Bulk message service is used on regular basis for sending SMS to students & staff regarding important information.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	37429	4801786	1467	202817	38896	5004603
Reference Books	6605	847374	432	86254	7037	933628
e-Books	4000		-	-	4000	-

Journals	38	51204	-	-	38	51204
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	38	01	Wi-fi in all 2 blocks LAN in 2 labs	-	01	02	06	-
Added	06	-	-	-	-	-	-	-
Total	44	01	-	-	01	02	06	-

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

Internet access is provided to the students where they can log on and work on the assignments or projects assigned to them by the faculty.

The Department of Computer Science organized

- **In house internship Programme for B.Sc (CS) and B.Com (CA).**

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 667692
ii) Campus Infrastructure and facilities	Rs. 897638
iii) Equipments	Rs. 714693
iv) Others	Rs. 54953

Total:

Rs 2334976

Criterion - V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC reviews existing support services and ensures that students are made aware of them through the following means:

The prospectus enlists vision and mission statements, a brief profile of the institution and its focus areas, information about all our programs, options within programs, admission procedure and requirements, fee structure for different programs, timings, extension activities, infrastructure facilities and student charter.

The first seven days of the new academic session are taken for orientation programs where freshly inducted students are made aware of existing support services as well as the Code of conduct and their duties expected from them by the higher authorities. Students are made aware of various student centric programs like NSS, Counselling Cell, Anti Ragging Cell, Placement Cell, Women's Cell, Scholarship Cell & Green Audit Committee.

Students are nominated as IQAC student representatives to provide suggestions regarding the functioning of the college.

Student's grievance redressal mechanism is well-established with the support of all teaching departments.

5.2 Efforts made by the institution for tracking the progression

A close monitoring is done with regards to class attendance, classroom participation and involvement. The course coordinator tracks the progress of each and every student through various mechanisms.

Feedback is taken from students regarding classroom teaching and other curricular aspects of faculty members. The feedback forms are subsequently evaluated to ensure the validity of responses.

Students' progress is monitored both academically and in extracurricular activities all-round the year. The students are tracked by the Continuous Comprehensive Evaluation (CCE) mentoring, etc. In the area of sports, Indoor and Outdoor, Individual and Team events are conducted to select the students for representing the college at university.

Students are imparted training for enhancing and improving their performance on regular basis.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	1540	93	0	0

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	-	-		1633	100

Last Year 2015-16						This Year 2016-17					
Gen.	SC	ST	OBC	Physically Challenged	Total	Gen.	SC	ST	OBC	Physically Challenged	Total
205	129	491	642	05	1472	143	119	803	557	11	1633

Demand ratio – Online Admission Dropout = 08.00%

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

Swami Vivekananda Career Development cell is instrumental in providing support mechanism for coaching for competitive examinations. The funds are provided by UGC and JBS.

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 counseling and career guidance

- **Resume Building**
- **Career opportunities in CSR**
- **How to prepare for Competitive Examinations?**
- **How to face Interview?**
- **Career prospects in Mgt.**
- **Learn, How to start your career?**

No. of students benefitted

124

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
0	0	0	11

5.8 Details of gender sensitization programmes

- Organised Workshops on Gender Sensitization.
- “Women Right.

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

5.9.3 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	00	00
Financial support from government	1193 (Scholarship) 761 (Aawash Yojna)	Rs. 8068306
Financial support from other sources	00	00
Number of students who received International/ National recognitions	---	----

5.11 Student organized / 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

NSS - 04
Total - 04

5.13 Major grievances of students (if any) redressed: _____
No major Grievances are received but other suggestions and complaints of students are redressed immediately.

Criterion - VI

6 Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To get A+ Accreditation in 5 year and enhance employability of our students such that at least 50% of them are employed or join P.G. within 6 month of passing out.

Mission:

- To Provide Quality Education.
- To road map a helpful career and academic path of the students.

6.2 Does the Institution has a management Information System

Yes, the institution has the Management Information System.

- Online Registrations and Admissions
- Library Management System –Soul
- Staff Attendance Management System
- Dynamic College Website

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

6.3.1 Curriculum Development

The relevant changes are made according to the needs and circumstances of the learners. Following strategies are adopted by the institution for curriculum revision and update.

- Continuous Comprehensive Evaluation Technique (CCE), Projects, Practical's and as per guidelines of the university and Dept. of MP Higher Education

6.3.2 Teaching and Learning

- The Academic session is planned meticulously for optimum use of semester teaching days. Following practices and procedures are adopted by the college for planning and monitoring the teaching learning processes.
- *On the basis of Academic calendar issued by Department of Higher Education, Govt. of MP, the college plans its academic activities for every semester. Care is taken to use minimum 180 days for teaching (90 days per semester).*
- *The Academic plans are prepared at the departmental level. The HOD provides the university syllabus, the individual teacher prepares her plan for transmitting the allotted syllabus in the time limit fixed as per the academic calendar.*
- *Counseling and internal test are being conducted on the routine basis.*
- *Study materials (Notes in both soft and in hard copies) are shared with the students.*
- *There is an organized mechanism to take the feedback.*
- *PG Students are encouraged to participate in various Seminars / Conferences / Symposium / Workshops.*
- *Teachers are sent for Orientation / Refresher courses to update their knowledge in their respective fields. Also, they are encouraged to participate in Conferences/Seminars.*

6.3.3 Examination and Evaluation

Teaching diary monitored by HOD and Principal regularly.

HODs submit their monthly reports and comments are taken every month regarding evaluation process.

Departmental Audit is done annually to identify the process of evaluation /CCE.

Pre practical and CCE examinations are conducted for better preparation of main University examinations.

6.3.4 Research and Development

- The college has established Research Development Committee to promote Research aptitude among faculty and students.
- Eminent scientists and speakers are invited for talks in various subjects.
- The college through the facility of INFLIBNET has been subscribing to online journals to promote research environment. The facility is available for all the teachers.
- The Principal & Management motivates the faculty to write research papers and to get them published in reputed journals.
- Duty leave/Sabbatical leave/lien/ Special leave is granted to the teachers to encourage them to participate in various Seminars, Conferences, Symposia, Workshops, Certificate, Refresher courses etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library automation:

The library is fully and many Journals, Magazines, Newsletters, Proceedings etc. can be accessed online. The Web library has institutional membership with INFLIBNET & provides N- list software of INFLIBNET for accessing E-Books & Journals. Besides this following services are available.

- *A rich collection of books, journals (National/International), Audio-visuals, CDs, DVDs, Newsletters, etc.*
- *Book Bank Scheme is provided to large number of students.*
- *CCTV facility for vigilance and monitoring.*
- *A well-furnished Reading Room with a vast collection of Reference Books is an added asset of our Resource Centre.*
- *An Employment Corner which displays plethora of jobs and vacancies for students.*

Instrumentation:

We have well equipped laboratories e.g. ICT enabled Computer Science labs, Chemistry, Zoology, Botany, Physics, Home Science lab etc.

6.3.6 Human Resource Management

- Quality is given utmost priority for the appointment of new staff members as per norms.
Duty leave, Sabbatical leave, Special leave etc. is granted to them as and when required. The institution has reserved funds for faculty Development Programs.
- The talent of the faculty is optimally used in various extracurricular activities. They are allotted specific portfolios to coordinate different types of activities. This enhances their confidence and keeps them in the mainstream of the institution.

6.3.7 Faculty and Staff recruitment

Being a Government college Faculty and Staff is recruited as per the norms of MP govt. And as per needs we have recruited contractual academic and non academic staff.

6.3.8 Industry Interaction / Collaboration

NA

6.3.9 Admission of Students

Admission process is online and it is centralized as per the directions of the Department of Higher Education, Madhya Pradesh.

6.4 Welfare schemes for

Teaching	The various welfare schemes available for teaching staff in the college: Pension, GPF, Gratuity, Leave encashment on retirement and Research work, Maternity, Paternity leaves, Green card benefits, Loan facilities, Medical reimbursement etc. Group Insurance Scheme for teaching.
Non teaching	The various welfare schemes available for Non teaching staff in the college: Pension, GPF, Gratuity, Leave encashment on retirement and Research work, Maternity, Paternity leaves, Green card benefits, Loan facilities, Medical reimbursement, and Grain Advance etc. Group Insurance Scheme for non teaching.
Students	The welfare schemes made available to the students by the institution are different kinds of scholarships available for SC, ST, OBC, differently abled students, and girls under different schemes like Pratibha Kiran Yojana, Gaon ki Beti Yojana, medhavi chhatra (Scholars scholarship), etc.; book bank and stationery scheme for SC and ST students. Girls are provided insurance and First aid facility in the college.

6.5 Total corpus fund generated

NA

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	Yes	Yes	Principal & HOD
Administrative	Yes	Yes	Yes	Govt.

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?

NA

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

NA

6.11 Activities and support from the Alumni Association

Contribution of Alumni: The Alumni members interact with the students and enlighten them with knowledge and communication skills. They encourage the students to donate old books.

The institution always welcomes the ex-students and renders a helping hand in their academic pursuits. The alumni prepare the current students for interview and expose them to the good job opportunities.

6.12 Activities and support from the Parent – Teacher Association

- Guidance is obtained from them as per the need.

6.13 Development programmes for support staff

- Meetings are conducted by the Head of the institution at regular intervals.

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

- The Institution conducts Green audit which functions through a well constituted internal committee. The committee decides the strategies and action plan to maintain pollution free atmosphere and to ensure maximum greenery on the campus. Various measures are taken as a follow up:

Energy conservation

- All the classrooms are adequately ventilated and permit natural light to reach almost on all the areas of the building throughout the day. This mitigates use of artificial light and electricity is saved to the maximum extent.
- Students are motivated to switch off the lights and fans when not in use.
- Green Audit Committee and the Green Volunteers ensure such practices on the campus.
- Electronic equipments and gadgets are shut-off when not required.

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.

Effective Grievance Redressal Mechanism.

Accurate, effective and regular Student feedback mechanism.

The Attendance of all the staff members (Teaching & Non-Teaching) members is Manually Recorded

Departments have prepared detailed Lab manuals for helping the students to perform their experiments more effectively.

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

Research Project Proposals are ready for submission to UGC and other funding agencies.

Motivational Awards to acknowledge Teachers and students achievements in Academics and extracurricular activities.

Expert lectures by renowned subject experts to enhance quality of teaching.

Creation and implementation of Departmental Academic Activity Planner by Teaching departments.

RUSA Project Proposals are ready for submission to RUSA.

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

Waste Management
Prayer Assembly

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

7.3 Contribution to environmental awareness / protection

- The institution uses LED lights in classrooms.
- Energy efficient fans and lights are installed in classrooms and hostels. They are switched off when not in use.
- Classrooms have sufficient cross ventilation and light to minimize the use of electricity.
- Different dust bins are used for disposing the biodegradable and non-biodegradable waste.
- Public campaigning and awareness creation programmes for sustainable development and eco-friendly life style are practiced in the campus. e.g. Street Plays, Walkathon, Poster display and Rallies etc.


7.4 Whether environmental audit was conducted? Yes No


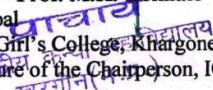
7.5 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

<u>Strengths</u>	<ul style="list-style-type: none"> • Main building houses the Principal, Fee counters Computer lab. • Department of Physics, Zoology, Chemistry and Home Science Lab are housed in Science block. • We have got temporary Arts block. • 08 classes are being run in this college. • Teachers are actively involved in research activities. • College Campus has Large Area.
Weaknesses	<ul style="list-style-type: none"> • College is not having Girl's hostel, staff quarters which are urgently needed. • For sports activities playground is not available for major games. • Additional classrooms are needed for purposed PG classes and self financing courses. • Lack of modern class room facilities. • Shortage of teaching and non-teaching staff. • No departmental rooms for teaching.
Opportunities	<ul style="list-style-type: none"> • The institution is in tribal area. • Strategic priorities and initiatives to enhance faculty excellence. • Admissions on merit basis and their merit can be used for communication links. • Enhancement of research activities. • To create a model institution catering quality education to the students in the state.
Challenges	<ul style="list-style-type: none"> • If the college does not get proper infrastructure the good students can move to neighboring districts. • Competitive ability may decline if student does not get proper facilities. • Improving employability of graduates. • Learning outcome of the students.

8 Plans of institution for next year

Proposed Action plan attached.


Name – Prof. Jayanti Joshi
Co-ordinator IQAC
Govt. Girl's College, Khargone
Signature of the Coordinator, IQAC


Name – Prof. M.K. Gokhale
Principal
Govt. Girl's College, Khargone
Signature of the Chairperson, IQAC


अकादमिक कैलेंडर सत्र 2016-17
(समस्त कक्षाओं के लिए प्रभावशील)

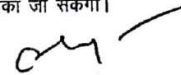
अकादमिक कार्य	प्रथम/तृतीय/पंचम सेमेस्टर	द्वितीय/चतुर्थ/षष्ठ सेमेस्टर
आरंभिक कक्षाएं/शून्य कक्षाएं/स्वाट विश्लेषण	01 जुलाई से 13 जुलाई 2016 (10 कार्य दिवस)	02 जनवरी 2017 (01 कार्य दिवस)
शैक्षणिक एवं सतत समग्र मूल्यांकन कार्य	14 जुलाई से 07 नवम्बर, 2016 (90 कार्य दिवस)	03 जनवरी से 25 अप्रैल 2017 (90 कार्य दिवस)
सी.सी. ई. कार्य	सितम्बर चतुर्थ सप्ताह	मार्च द्वितीय सप्ताह
परीक्षा पूर्व तैयारी अवकाश	08 नवम्बर से 14 नवम्बर 2016 (कुल 07 दिवस)	26 अप्रैल से 27 अप्रैल 2017 (कुल 02 दिवस)
प्रायोगिक परीक्षाएँ (स्नातक एवं स्नातकोत्तर कक्षाएं)	15 अक्टूबर से 07 नवम्बर 2016 के मध्य	25 मार्च से 25 अप्रैल 2017 के मध्य
सेमेस्टर एवं एटीकेटी परीक्षा	15 नवम्बर से 21 दिसम्बर 2016	28 अप्रैल से 26 मई 2017
परीक्षा परिणामों की घोषणा	31 दिसम्बर 2016 तक	15 जून 2017 तक
सेमेस्टर अंतराल (ब्रेक) विद्यार्थियों के लिए	22 दिसम्बर से 31 दिसम्बर 2016 (10 दिवस)	27 मई से 30 जून 2017 (35 दिवस)
सेमेस्टर अंतराल (ब्रेक) शिक्षकों के लिए *	22 दिसम्बर से 31 दिसम्बर 2016 (10 दिवस) *	27 मई से 15 जून 2017 (20 दिवस) *

- छात्रसंघ गठन : अगस्त/सितम्बर - 2016
- खेलकूद/युवा उत्सव/अन्य गतिविधियाँ (एक सप्ताह) : माह अक्टूबर 2016
- दीपावली अवकाश : 28 अक्टूबर से 01 नवम्बर 2016 तक
- वार्षिकोत्सव/पुरस्कार वितरण एवं वार्षिक पत्रिका का प्रकाशन एवं विमोचन : फरवरी अंतिम सप्ताह/मार्च प्रथम सप्ताह, 2017 (अधिकतम 04 दिवस)

टीप :-

- (1) अपरिहार्य कारणवश शैक्षणिक कार्य निर्धारित मानक दिवसों से कम होने की दशा में, महाविद्यालय/विधि स्तर पर शैक्षणिक कालखण्डों की अवधि में आवश्यकतानुसार वृद्धि कर शैक्षणिक दिवसों की पूर्ति की जाये ताकि अकादमिक कैलेंडर का पालन समयानुसार सुनिश्चित किया जा सके।
- (2) स्नातक एवं स्नातकोत्तर प्रथम सेमेस्टर के अतिरिक्त अन्य सभी कक्षाओं में प्रवेश हेतु मार्गदर्शी सिद्धांत (2016-17) में उल्लिखित प्रवेश नवीनीकरण प्रक्रिया को अपनाते हुए शैक्षणिक कार्य प्रारंभ करना सुनिश्चित किया जाये।
- (3) सेमेस्टर अंतराल (ब्रेक) के दिवसों में एनएसएस/एनसीसी शिविरों के आयोजन को प्राथमिकता प्रदान की जाये ताकि कार्य दिवसों का मानक लक्ष्य यथायत बना रहे। सक्षम अनुमति प्राप्त कर अकादमिक पर्यटन/दूर/सेमीनार/कार्यशाला/संगोष्ठी/प्रशिक्षण कार्यक्रम भी इसी दौरान आयोजित किये जाये।
- (4) स्नेह सम्मेलन वार्षिकोत्सव, पुरस्कार वितरण एवं वार्षिक-पत्रिका का प्रकाशन तथा विमोचन 09 मार्च 2017 के पूर्व कर लिया जाये।

* महाविद्यालय के प्राचार्य द्वारा सेमेस्टर अंतराल में आवश्यकतानुसार शिक्षकों को रोका जा सकेगा।



प्रथम/तृतीय/पंचम सेमेस्टर - कार्य दिवसों की गणना सत्र 2016-17

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जुलाई 2016	31	5 रविवार + 1 अवकाश	25
2	अगस्त 2016	31	4 रविवार + 3 अवकाश	24
3	सितम्बर 2016	30	4 रविवार + 1 अवकाश	25
4	अक्टूबर 2016	31	5 रविवार + 5 अवकाश	21
5	नवम्बर 2016	30	4 रविवार + 2 अवकाश	24
6	दिसम्बर 2016	31	4 रविवार + 2 अवकाश	25
	कुल दिवस	184	184-40	144

द्वितीय/चतुर्थ/षष्ठ सेमेस्टर - कार्य दिवसों की गणना सत्र 2016-17

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जनवरी 2017	31	5 रविवार + 1 अवकाश	25
2	फरवरी 2017	28	4 रविवार + 2 अवकाश	22
3	मार्च 2017	31	4 रविवार + 2 अवकाश	25
4	अप्रैल 2017	30	5 रविवार + 4 अवकाश	21
5	मई 2017	31	4 रविवार + 1 अवकाश	26
6	जून 2017	30	4 रविवार + 2 अवकाश	24
	कुल दिवस	181	181-38	143

(Signature)

आयुक्त
उच्च शिक्षा, मध्यप्रदेश

(Signature)
प्राचार्य
शासकीय कन्या महाविद्यालय
खरगोन(म.प्र.)

Annexure III

Best Practices of the Institution

The Institution has developed excellent practices in the campus in the following two areas.

Best Practice I

1. Title of the Practice: Waste Management in the Govt. Girl's College, Khargone campus.

Waste Management is the prevention, handling, reuse and disposition of solid wastes. It is imperative that the wastes generated should be properly handled and managed to ensure environmental friendly campus.

2. Objective of the Practice:

- The aim of the institution is to waste management program effectively and efficiently in the campus.
- To make the institution 'Green & litter free';
- To create awareness on waste handling among the students of the institution for healthy wellbeing.

3. The Context

We ensure reducing, reusing and recycling the wastes. The hazardous materials and wastes generated in the laboratories are handled by trained faculty and attendants.

Old computers and their parts i.e. monitors, printers, CD's, DVD's etc. are collected in the E-waste corner.

Organic wastes i.e. Green waste like dried plant leaves, flowers and trimmings is reused for making compost.

The institution encourages practices like using earthenware vessels for storing water instead of plastic bottles to cut down the need of recycling.

The staff and students are encouraged to reusable Mugs, plates, forks, Paper bags and packaging material.

Different strategies are used to reduce Paper waste like

- **Reducing the use of photocopier**
- **Ensuring double side printing**
- **Using online versions for viewing study material.**

4. The Practice:

Collection of Wastes:

- “Dust Bins’ are kept at designated locations in the College campus.
- The wealth generated out of this waste contributes to a sustainable income. Also, the compost is used to nourish the plants on the campus.
- Students take part in various activities and present their working model of Vermicomposting unit in various institutions. Talks on ‘bio-waste management and utilization’ are also held on routine basis.
- This successful practice helps to create awareness on waste handling and ensure a healthy livelihood amongst the stakeholders.

5. Evidence of Success

The highly growth of plants and production of various types of fruits is the evidence of success for the use of vermicompost in the college garden.

6. Problems Encountered and Resources Required

There was no major problem faced by the enterprising group. However, minor problems keep on recurring which is sorted out immediately.

8. Plans of institution for next year

- Orientation Programme for newly admitted students.
- IQAC organized personality development programs.
- Internal academic audit.
- Prepared RUSA project.
- Prepared World Bank Project.