



Shri Gujarati Samaj, Indore

**P.M.B. GUJARATI SCIENCE COLLEGE  
INDORE**

**Accredited Grade "A" by NAAC**

**01, Nasia Road**

**INDORE (MP) - 452001**

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**E mail:** pmbgscience@gmail.com

**Website:** www.pmbgsc.in

**THE ANNUAL QUALITY ASSURANCE  
REPORT (AQAR) OF THE IQAC**

**AQAR  
2015 - 2016**

### DATA OF THE INSTITUTION

#### 1. Name Of The Institution

#### P.M.B GUJARATI SCIENCE COLLEGE, INDORE

- **Name of the Head of the institution :** Dr Kumud Modi
- **Designation:** Head, Department of Chemistry
- **Does the institution function from own campus:** Yes
- **Phone no./Alternate phone number:** 0731-2700040, 0731-2703207
- **Mobile number:** -
- **Registered e-mail:** pmbgscience@gmail.com
- **Alternate e-mail :** -
- **Address :** 1, Nasia Road
- **City/Town :** Indore
- **State/UT :** Madhya Pradesh

#### 2. Institutional Status

- **Affiliated / Constituent:** Affiliated
- **Type of Institution: Co-education/Men/Women:** Co-education
- **Location : Rural/Semi-urban/Urban:** Urban
- **Financial Status:** Grants-in aid , UGC 2f and 12 (B), some courses are self financed
- **Name of the Affiliating University:** Devi Ahilya Vishwavidyalaya (DAVV), Indore
- **Name of the IQAC Co-ordinator :** Dr K. Venkataraman
- **Phone number:** -
- **Alternate phone number:** -
- **Mobile:** 9425074974
- **IQAC e-mail address:** pmbgscience@gmail.com
- **Alternate Email address:** pkvram@gmail.com

### 3. Website address

- **Web-link of the AQAR: (Previous Academic Year)**

<https://pmbgsc.in/aqar>

### 4. Academic Calendar

- **Whether Academic Calendar prepared during the year?** Yes
- **If yes, whether it is uploaded in the Institutional website:** Yes

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B+	Institutional Score: 77	2006	From 17.10.2006 to 16.10.2011
2 <sup>nd</sup>	A	3.05	2015	From 01.05.2015 to 30.04.2020
3 <sup>rd</sup>	-	-	-	-
4 <sup>th</sup>	-	-	-	-
5 <sup>th</sup>	-	-	-	-

### 6. Date of Establishment of IQAC

23.11. 2006

### 7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Academic Audit	April 2016	Teaching staff of college
Administrative Audit	August 2015	Students & staff of college
Feedback from students (taken department wise)	November 2015 March-April 2016	Undergraduate and post graduate students of college

**8. Provide the list of funds by Central/State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/  
World Bank/CPE of UGC, etc.**

<b>Institution/ Dept/ Faculty</b>	<b>Scheme</b>	<b>Funding agency</b>	<b>Year of award with duration</b>	<b>Amount</b>
Dr J. Sikka Botany Dept	Minor Research Project	UGC,CRO Bhopal	2015-2017	Rs. 2,55,000
Dr. S. Ray Botany Dept	Minor Research Project	UGC,CRO Bhopal	2015-2017	Rs. 4,06,000
Ms. P. Trivedi Botany Dept	Minor Research Project	UGC,CRO Bhopal	2015-2017	Rs. 2,00,000
Dr Nandini Phanse Microbiology Dept	Minor Research Project	UGC,CRO Bhopal	2015-2017	Rs. 3,85,000
Dr Priti Vyas: Biotechnology Dept	Minor Research Project	UGC,CRO Bhopal	2015-2017	Rs. 2,50,000
Ms. Kiran Paliwal Microbiology Dept	Minor Research Project	UGC,CRO Bhopal	2015-2017	Rs. 4,00,000
Ms. Smriti Chouhan Microbiology Dept	Minor Research Project	UGC,CRO Bhopal	2015-2017	Rs. 3,50,000
Dr. Rajesh Dixit Zoology Dept	Minor Research Project	UGC,CRO Bhopal	2015-2017	Rs. 3,00,000
Dr. Chetna Savita Zoology Dept	Minor Research Project	UGC,CRO Bhopal	2015-2017	Rs. 4,30,000
Dr. Rishina Natu Chemistry Dept	Minor Research Project	UGC,CRO Bhopal	2015-2017	Rs. 3,45,000

**9. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

**10. No. of IQAC meetings held during the year**

**02**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website:Yes

## 11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

## 12. Significant contributions made by IQAC during the current year

- Initiated induction programme and guest lectures for students
- Recommended to conduct workshops/seminars
- Initiated academic & administrative audits
- Recommended student feedback at departmental level

*\* Note: Please refer 6.5.6 under Criterion VI of Part B of AQAR - 2015-2016, for details.*

## 13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Induction Programme for newly admitted B.Sc. I year students	‘Aspire’, the induction programme was arranged from 5 August 2015 to 8 August 2015
Workshop on creative writing	The workshop was organised by Language department on 10.9.15
Exhibition of medicinal plants	An exhibition of medicinal plants was organized by Botany department in the Botanical garden of the college, on 8.10.15
Observation of National Science Day	Agar Art Contest organised by Microbiology department to observe National Science Day, on 28.2.16
<i>*Note: Besides these, various extension, cultural, and enrichment activities were organised for undergraduate and post graduate students</i>	

**14. Whether the AQAR was placed before statutory body?**

**No**

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?**

**No**

**16. Whether institutional data submitted to AISHE?**

**Yes**

- **Year: 2015-16**
- **Date of Submission: 23.1. 2016**

**17. Does the Institution have Management Information System?**

**No**

<b>CRITERION I</b>				
<b>CURRICULAR ASPECTS</b>				
<b>1.1 Curriculum Planning and Implementation</b>				
<b>1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation.</b>				
<p>Since curriculum is the pivotal component of the education system, the institution follows a specific time-table for the effective delivery and transaction of the curriculum as per the guidelines of the university. The curriculum is designed by Central Board of Studies, MP Higher Education, Bhopal, and DAVV, Indore and is implemented by the college.</p> <ul style="list-style-type: none"><li>• Teacher's diary is maintained for documentation and for the head of the department to be able to take follow up the completion of the syllabi.</li><li>• Monthly planners of faculty lectures &amp; practicals are displayed on notice board for convenience of students.</li><li>• The heads of departments take meetings of the faculty members for implementation of the time table, to discuss innovative teaching methods, and to evaluate teaching outcomes.</li><li>• According to the plan of MP Higher Education department, CCE modules are prepared for the students and are displayed on notice board.</li><li>• Attendance register of (both practical and theory) students are maintained.</li><li>• Records of practicals performed are maintained . Protocols of practicals are provided to students.</li></ul>				
<b>1.1.2 Certificate/ Diploma Courses introduced during the Academic year</b>				
Name of the Certificate Course	Name of Diploma Courses	Date of introduction and duration	Focus on employability/ entrepreneurship	Skill development
-	-	-	-	-
<b>1.2 Academic Flexibility</b>				
<b>1.2.1 New programmes/courses introduced during the Academic year</b>				
Programme with Code	Date of Introduction	Course with Code	Date of Introduction	
-	-	-	-	

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
-	-	-	-		-
*Higher Education Department, Government of Madhya Pradesh and the University, DAVV, has not adopted CBCS schemes for affiliated colleges.					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
No of Students	Certificate	Diploma Courses			
-	-	-			
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses	Date of introduction		Number of students enrolled		
-	-		-		
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title		No. of students enrolled for Field Projects / Internships			
-		-			
*Note: It is mandatory for UG and PG final year students to undergo a 60 hour internship /project which is a part of their curriculum					
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	No	No	Yes*	Yes**	
* Informal feedback is given by alumni during their visit and annual meet ** Informal feedback from parents of PG students during parent teacher meeting					
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
<ul style="list-style-type: none"><li>Feedback forms of individual faculty members are filled by students and suggestions of students are taken and conveyed accordingly. The feedback is assessed and overall summary of feedback forms of faculty members is also prepared.</li><li>Feedback of expert lectures and various activities held in departments is also taken from participants. The feedback is analysed to assess the implications of the activity/event organized.</li><li>Parent-Teacher meetings are arranged to interact with parents. Parents and/or local guardians of post graduate students are also invited during the M.Sc. Induction programme organised at the beginning of each year. The suggestions and queries of the parents are analysed and corrective action is taken. It is then implemented and executed for the betterment of the student, department and institution.</li><li>Alumni of the department, placed in industries, are invited as experts to guide students regarding the work culture and industry requirement. Suggestions given by them are implemented in grooming students accordingly.</li></ul>					



## CRITERION II

### TEACHING-LEARNING AND EVALUATION

#### 2.1 Student Enrolment and Profile

##### 2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.Sc. Biology	200	225	190
BSc. Biotechnology	180	100	84
B.Sc. Microbiology	180	123	110
B.Sc. Maths	200	201	195
B.Sc. Comp.Sc	300	300	286
B.Sc. Electronics	120	120	110
B.Sc. Info.Tech.	60	45	40
BCA	60	44	44
M.Sc. Botany	30	15	15
M.Sc. Chemistry	40	30	30
M.Sc. Zoology	30	15	15
M.Sc. Microbiology	20	18	17
M.Sc. Physics	10	10	9
M.Sc. Maths	40	36	36

#### 2.2 Catering to Student Diversity

##### 2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015-16	2008	195	24	54	54

## 2.3 Teaching - Learning Process

### 2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
78	78 (All faculty members are computer savvy and use ICT tools. Post graduate students are mostly taught using ICT)	Departments are equipped with computers with internet facilities, LCD projectors, audio-video, projection microscopes	9	2	E-books, powerpoint presentations, Slide share through internet, online videos, Videos related to language acquisition, TED Talks, Smart Class CDs, short films, feature films, songs

### 2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

- In addition to regular class-room teaching faculty members are assigned to mentor the students.
- The mentoring system is adapted for value additions to students like bridging the gap between teachers and students.
- Class teachers are appointed for each sections who cater to student problems.
- For job oriented projects, which are a part of curriculum of final year students, mentors are appointed to guide students.
- Progress Report Card of students is maintained in Computer Science department. One teacher is deputed on approximately every 40 students to guide and solve their queries.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2203	79	1: 28

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during current year	No. of faculty with Ph.D
76	79	Nil	3	37

**2.4.2 Honours and recognitions received by teachers**

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2015-16	Dr Jyoti Singh	Asst. Prof & Head Hindi	Literary Speech competition Second prize, awarded by Indore Lekhika Sangh
2015-16	Dr Jyoti Singh	Asst. Prof & Head Hindi	Nari Gaurav Samman for contribution in Kavya Sangraha Bharat ki Pratibhashali Kavitrriyan. Awarded by Hindi Bhavan, Bhopal
2015-16	Dr PK Dubey	Asst. Prof & Head Physics	Elected Secretary Indian Association of Physics Teachers
2015-16	Ms. Kiran Paliwal	Asst. Prof. Microbiology	Young scientist award during the National conference on "Global research initiatives for sustainable agriculture & allied sciences, Gwalior
2015-16	Ms. Smriti Chouhan	Asst. Prof. Microbiology	Young scientist award - during the International conference on "Advancing Frontiers in Biotechnolohy For Sustainable Agriculture & Health", at Allahabad

## 2.5 Evaluation Process and Reforms

### 2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end exam
B.Sc. Biology	B.Sc.	Semester VI	16.3.16	September 2016
B.Sc. Biotechnology	B.Sc.	Semester VI	09.4.16	September 2016
B.Sc. Microbiology	B.Sc.	Semester VI	09.4.16	September 2016
B.Sc. Maths	B.Sc.	Semester VI	09.4.16	September 2016
B.Sc. Computer Sc	B.Sc.	Semester VI	04.4.16	September 2016
B.Sc. Electronics	B.Sc.	Semester VI	03.4.16	September 2016
B.Sc. Info. Tech	B.Sc.	Semester VI	04.4.16	September 2016
BCA	BCA	Semester VI	-	-
M.Sc. Botany	M.Sc.	Semester IV	30.7.16	October 2016
M.Sc. Chemistry	M.Sc.	Semester IV	26.7.16	October 2016
M.Sc. Zoology	M.Sc.	Semester IV	01.8.16	October 2016
M.Sc. Microbiology	M.Sc.	Semester IV	30.7.16	October 2016
M.Sc. Physics	M.Sc.	Semester IV	26.7.16	October 2016
M.Sc. Maths	M.Sc.	Semester IV	26.7.16	October 2016

### 2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level

- In every semester 15% weightage is given to internal assessment by means of CCE (Continuous Comprehensive Evaluation).
- For Continuous Internal Evaluation (CIE) students are assessed by their CCE presentations, tests, assignments, seminars, etc.
- The teachers incharge allocate topic of CCE modules to students with particular time duration.
- The overall academic performance of students is continuously monitored by conducting unit tests, group discussion, and mock practical examinations (pre university test) during the semester.

### 2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters

- The MP Higher Education Department publishes the academic calendar at the beginning of each academic session
- The Academic calendar includes schedule of curricular transaction, schedule of internal assessments, schedule of theory and practical examinations.
- The institution prepares academic calendar, as per the guidelines laid down by the university.
- Time table of regular lectures and practicals for the semester is prepared as well as displayed on the notice board. Based on the general time table of the college, departmental time tables are prepared.
- Theory examination time table is circulated by university. Accordingly, the college schedules its practical examination and a centralized time table for practical exams is prepared by the exam cell of the college. All departments arrange the practical exam of their subject accordingly.

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)**

<https://pmbgsc.in/wp-content/uploads/2021/02/Academic-programmes-1.pdf>

### 2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final semester/ year examination	Number of students passed in final semester/year exam & percentage
B.Sc.	B.Sc. Biology	61	61 (Note: results of 45 students withheld due to previous semester ATKT)
B.Sc.	B.Sc. Biotechnology	42	42 (Results of 27 students withheld due to ATKT in previous semesters)
B.Sc.	B.Sc. Microbiology	43	43 (Results of 38 students withheld due to ATKT in previous semesters)
B.Sc.	B.Sc. Maths	60	60 (Results of 47 students withheld due to ATKT in previous semesters)
B.Sc.	B.Sc. Comp.Sc	116	116 (Results of 67 students withheld due to ATKT in previous semesters)
B.Sc.	B.Sc. Electronics	16	16 (Results of 8 students withheld due to ATKT in previous semesters)
B.Sc.	B.Sc. Info.Tech.	15	15 (10 results withheld due to ATKT in previous semesters)
BCA	BCA	14	12
M.Sc.	M.Sc. Botany	7	6 (+ 1 ATKT, 4 results withheld due to ATKT in previous semesters)
M.Sc.	M.Sc. Chemistry	14	7 (+ 8 ATKT, 13 results withheld due to ATKT in previous semesters)
M.Sc.	M.Sc. Zoology	8	6 (+2 ATKT, 3 results withheld due to ATKT in previous semesters)
M.Sc.	M.Sc. Microbiology	11	6 (+5 ATKT, 5 results withheld due to ATKT in previous semesters)
M.Sc.	M.Sc. Physics	9	9 (5 results withheld due to ATKT in previous semesters)
M.Sc.	M.Sc. Maths	20	6 (+ 12 ATKT. 13 results withheld due to ATKT in previous semesters)

## 2.7 Student Satisfaction Survey

### 2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

- Students feed back is taken for all academic activities.
- Every department performs SSS at departmental level during which feedback of faculty performance is taken.
- Feedback forms of faculty are filled by the students and then surveyed for their satisfaction. Student's suggestions are also taken and implemented.

## CRITERION III

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
<b>Major projects</b>	-	-	-	-
<b>Minor Projects</b>				
Dr J. Sikka	2015-2017	UGC, CRO Bhopal	Rs. 2,55,000	Rs. 1,90,000
Dr. S. Ray	2015-2017	UGC, CRO Bhopal	Rs. 4,06,000	Rs. 2,58,000
Prof. P. Trivedi	2015-2017	UGC, CRO Bhopal	Rs. 2,00,000	Rs. 1,42,500
Dr Nandini Phanse	2015-2017	UGC, CRO Bhopal	Rs. 3,85,000	Rs. 2,67,500
Dr P Vyas	2015-2017	UGC, CRO Bhopal	Rs. 2,50,000	Rs. 2,00,000
Prof. Kiran Paliwal	2015-2017	UGC, CRO Bhopal	Rs. 4,00,000	Rs. 3,10,000
Prof. Smriti Chouhan	2015-2017	UGC, CRO Bhopal	Rs. 3,50,000	Rs. 2,85,000
Dr. Rajesh Dixit	2015-2017	UGC,CRO Bhopal	Rs. 3,00,000	Rs. 1,00,000
Dr. Chetna Savita	2015-2017	UGC,CRO Bhopal	Rs. 4,30,000	Rs. 3,05,000
Dr. Rishina Natu	2015-2017	UGC,CRO Bhopal	Rs. 3,45,000	-
<b>Total: 10 UGC funded projects</b>			<b>Rs. 3321000</b>	<b>Rs. 2058000</b>
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects (other than compulsory by college)	-	-	-	-
International Projects	-	-	-	-
Any other (Specify)	An in-house research project on “Green synthesis of nanoparticles” was undertaken by the Microbiology department in the year 2015-16. The outcome of project was presented as a poster paper at a national conference.			

3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar		Name of the Department		Date(s)
Seminar on “Entrepreneur skills” by Mr. Mohak Bhambry, Founder, Voice Verso, Digital Publishing Platform		Languages		2.9.15
Workshop on “Android Technology” by Software engineers Saurabh Sharma & Hemant Kamidiya		Computer Science		23.11.15
Seminar by Mr Shrish Yadwadkar Placement executive HR, SAP, Bangalore		Computer Science		-
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre		Name		Sponsored by
-		-		-
Name of the Start-up		Nature of Start-up		Date of commencement
-		-		-
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State		National		International
-		-		-
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)				
Name of the Department		No. of Ph.Ds Awarded		
Botany		4		
Chemistry		1		
Zoology		2		
Languages (Hindi)		1		



3.3.3 Research Publications in the Journals notified on UGC website during the year						
Publications	Department	No. of Publication	Average Impact Factor, if any			
National Publications	Botany	6	-			
	Chemistry	6	-			
	Languages	12	-			
	Zoology	5	-			
	Maths	2	-			
International Publications	Botany	1	-			
	Microbiology	3	-			
	Chemistry	1	-			
	Maths	1	-			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publications				
Chemistry		2				
English		2				
Hindi		4				
Botany		1				
Physics		1				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in publication	Number of citations excluding self citations
-	-	-	-	-	-	-
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of author	Title of journal	Yr. of publication	h index	Number of citations excluding self citations	Institutional affiliation as mentioned in publication
-	-	-	-	-	-	-
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
	International level	National level	State level	Local level		
Attended Seminars/ Workshops	6	23	3	9		
Presented papers	3	10	-	-		
Resource Persons	1	3	-	1		

3.4 Extension Activities			
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and NGO through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year			
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Environmental awareness program	NCC- Infantry Unit of college	1 (ANO)	8
Traffic control & safety (Sinhastha at Ujjain) 10 to 19.5.16	NCC- Infantry Unit of college	1 (ANO)	32
Swachh Bharat Abhiyan	NCC- Airwing Unit of college	1 (ANO)	49
Tree Plantation drive	NCC- Airwing Unit of college	1 (ANO)	42
Traffic Awareness Programme	NCC- Airwing Unit of college	1 (ANO)	44
Anti Drug Drive	NCC- Airwing Unit of college	1 (ANO)	23
Blood Donation camp	NCC- Airwing Unit of college	1 (ANO)	2
World Yoga Day	NCC & NSS units of college	5	30 Cadets of NCC & NSS volunteers
Induction of NSS unit students and Oath ceremony	NSS unit of college & NSS District Coordinator, Dr Sachin Sharma	2	201
Observation of Sadbhavna Diwas. Guest lecture by Dr Atul Sande(22-8-15)	NSS unit of college & MGM College, Indore	5	198
Tree Plantation drive	NSS unit of college & DAVV	10	128
Chicago day celebration	NSS unit of college & IET, DAVV, Indore	2	27
NSS Day celebration Skit (Nukkd Natak) Expert talk: Dental Hygiene by Dr Shailendra Bhandari	NSS unit of college & Indore Dental Clinic & Research Centre	16	159
Observation of World AIDS day (Nukkad Natak)	NSS unit of college & Red Ribbon Club, Indore	6	37
Surya Namaskar (12-01-2016)	NSS unit of college	66	34
National Voting day (25-01-2016)	NSS unit of college	2	49
Tree Plantation drive	Botany dept	Staff of Botany department	40
Yoga Kumbh during Sinhastha, at Ujjain (20.4.16 to 26.5.16)	Ujjain Yoga Life Society	1	6
Literary	Shabdshilp	2 (English)	3

### 3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies
Republic Day Camp	Silver Medal awarded to NCC- Airwing Cdt Yash Koushal	NCC Head Quarters, Delhi

### 3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated in such activities	Number of students participated in such activities
Swachhata Abhiyan	NSS unit of college and Nagar nigam, Indore	Cleaning of college campus & removal of parthenium weeds	4	128
Observation of World AIDS day	NSS unit of college & Red Ribbon Club, Indore	Nukkad Natak at Rajwada, Indore	6	37
Environmental Awareness programme (01 to 9.11-15)	NCC infantry unit of college	World Wild Life Camp organized at Zoological museum	1	8

#### Participation: NCC Infantry

1. Under the leadership of UO Surajbhaan Singh, CQMS Pradeep Patel, SGT Dipesh Gurjar, SGT Shubham Chavre and SGT Akshay Jumbe with 12 Cadets participated in the Annual Training Camp (ATC) organized by 9-MPB- NCC Indore at Kankeshwari Dham Nanda nagar Indore, from 01-07-2015 to 10-07-2015. They got military training like drill, map-reading, firing, weapon-training etc.
2. Two cadets participated in Army Attachment Camp organized by 7 Mahar Regiment Gwalior from 13-07-2015 to 25-07-2015. They were introduced with weaponry, map reading, firing, etc.
3. Under Officer Dipesh Gurjar along with four cadets were selected for RDC Launching Camp the Combined Annual Training camp organized by 9 MP BN NCC, Indore at Kankeshwari Dham Indore, from 28-09-2015 to 07-10-2015.
4. NCC cadets participated in RDC Launching-II Camp under the leadership of UO Dipesh Gurjar from 17-10-2015 to 26-10-2015 organized by 9 MP BN NCC, Indore at Maa Umiya Girls College, Rau.
5. UO Dipesh Gurjar participated in DCAT-I camp organized by 11 MP BN Sagar from 30-10-2015 to 08-11-2015 and DCAT-II camp at Jabalpur from 18-11-2015 to 27-11-2015. Various competitions like drill, line area, flag area, rifle drill, guard of owner etc. were organized in the camp.
6. Cadet Deepak Jaat participated in National Unit Camp at Rourkela, Odisha from 04-12-2015 to 14-12-2015.
7. 12 Cadets participated in 5km marathon organized by Indore group on 24-01-2016. Lieutenant Ketan Topiwala was the overall incharge of the activity.
8. U/O Dipesh Gurjar represented in RDC camp parade organized at Delhi on 26-01-2016.
9. SUO Saurabh Pawar represented M.P. directorate in National Unit camp (PM-rally) organized with RDC camp at Delhi from 17-01-2016 to 29-01-2016.
10. NCC cadets appeared for the B- and C-certificate exams. All the cadets of college achieved C-certificate, the result was 100%.

Participation: NCC Air Wing:				
i) 24 NCC-Air-wing cadets attended Combined Annual Training Camp (CATC)				
ii) 09 cadets attended National Camp				
iii) 03 cadets attended All India Vayu Sainik Camp, Jodhpur				
iv) 06 cadets attended National integration camp, Bhuvaneshwar				
Participation: NSS				
i) NSS programme coordinator, Dr Vimal Sharma and four NSS cadets Ankit Mansore, Harsh Singh, Disha Jain and Pragati Borasi, attended the District level 7 day residential camp at Govt. PG college, Mhow (29-01-2016 to 04-02-2016).				
ii) NSS volunteers Ankit Mansore and Pragati Borasi, attended the State level camp at Gwalior.				
iii) NSS volunteers Ankit Mansore, Nilesh Bharti, Nitin Pal, attended University level camp at Govt. PG College, Badwani.				
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity		Participant	Source of financial support	Duration
-		-	-	-
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participants
Interenship	Food preservation	Vegetable and fruits preservation training center Residency Kothi Area, Indore Ph. 0731- 2701460	15 days (60 hours) as per MP Higher Education norms	20 (Botany & Biotechnology depts)
	Biogas Plant	Krishi Vigyaan Kendra Kasturba gram, Indore		10 (Botany dept)
	Nursery Techniques	Govt. Nursery Residency Area, Indore		9 (Botany dept)
	Pharmaceutical industry	Allwin Industries H.O. 11, 4 <sup>th</sup> Floor, Dawa Bazar, Indore (M.P) Ph. 0731- 3046791		6 (Botany dept)
	Vermicompost	Anjad, Barwani		1 (Botany dept)
	Biofertilizers	Krishi Vigyaan Kendra Kasturba gram, Indore		1 (Botany dept)
	Sericulture	Sericulture Research Centre, Indore		10 (Zoology)
	Plant Tissue Culture	Workshop organised at Maharaja Ranjit Singh College, Indore		20 (Biotechnology)
<i>* <b>Note:</b> There is no such formal collaboration with industry, however sound industry interactions are there, to facilitate projects, educational visits and placements for students.</i>				

**3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
M.P. Pollution Control Board Indore (Botany)	2014-2017	Internship & Project work	-
Allwin Industries , Indore (Botany)	2011- till date	Internship & Project work	6
Oriental Chemical Works, Indore (Botany)	2011- till date	Internship & Project work	-
PG Tech Research Institute, Indore (Microbiology)	2014- till date	Training programmes/ Project work	-
AIILSG (Microbiology)	2015 till date	Training programmes	-
Parkhya Solutions (CS dept)	16.01.2014	Learning recent advances in computer science	-
MYAMA Technologies (CS dept)	12.12.2014	Training programmes	-

## CRITERION IV

### INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 Physical Facilities

##### 4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Rs. 1660000	Rs. 1090749

##### 4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	Built up area of Central Building: 28,791 sq feet Built up Area of Sardar Patel Building: 17,169 sq. feet Total campus: 45960 sq ft	Nil
Class rooms	20	Nil
Laboratories	24	Nil
Seminar Halls	1	Nil
Classrooms with LCD facilities	All departments are equipped with LCDs which are used in classrooms as per requirement	Nil
Classrooms with Wi-Fi/ LAN	3	Nil
Seminar halls with ICT facilities	1	Nil
Video Centre	Nil	Nil
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	21 (01:Shaking Incubator 20: Computers)
Value of the above equipment purchased during the year (Rs. in Lakhs)	Nil	Rs. 2,06,458.56 (Incubator) Rs. 5,15.500 (Computers)
Others	Nil	Nil

#### 4.2 Library as a Learning Resource

##### 4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nil	Nil	Nil	Nil

4.2.1 Library Services:									
Books	Existing		Newly added		Total				
	No.	Value	No.	Value	No.	Value			
Text Books	29,993	Approx. Rs. 50 lakhs	Nil	Nil	29993	Approx. Rs.50 lakhs			
Reference Books	15,242	Approx. Rs. 1 crore	Nil	Nil	15242	Approx. Rs. 1 crore			
e-Books	82	-	Nil	Nil	82	Nil			
Journals	353	71300	30	Rs.77360	383	Rs.77360			
e-Journals	Nil	-	Nil	Nil	Nil	Nil			
Digital Database	Nil	-	Nil	Nil	Nil	Nil			
CD & Video	169	-	10	Nil	179	Nil			
Library automation	Nil	-	Nil	Nil	Nil	Nil			
Weeding (Hard & Soft)	Nil	-	Nil	Nil	Nil	Nil			
Others (specify)	Most departments maintain their library from books transferred from the central library. Books purchased from research projects are deposited in departmental library								
4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Comput-ers	Computer Labs	Internet	Browsing centres	Computer Centres	Office	Dept	Available band width (MGBPS)	Others
Exisiting	150	5	All depts & offices	4	Nil	12	138	100 Mpbs	-
Added	20	-	-	-	Nil	-	20	-	-
Total	170	5	All depts & offices	4	Nil	12	158	100 Mpbs	-
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
100 MBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility				Provide the link of the videos and media centre and recording facility					
-				-					
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher	Name of the module		Platform on which module is developed			Date of launching e - content			
-	-		-			-			

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 2395000	Rs. 1610968	Rs. 3484000	Rs. 2594580

##### 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (max 500 words) (information to be available in institutional Website, provide link)

- The college management, Shri Gujarati Samaj, Indore, allots a budget to each department of the college for maintaining and utilizing physical, academic and support facilities for laboratory, library, sports complex, computers, classrooms etc.
- There are no constraints on budget allotment and the college management sanctions budget to all departments as per the demand of the Head of departments.
- The Head of each department manages the purchase and maintenance of department after seeking a written consent from the Hon. General Secretary of the management through the Chairman of Governing Body and the Principal.
- HoD can draw an imprest amount of Rs.10000 in multiples for petty departmental expenses
- Purchase of departmental requirements is initiated by inviting quotations from minimum three parties. The purchase process is under the purview of members of the purchase committee of the management, the Chairman of Governing Body and the Principal.
- For maintenance of computers in college, hardware engineers are employed by management of the college. Various appliances like AC, water filters etc are also under maintenance by Shri Gujarati Samaj. The college website is developed and regularly maintained by faculty of computer department since 2006.
- The departments have established system and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, computers, classrooms , etc. In the beginning of academic session the head of the department and senior faculties distributes work amongst administrative staff for the maintenance of physical infrastructure. The electronic equipments and the availability of stock (chemicals, glassware and non-glassware) are monitored by the lab technician. The records of the equipments, chemicals, glassware and non-glassware are maintained in stock registers.
- Cleanliness and daily maintenance of the interior facility is done by the lab attendants of the department under the supervision of the lab assistant.
- There is an in-house team of carpenters, plumbers, electricians, mason, computer hardware engineer for timely repair and maintenance of the infrastructure in the college premises.



## CRITERION V

### STUDENT SUPPORT AND PROGRESSION

#### 5.1 Student Support

##### 5.1.1 Scholarships and Financial Support

	Name of scheme	No. of students	Amount in Rupees
Financial support from institution	Freeship for Poor Students	80	Rs. 1,83,210
	Medical help to students	2	Rs. 20000
Financial support from other sources			
a) State	Post Matric Scholarship OBC	697	Rs. 6824056
	Post Matric Scholarship SC	122	Rs. 1506744
	Post Matric Scholarship ST	145	Rs. 1539610
b) National	Rajiv Gandhi National Fellowship (RGNF)	1 (Botany student:2015-17)	Rs. 2,16,000 *Kratl Ghavri :SC
c) International	-	-	-

##### 5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	No. of students enrolled	Agencies involved
Mentoring during B.Sc.Induction program - Motivational talk by Dr. Gurmeet Narang, Happiness Expert	05 .08.15	235	Tavleen Foundation, Indore
Language lab sessions	August-Sept 2015	25	English department
Certificate exam on self motivation and personality development	21.11.15	16	Bhartiya Sanskriti Gyan Pariksha
Observation of Yuva Divas - Samuhik Surya Namaskar	12.1.16	NSS unit students, and staff members	NSS unit of college
Motivational talk on "Art of the positive thinking" by B K Jamila, Motivational speaker & Scientist	03.02.16	100	Pajapita Brahma Kumari
Seminar on Skill development by Prof. Deepali Pathak	3.6.16	40	Medicaps Institute of Science & Technology
Observation of International Yoga Day	21.6.16	NCC cadets, NSS students, staff members	NCC and NSS units of college

**5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year**

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
-	-	-	-	-	-

**5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year**

Total grievances received	No. of grievances redressed	Average no. of days for grievance redressal
Nil	Nil	Nil

**5.2 Student Progression**
**5.2.1 Details of campus placement during the year**

On campus			Off Campus		
Name of Organization Visited	Number of Students Participated	No. of student Placed	Name of Organization Visited	Number of Students Participated	Number of Students Placed
Uttam Foods Pvt. Ltd. (6.8.15)	4	1	-	-	-
Duke Thompsons Pvt Ltd, Indore (25.3.16)	15	3	-	-	-

**5.2.2 Student progression to higher education in percentage during the year**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Program admitted to
2015-2016	10	B.Sc. (from PMBGSC)	Maths group	PMB Gujarati Science College (PMBGSC)	*M.Sc.
2015-2016	15	B.Sc. (from PMBGSC)	Biology group	PMB Gujarati Science College	**M.Sc.
2015-2016	30	B.Sc. (from PMBGSC)	Biotechnology	Other institutes	M.Sc, MBA
2015-2016	Renuka Sharma	B.Sc.	PCM group	Indian Airforce	Joined as a pilot

\*M.Sc. Maths, Physics, Chemistry

\*\*M.Sc. Botany, Zoology, Chemistry, Microbiology

Around 50 students of college seek admission to various courses in other institutes.

<b>5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)</b>		
Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	01 (Renuka Sharma, Maths group, selected in Indian Air Force)	-
<b>5.2.4 Sports and cultural activities / competitions organised at the institution level during the year</b>		
Activity	Level	Participants
<b>Sports</b>	College level (Annual sports: 6 games)	349
<b>Sports</b> Squash Racket (Men)	Division Level DAVV Inter College Tournament 1(5.10.15)	20
<b>Sports</b> Selection trails for Teachers/Employee Tournament	College level	25
<b>Cultural</b>	College Level (Annual Function)	150 (approx.)

### 5.3 Student Participation and Activities

#### 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2015-16	First prize	Inter college Athletics	Shotput	-	6588	Ravindra Chandrawanshi
2015-16	Second prize	Inter college Athletics	Hammer throw	-	6588	Ravindra Chandrawanshi
2015-16	Third prize	Inter college Wrestling	Free Style (57 kg)	-	6869	Vikas Rajput
2015-16	Second in overall championship	Inter-group Athletics Camp	NCC Athletics Camp	-	-	24 NCC cadets
2015-16	Second prize	National (organized by BSF)	Run for Country Marathon	-	-	NCC- Airwing: Cdt Bablu Pal
2015-16	Second position	District level	-	Bhartiya Sanskriti Gyan pariksha	-	Ankit Verma (BSc Sem II, Biology gr)
2015-16	Best five cadets	All India Leadership Camp (ALC)	-	NCC Leadership Camp	-	NCC cadet- SUO Saurabh Pawar
2015-16	Selected for NIAP, Cultural activities Guard of honour	RDC DCAT-III camp at Bhopal	-	Cultural activities and Guard of honour	-	NCC cadet- UO Dipesh Gurjar

#### Participation (Sports)

- i) Mr.Rohit Mimrot, (Student ID No.4222) participated in All India Inter University Judo competition
- ii) Mr. Abhishek Dave (Student ID No.3719) participated in All India Inter University Malkhamb competition
- iii) Ms.Heeramani Parmar (Student ID No.7156) was a Stand Bye in West Zone Inter University Volleyball competition

**5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)**

After the University declares dates for elections to the student unions, the college constitutes a committee to carry out procedural formalities such as checking the documents of students who put forward their names for various posts, verifying these, announcing the date of the election in the college, etc.

Post-elections, an oath taking ceremony is organized in which the principal administers oath of office to the winning post holders.

The student council works actively to address issues related to students. The annual function of the college is taken care of by the council. Council members take initiative in organizing activities during the function, and also are present on stage with dignitaries invited as guests. The president of the college delivers a speech highlighting issues related to students.

**5.3 Alumni Engagement****5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (max 500 words):**

The college has an alumni association. However, it is not registered.

**5.3.2 No. of-registered enrolled Alumni: -**

168 alumni enrolled in the alumni meet of college in 2015-16

**5.3.3 Alumni contribution during the year (in Rupees) : -**

Nil

**5.3.4 Meetings/activities organized by Alumni Association :**

- The college invites alumni during the annual function.
- 168 alumni enrolled in the alumni meet of college in 2015-16

## **CRITERION VI**

### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### **6.1 Institutional Vision and Leadership**

The college administration aims at providing quality education to students hailing from economically and socially weak sections. This is the vision of the college and every effort is made to implement it. All government schemes pertaining to scholarship facility are in place in the college. Scholarships are disbursed in time. All activities are aimed at achieving multifarious objectives-academic, skill development, character building, and instilling leadership qualities among students

##### **6.1.1 Mention two practices of decentralization & participative management during the last year**

The institute has a mechanism for providing operational autonomy to various departments to work towards decentralized governance system. Strategies and policies framed by the principal are implemented through heads of different departments.

- Committees are constituted by the principal for smooth functioning of curricular, co-curricular and extra- curricular activities. These include: Admission committee, Research committee, Cultural and sports committee, Career guidance cell, Woman grievances redressal cell, Anti-ragging committee etc. Faculty members are given representation in various committees/cells and allowed to conduct various programmes. The conveners and members of these committees perform the tasks allotted to them. Senior faculty members are assigned responsibility to resolve student problems and matters regarding student welfare.
- Departments too, have decentralized their system. Each class is assigned with a mentor/class teacher. The class in-charge handles various tasks like allotting CCE, online entry of internal marks, addressing academic problems of students, conducting pre-university exams, and to meet parents of weak students for resolving their issues. The heads of departments, form departmental committees at the beginning of each academic session for allocation of all curricular and co-curricular activities to the departmental staff. This micro-level management is helpful for smooth functioning of departments
- Besides, teaching departments, the Examination Cell, NCC & NSS units, Library, Sports department, Administrative Office and Accounts Office also perform their tasks.

##### **6.1.2 Does the institution have a Management Information System (MIS)?**

No

<b>6.2 Strategy Development and Deployment</b>
<b>6.2.1 Quality improvement strategies adopted by the institution for each of the following:</b>
Curriculum Development
<ul style="list-style-type: none"> <li>• The faculty is actively involved in discussion and debates related to curriculum development, and extends the help to University and Board of Studies of other colleges in improvement of curriculum .</li> <li>• Dr J. Sikka and Dr Pravin Kekre are members of Board of Studies, Environmental Studies and Physics, respectively, of Kasturbagram Kanya Mahavidyalaya, Indore.</li> <li>• Dr Pravin Kekre and Dr K. Venkataraman are members of Board of Studies of Physics and Future Studies, DAVV, Indore</li> <li>• Dr Nandini Phanse and Dr Mahima Golani are members of Board of Studies, Microbiology, DAVV and Dr S.Ray, Member, Board of Studies, Botany (Life Sciences), DAVV, Indore.</li> <li>• Dr. Nandini Phanse, Dr GD Sharma and Dr. Priti Vyas are members, Board of Studies (Microbiology Zoology &amp; Biotechnology, respectively) of Government Holkar Science College, Indore</li> <li>• Prof. Mayur Mota, Dr Vimal Sharma and Dr Dinesh Jaju are members of Board of Studies, Computer Science, DAVV, Indore</li> <li>• Dr A Gharia, is a member of Board of Studies, Chemistry, of Old GDC, Indore</li> <li>• Dr. Jyoti Singh nominated Member, Editorial Board, J.M.D. Publishers, 2016</li> </ul>
Teaching and Learning
<p>The college provides a learning environment with an aim to empower students and develop their personality. Quality improvement strategies include-</p> <ul style="list-style-type: none"> <li>• Need based attention using special techniques like GD, debate competitions, industrial visits</li> <li>• Performance evaluation through tests, assignments etc.</li> <li>• Activities beyond classroom boundaries are conducted for overall development of students like group discussions, debates, personality development sessions, quiz, real life examples etc.</li> <li>• Use of LCD projector for Power Point presentations during classroom teaching &amp; guidance sessions</li> <li>• Teachers regularly use library facilities and Internet to improve and update their subject knowledge.</li> <li>• Many faculty members are members of other libraries such as the university central library.</li> <li>• E-books, journals, magazines are also used by staff members.</li> <li>• Departmental library books are also a valuable resource.</li> <li>• Most faculty members attend and present papers in seminars, conferences, workshops at local, national and international levels. They are also invited as resource persons in other institutions. All this helps in knowledge upgradation and sharing.</li> <li>• Duty leave is given to staff presenting papers in seminars etc., half of the registration expense is borne by the management.</li> <li>• Staff is actively involved in paper publications.</li> <li>• Many staff members are research guides.</li> <li>• Some staff members are pursuing their doctoral research. Some have cleared NET/SLET exams.</li> </ul>
Examination and Evaluation
<ul style="list-style-type: none"> <li>• Students are encouraged to prepare best assignments for CCE</li> <li>• Pre-university exams and viva are conducted by departments. Syllabi of all subjects are revised by respective teachers. CCEs are checked and their marks are submitted online. The internal marks have a weightage in the overall performance evaluation of the students</li> <li>• Detailed analysis of the results of the college is done by the exam cell. The report is given to the principal and the faculty members. The names of the rank holders are published in the college magazine. This provides information to the stake-holders</li> <li>• Faculty members are examiners in exams conducted by DAVV and also other universities</li> <li>• Dr Vimal Sharma and Dr Dinesh Jaju are appointed as OSD in the university exams of DAVV</li> <li>• Staff members are also engaged in question paper setting of their respective subjects and contribute in the examination process of the university</li> <li>• The Computer Science department has computerized practical exam official paper process to generate forms</li> <li>• Students Progress Report Card: The Computer Science department manages academic and personal record of each student. This helps during student verification for any business enterprise</li> </ul>

Research and Development
<ul style="list-style-type: none"> <li>• Ten minor research projects were sanctioned by UGC, CRO, Bhopal, to faculty members of the college. (Project duration: 2015-2017)</li> <li>• College provides support for research and development like sanctioning duty leaves, reimbursing 50% of conference registration expenses to those faculty members who present their research work at conferences.</li> <li>• Every year new instruments and equipment are purchased in laboratories to ensure that students get the best facilities during the practicals conducted and to students and teachers pursuing research.</li> <li>• Some staff members are also PhD supervisors and co-guides. The three research centers of the college are regularly and actively engaged in guiding PhD students, as also teachers from other subjects. Supervisors have taken limited number of students so as to provide better time and guidance to them.</li> <li>• Most teachers are pursuing research work by publishing research papers, articles &amp; chapters in books.</li> <li>• Some faculty members are PhD external examiners in other universities outside of Madhya Pradesh.</li> </ul>
Library, ICT and Physical Infrastructure / Instrumentation
<ul style="list-style-type: none"> <li>• The college library is enriched with reference books, text books and research journals of all subjects. Most departments have a departmental library</li> <li>• All departments are equipped with LCDs which are used in classrooms as per requirement. ICT techniques like teaching with projection and educational videos are also maintained</li> <li>• Computers (desk tops and laptops ) and internet connections are available in all departments</li> <li>• Departmental laboratories are well equipped with basic and advanced instruments</li> </ul>
Human Resource Management
<ul style="list-style-type: none"> <li>• Proper utilization of each and every staff according to their specialization.</li> <li>• PG and senior UG students are actively evolved in peer-learning.</li> <li>• Labs are effectively maintained by Class III &amp; Class IV staff under the supervision of teaching staff.</li> <li>• Teaching work is allotted by the Head of each department to faculty members</li> <li>• The technical staff manages laboratory preparations and office work of the department.</li> <li>• The supporting staff takes care of cleanliness of departments</li> </ul>



Industry Interaction / Collaboration
<ul style="list-style-type: none"> <li>• There is a regular interaction with industry. Students are sent in these industries for training and projects.</li> <li>• There are collaborations with industry through MoU for internship of students</li> <li>• Lectures of experts from industries are arranged regularly.</li> <li>• Industrial visits are organized</li> </ul> <p><b>Industry-Institute interaction the year 2015-16:</b></p> <ol style="list-style-type: none"> <li>1) <i>Industrial visits of students:</i> Industrial visits to Sodani Diagnostic Clinic (28.11.2015) and Nature Agrocure &amp; Research Pvt. Ltd., Indore (5.12.2015) were executed.</li> <li>2) <i>Interactions with entrepreneurs and professionals through their guest lectures:</i> <ol style="list-style-type: none"> <li>i) Bioinformatics: Sequence alignment by Dr. G.L. Prajapati, IET, DAVV</li> <li>ii) A Seminar on 'Current &amp; Future Industrial Scenario in Life Sciences' was delivered by Mr. Apurva Khare of Rapture Biotech Institute, Bhopal (20.02.16)</li> </ol> </li> <li>3) <i>Inauguration of Student unit of Microbiologists Society, India:</i> Microbiologist Society of India (MSI) is a registered society of Maharashtra working actively for the spreading awareness of microbiology among students. The department of Microbiology constituted a student unit of Microbiologists Society, India, the inauguration of which was organised on 01.03.16, in presence of Dr. A.M.Deshmukh, President, MSI &amp; Dr. Anil Prakash, Secretary, MSI.</li> </ol>
Admission of Students
<ul style="list-style-type: none"> <li>• An Admission Committee is constituted consisting of faculty members</li> <li>• Admission of students is done in accordance to MP Higher Education and Devi Ahilya Vishwavidyalaya norms, by the admission committee</li> <li>• The college takes the offline mode of admission by virtue of its minority status</li> <li>• The list and details of admitted students is uploaded on the MP Higher Education (MPHE) portal within the stipulated time as per MPHE instructions</li> <li>• Collection of fees is through computerized system</li> <li>• For the Admission in M.Sc. classes we prefer direct admission process on first cum first basis.</li> </ul>
<b>6.2.2 : Implementation of e-governance in areas of operations:</b>
Planning and Development
<ul style="list-style-type: none"> <li>• Besides traditional methods of conveying information (notice, meetings etc), Heads of departments convey information to their staff through e mails and SMS</li> <li>• Whatsapp groups of departmental staff also aid in the same</li> <li>• Computerization of student attendance using VBA Macro technique has also been developed</li> </ul>
Administration
<ul style="list-style-type: none"> <li>• Administrative work is computerised. All staff members of the office are computer friendly.</li> <li>• Records are maintained in soft copies too.</li> <li>• There is division of work. There is a separate person for collection of forms, for issuing TCs, for making online entries of relevant data, for maintaining files, receiving and sending documents and post, typing notices and other work.</li> <li>• A monthly print out of the attendance of staff using thumb machine is also taken by the office and sent to the GB Chairman for signature and necessary action, if needed.</li> <li>• The leave records of the entire staff are also maintained by the office.</li> <li>• The office in- charge runs the overall administration.</li> </ul>

Finance and Accounts					
<ul style="list-style-type: none"><li>• All financial and accounts related work is computerised.</li><li>• The accounts office also does no dues when students fill exam forms to ensure that they have paid the fee in total and there is no outstanding amount.</li><li>• Ryan software is used in the Accounts office.</li></ul>					
Student Admission and Support					
<ul style="list-style-type: none"><li>• The list and details of admitted students is uploaded on the MP Higher Education (MPHE) portal within the stipulated time as per MPHE instructions</li><li>• Collection of fees is through computerised system</li><li>• The office has record of admissions, categories of students, phone numbers of students/their wards.</li><li>• Students are intimated by the office whenever needed for example if their second installment of fee is due or they need to be informed about something important.</li><li>• At the same time the list of meritorious students is also maintained as and when results are declared.</li><li>• Transfer certificates are issued by the office.</li></ul>					
Examination					
<ul style="list-style-type: none"><li>• The exam cell of the college coordinates exam related work like online entry and uploading of internal marks in collaboration with each department</li><li>• The exam cell also guides students in filling and uploading online examination forms</li><li>• All exam related notices uploaded on university website are informed to the faculty and students</li><li>• Evaluation of students is through semester pattern examinations conducted by the University and tests, assignments, preliminary examinations, student seminars, projects, viva, etc.</li><li>• Detailed analysis of the results of the college is done by the exam cell. The names of the rank holders are published in the college magazine. This provides information to the stake-holders</li><li>• The Computer Science department has computerized the practical exam process</li></ul>					
6.3 Faculty Empowerment Strategies					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
2015-16	Ms. Mahima Golani	International Young Scientist Congress & workshop on statistical skills	Maharaja Ranjit Singh College, Indore	Rs.775	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participan ts (Non- teaching staff)
2015-16	Computer training Programme	Computer training Programme	-	09 (Botany)	20

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programmes during the year			
Title of the professional development programme		Number of teachers who attended	Date and Duration (from – to)
-		-	-
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
76	79	102	Fulltime 107 Temporary 05
6.3.5 Welfare schemes for:			
Teaching and Non teaching staff			
i) Group insurance scheme ii) PF & Gratuity iii) ESIC iv) Medical facility and concession of fees for Gujarati staff			
Students			
i) Post matrix Government scholarships for SC/ST/OBC students ii) Gaon ki beti scholarship iii) Gujarati Samaj scholarships iv) Concession of fees for Gujarati students			
All scholarship schemes given to college students by MP government are implemented			
6.4 Financial Management and Resource Mobilization			
6.4.1 Institution conducts internal and external financial audits regularly			
Internal Audit			
•The accounts office staff maintains records of all expenses incurred under various heads and budget allocated for the same. •The petty cash received by departments is accounted for. Bills of all expenses incurred are submitted to the accounts office by all departments at the end of the financial year. These bills are then tallied by office staff before submitting them for audit. •All expenses are incurred with prior permission of the management. •Stock registers and budget records maintained by departments are checked at the year end. •All orders are placed by inviting quotations from suppliers.			
External Audit			
•The external audit of records is done by an auditor hired by Shri Gujarati Samaj, Indore. •Balance sheets are checked. •This process is followed at the end of every financial year.			
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year (not covered in Criterion III)			
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.	Purpose
-		-	-
6.4.2 Total corpus fund generated			
Nil			

6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	A committee is constituted by the Principal which includes: Chairman, Head of department and members
Administrative	No	NA	Yes	A committee is constituted by the Principal which includes: IQAC coordinator and member(s)
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<ul style="list-style-type: none"> <li>• Post graduate departments of the college arrange parent-teacher meeting. Parent's suggestions are considered to solve student's problems</li> <li>• During the meet, feedback from the parents is taken which helps to assess on right path for the betterment of the department. The ultimate goal of is to get useful insights for the purpose of improvement in all aspects of teaching, learning, assessment and capacity.</li> <li>• Parents of PG students are also invited during M.Sc. induction programs</li> </ul>				
6.5.3 Development programmes for support staff (at least three)				
<ul style="list-style-type: none"> <li>• Computer Training programme arranged for the support staff during the session</li> <li>• The laboratory staff are trained for the laboratory preparations such as preparation of stock solutions, inorganic and organic mixtures, weighing and maintenance of the digital electronic devices, media preparation, sterilisation of media, etc.</li> </ul>				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
1) Environment awareness campaigns 2) Health awareness campaigns 3) Emphasis on computer literacy				
6.5.5				
a. Submission of Data for AISHE portal : Yes				
b. Participation in NIRF : No				
c. ISO Certification : No				
d. NBA or any other quality audit : No				

6.5.6 Number of Quality Initiatives undertaken during the year : 2015-16				
Year 2015-16	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to-----)	Number of participants
1	Induction Programme for B.Sc. I students	5 to 8 August 2015 (5,6 Aug: Maths group 7,8 Aug: Bio group)	12.15 - 3.30 pm	5 .8.15: 273 6.8.15: 247 7.8.15: 143 8.8.15: 111
2	M.Sc. Botany induction: Career guidance by Dr K Venkataraman	24.8.15	12.30-2.00 pm	14
3	Peer interaction program for B.Sc.Semester I (Microbiology dept)	24, 25 .8.15	2.40 -4.40 pm	53
4	Poster competition: "A tribute to Late Dr APJ Abdul Kalam (BT dept)	24.8.2015	3 pm-4.30 pm	25
5	Slogan competition on "Books our best friends"(BT dept)	25.8.2015	3 pm-4.30 pm	32
6	Blood group determination during peer interaction program	25.8 2015	2.40 -4.40 pm	Blood group of 57 students, 18 volunteers
7	National Nutrition Week: Speech competition on 'Healthy food habits lead to healthy life style (Language/Microbiology)	7.09.15	12.30-2.30 pm	49
8	M.Sc. Microbiology Induction Programme	9 and 10.9.15	12 noon to 3.00 pm	53
9	Workshop on creative writing and story writing competition (Language )	10.9.15	12.30 to 3 pm	54
10	Essay competition (Botany dept)	16.9.2015	1pm to 2 pm	34
11	Lecture series in memory of Late D.N. Mishraraj, Professor of Botany	22 & 23.9.15	12 to 4 pm	160
12	Exhibition of medicinal plants in the Botanical garden (Botany dept)	8.10.15	12-4.00 pm	252
13	Visit to Zoology lab to view poster exhibition during Biodiversity Week (Language dept)	11.2.16	12 noon to 3.30 pm	78
14	Peer group teaching learning practice (Microbiology dept)	12.02.16 11.03.16 12.03.16	12.30- 1.30 pm	27
15	Agar Art Contest to observe (Microbiology)	28.2.16 (National Science Day)	12 noon- 4.45 pm	38
16	Inter-departmental Science Quiz contest for PG students (Micro dept)	13.04.16	1.00-2.30 pm	12 (participants) + audience

**Expert lectures organised in 2015-16**

1	Automobile pollution and its hazards-by Dr OP Joshi, Ex Principal & Prof Botany, PMBGSC (Botany/Mission green)	9 and 10.9.15	12.00 pm to 3.00 pm	53
2	Ozone layer depletion: its causes and consequences by Dr Sudip Ray (Botany dept/ Mission green)	16.9.15	2.30 pm to 3.30 pm	34
3	Lecture series in Botany	22.9.15 23.9.15	12.00 pm to 4.00 pm 12.00 pm to 4.30 pm	160
4	“Personality Development”, by Mr Anurag Atre, CH Edgemakers, Indore (Computer Science)	9.10.15	12 noon-1.30 pm	64
5	Probability & distribution- by Mr. Aditya Shrivastav (Microbiology dept)	26 and 27.11.15	1.00 to 2.30 pm	12
6	“Measurement of Primary Productivity” by Dr OP Joshi (Botany dept)	9.12.15	12.30-1.30 pm	5
7	Sequence alignment- Dr. Prajapati, IET, DAVV, Indore for MSc students (Microbiology dept)	1.12.15	3.00 to 4.30 pm	18
8	Current & Future Industrial Scenario in Life Sciences’ by Mr. Apurva Khare of Rapture Biotech Institute, Bhopal (Microbiology dept)	20.12.15	1.00-2.30 pm	50
9	Careers in the field of Microbiology-by Dr. A.M. Deshmukh, Ex Head, Microbiology, Osmanabad University (Microbiology dept)	01.3.16	1.00 to 2.00 pm	41
10	Role of microbes in human welfare : Past, Present & Future- by Dr. Anil Prakash, Prof. & Head, Microbiology, Barkatullah University (Microbiology dept)	01.3.16	2.00 - 3.00 pm	41
11	“Web Technology”, by Mr Shrish Yadwadkar Placement executive HR, SAP, Bangalore (Computer dept)	08.3.16	1.00 -2.00 pm	24
12	“Ethical Hacking” by Prof Prateek Shah, Head, Gujarati Professional College (CS dept)	10.3.16	1.00 -2.00 pm	62
13	Seminar on “Recent trend & opportunities in Electronics” by Prof. Devendra Bais of Medicaps institute of science & technology (Electronics dept)	12.03.16	3 to 4.30	42

## **CRITERION VII**

### **INSTITUTIONAL VALUES AND BEST PRACTICES**

#### **7.1 - Institutional Values and Social Responsibilities**

##### **7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)**

Title of the programme	Period (from-to)	Participants	
		Female	Male
-	-	-	-

##### **7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources**

-

##### **7.1.3 Differently abled (Divyangjan) friendliness**

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	-
Provision for lift	No	-
Ramp/ Rails	Yes	-
Braille Software/facilities	No	-
Rest Rooms	Yes	-
Scribes for examination	Yes	-
Special skill development for differently abled students	No	-
Any other similar facility	No	-

### 7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages & disadvantages during the year

Year	No. of initiatives to address locational advantages/disadvantages	No. of initiatives taken to engage with & contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	No. of participating students and staff
2015-2016	-	4	27.9.15	NCC cadets helped local police to Traffic control during Anant Chaturdashi procession	NCC cadets helped local police to control traffic, provided primary medical facility to injured people	55 NCC Infantry cadets of college
	-		15.10.15	Global Hand-washing day observation	To create awareness in school students	31 (Microbiology department)
	-		16 Nov to 22.11.15	Observation of World Antibiotic Awareness Week	To create awareness about antibiotic resistance	33 Microbiology dept
	-		29.01.16 to 02.02.16	Blood group camp for staff members of Shri Gujarati Samaj, Indore (Microbiology)	Blood group determination	Blood group of 28 people determined Student volunteers: 6 Faculty: 3

### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (max 100 words each)
-	-	-

### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
NCC infantry cadets voluntarily served with traffic-police to control the traffic, to provide primary medical facility to the injured people. as a part of social responsibility	27.9.15 (Anant-chaturdashi procession)	55 NCC Infantry cadets of college
Observation of joy of giving week	02-08 October 2015	29 students, 10 staff
Visit to orphanage and old age home & donation to orphanage and old age home	15.10.15	10 students, 5 staff



### 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

We are pro-actively environment conscious as an institution. The college has initiated the “Mission Green” campaign to create environment awareness. Tree plantation, expert lectures on environment concerns like global warming, pollution control etc. are organized. Some strides taken in this direction, this year, are as follows:

- A tree plantation drive was organised by the Botany department in the botanical garden on 7.9.15
- Expert lectures on : Automobile pollution and its hazards by Dr OP Joshi were organised on 9th and 19 Sept. 2015
- Expert lecture on : “ Ozone layer depletion and its causes and consequences” by Dr Sudip Ray of Botany department, was organised on 16.9.15
- Exhibition of medicinal plants in Botanical garden of the college organized by the Botany department on 8.10.15.
- NCC cadets of the college actively participated in World Wild Life Camp organized at Zoological museum from 01-11-15 to 09-11-2015. The cadets voluntarily served in for seven days to create awareness amongst common people about tree plantation and wild life protection. The event was organised under the leadership of Sgt.Naman Dani
- Tulsi plants were distributed to students and faculty by Biotechnology department on 4.9.15
- Ecofriendly Ganesha making workshop for students was organized by Biotechnology department on 8.9.15
- We harvest rainwater by digging pits on the playground and using the same to charge the well. The bore wells are recharged through rainwater harvesting.
- Waste generated is segregated. The process of vermicomposting is adapted to decompose waste
- Other eco-friendly practices include:
  - Water conservation during practicals
  - Minimum use of electricity during practicals & otherwise,
  - Reuse of paper in office work, avoiding excessive use of paper

### 7.2 Best Practices

Describe at least two institutional best practices. Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

#### 1) *Computer literacy*

Most of our college students are mostly from weak socio-economical and rural background. Their access to computers at school level is minimal. Hence, they lack basic skills needed to use computers effectively. The Computer Science lab, Electronics & BCA lab are open to students who have opted for streams other than these, so that they can practice and gain requisite skills.

Post-graduate students are assigned compulsory powerpoint presentations to deliver seminars. Computer literacy sessions are held in PG departments during which graphical representation of practical results using MS Excel, use of statistical software for data analysis, use of bioinformatics tools, etc., are taught to PG and research students.

#### 2) *Mission Green Campaign*

Mission Green is a campaign of the college to create environment awareness. Tree plantation, expert lectures on environment concerns like global warming, pollution control, etc. are organized

#### 3) *Quarterly newsletter: Perihelion*

“Perihelion,” the quarterly newsletter of our college was launched in the year 2013. Our late principal Dr. Rakesh Trivedi envisioned this newsletter and we have tried to keep his vision alive in the form of the newsletter. The newsletter encapsulates the activities of the college, the achievements of staff members and students, while at the same time, shares with the readers an informative article on any subject contributed by any staff member.

#### 4) *Knowledge Gallery*

Knowledge is power and it is infinite. For the curious mind, the possibilities to acquire knowledge and to harness it, are immense. To promote amongst our students a spirit of learning, to create a desire to learn and to foster scientific temper, “Knowledge Gallery” was initiated by the institution in the year 2015. The gallery displays information related to various subjects for the benefit of students.

### 7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust (Provide the weblink of the institution in not more than 500 words)

The vision of the college is to deliver knowledge and to enable students to think scientifically and rationally, so that they work as ambassadors to foster scientific temperament in society. Along with thorough practical training imparted to students in accordance to their syllabi, efforts are taken to foster scientific temperament by encouraging students to participate in science projects. Scientific creativity is stimulated and knowledge is enkindled by organising poster competitions, science quiz contests, debates, expert lectures, industrial visits, etc.

### 8. Future Plans of action for next academic year (500 words)

- 1) To organise career guidance programmes and workshops for enhancement of employability skills of students.
- 2) To organise seminars
- 3) To organise awareness campaigns
- 4) To increase of Industry Academia partnership

**Name: Dr K. Venkataraman**



*Signature of the Coordinator, IQAC*

**Name: Dr Kumud Modi**



*Signature of the Chairperson, IQAC*