



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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THE ANNUAL QUALITY ASSURANCE
REPORT (AQAR) OF THE IQAC

AQAR
2016-17

AQAR: 2016-17

PART - A

DATA OF THE INSTITUTION

1. Name Of The Institution

P.M.B GUJARATI SCIENCE COLLEGE, INDORE

- **Name of the Head of the institution :** Dr Kiran Dixit
- **Designation:** Asst.Prof. (Selection Grade), Chemistry
- **Does the institution function from own campus:** Yes
- **Phone no./Alternate phone number:** 0731-2700040, 0731-2703207
- **Mobile number:** 7999896676
- **Registered e-mail:** pmbgscience@gmail.com
- **Alternate e-mail :** kirandixit1109@gmail.com
- **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/> AQAR 2015-16

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 st	B+	Institutional Score: 77	2006	From 17.10.2006 to 16.10.2011
2 nd	A	3.05	2015	From 01.05.2015 to 30.04.2020
3 rd	-	-	-	-
4 th	-	-	-	-
5 th	-	-	-	-

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 2017	Teaching staff of college
Administrative Audit	September 2016	Students & staff of college
Feedback from students (taken department wise)	Oct-November 2016 March-April 2017	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.

Institution/ Dept/ Faculty	Scheme	Funding agency	Year of award with duration	Amount
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

- Recommended to conduct workshops and organize seminars
- Organized induction programme and guest lectures for students
- Recommended enrichment activities for students: slogan/creative writing/essay/extempore competitions, inter-departmental poster competition/debate competitions for post graduate students of college
- Recommendations increase Industry-Academia-Interaction
- Recommended to organise awareness campaigns

** Note: Please refer 6.5.6 under Criterion VI of Part B of AQAR - 2016-2017, 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
Organization of seminar	A Regional seminar of Physics was organised by the department of Physics, in collaboration with IAPT on 17.02.2017.
Induction Programme for newly admitted B.Sc. I year students	‘Aspire’-the induction programme was arranged on 27.07.2016 and 28.07.2016
Industry-Academia-Interaction: Workshops and expert lectures were organized in collaboration with industry	<ul style="list-style-type: none"> • A workshop on "Techniques in Molecular Biology" was organised by the department of Microbiology in collaboration with HiMedia Laboratories Pvt. Limited, Mumbai, 4.5 October 2016. • Mr. Darpan Chopra, Lead, QC, Sun Pharma, Dewas, delivered an expert talk during the workshop on “Techniques in Pharmaceutical Microbiology” on 04 March 2017 • Eye Check up Camp by Lawrence & Mayo Ophthalmic Opticians, Indore, was organised by the Physics department on 24.08.2016
Awareness campaigns	<ul style="list-style-type: none"> • Expert lecture on “Environmental Awareness in celebrating Festivals” by Dr. O.P. Joshi was organised by the Botany department (25/03/17) • Observation of World Antibiotic Awareness Week (14.11.16 to 20.11.16). Expert lecture by Dr. Vikrant Chitnis, Chief Microbiologist, CHL Hospital, Indore, “Antibiotics: Handle with care. Prevent Antibiotic Resistance” was organised on 17.11.16 • Ms. Anjana Tiwari, Chief Superintendent Fire Services, Indore, on ‘Safety of Women and Cyber Crime’ on 6.3.17
*Note: Besides these, various extension, cultural, and enrichment activities were organised	

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:** 2016-17
- **Date of Submission:** 08.03.2017

17. Does the Institution have Management Information System?

No

CRITERION I

CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation**1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation.**

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.

- 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.
- Monthly planners of faculty lectures & practicals are displayed on notice board for convenience of students.
- The heads of departments take meetings of faculty members for implementation of the time table, to discuss innovative teaching methods, and to evaluate teaching outcomes.
- According to the plan of MP Higher Education department, CCE modules are prepared for the students and are displayed on notice board.
- Attendance register of (both practical and theory) students are maintained.
- Records of practicals performed are maintained. Protocols of practicals are provided to students.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of Diploma Courses	Date of introduction and duration	Focus on employability/ entrepreneurship	Skill development
Techniques in Pharmaceutical Microbiology	-	3.3.17 3 to 11 March 2017	Focus on employability: to prepare students ready for employment by imparting technical skills required in pharmaceutical sector	Develop skills about job functions in the pharmaceutical industry

1.2 Academic Flexibility**1.2.1 New programmes/courses introduced during the Academic year**

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.*

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**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*

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year				
No of Students	Certificate	Diploma Courses		
49	Techniques in Pharmaceutical Microbiology: (3 to11 March 2017)	—		
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		
-		-		
<i>*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</i>				
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**
<i>* Informal feedback is given by alumni during their visit and annual meet</i>				
<i>** Informal feedback from parents of PG students during parent teacher meeting</i>				
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">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.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.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.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.				

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	198	190
BSc. Biotechnology	180	160	157
B.Sc. Microbiology	180	175	169
B.Sc. Maths	200	194	190
B.Sc. Comp.Sc	300	309	289
B.Sc. Electronics	120	67	67
B.Sc. Info.Tech.	60	34	34
BCA	60	59	59
M.Sc. Botany	30	17	17
M.Sc. Chemistry	40	37	37
M.Sc. Zoology	30	28	28
M.Sc. Microbiology	20	11	11
M.Sc. Physics	10	10	10
M.Sc. Maths	40	35	35

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
2016-17	2202	226	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.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2428	78	1: 31

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	78	Nil	7	38

2.4.2 Honours and recognitions received by teachers

Year of award	Name of full time teachers receiving awards from state level, national/international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016-17	Dr Jyoti Singh	Asst. Professor & Head, Hindi	Amrit Samman Award
2016-17	Dr Jyoti Singh	Asst. Professor & Head, Hindi	Prem Sagar Samman
2016-17	Dr Vibha Dave	Asst. Professor Zoology	Fellow Membership Award, Zoological Soociety, India
2016-17	Mrs Kiran Paliwal	Asst. Professor Microbiology	Young Scientist Award by Genesis Urban & Rural Development Society, Hyderabad

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	28.4.17	August 2017
B.Sc. Biotechnology	B.Sc.	Semester VI	11.5.17	August 2017
B.Sc. Microbiology	B.Sc.	Semester VI	11.5.17	August 2017
B.Sc. Maths	B.Sc.	Semester VI	28.4.17	August 2017
B.Sc. Computer Sc	B.Sc.	Semester VI	05.5.17	August 2017
B.Sc. Electronics	B.Sc.	Semester VI	11.5.17	August 2017
B.Sc. Info. Tech	B.Sc.	Semester VI	05.5.17	August 2017
BCA	BCA	Semester VI	-	-
M.Sc. Botany	M.Sc.	Semester IV	17.7.17	November 2017
M.Sc. Chemistry	M.Sc.	Semester IV	21.7.17	November 2017
M.Sc. Zoology	M.Sc.	Semester IV	19.7.17	November 2017
M.Sc. Microbiology	M.Sc.	Semester IV	19.7.17	November 2017
M.Sc. Physics	M.Sc.	Semester IV	26.7.17	November 2017
M.Sc. Maths	M.Sc.	Semester IV	17.7.17	November 2017

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 academic calendar at the beginning of each academic year
- 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	55	54 (+ 1 ATKT, Results of 26 students withheld due to previous semester ATKT)
B.Sc.	B.Sc. Biotechnology	29	28 (+ 1 ATKT, 10 results withheld due to ATKT in previous semesters)
B.Sc.	B.Sc. Microbiology	56	56 (Results of 38 students withheld due to ATKT in previous semesters)
B.Sc.	B.Sc. Maths	80	78 (+ 2ATKT, 39 results withheld due to ATKT in previous semesters)
B.Sc.	B.Sc. Comp.Sc	127	125 (+ 2 ATKT, 81 results withheld due to ATKT in previous semesters)
B.Sc.	B.Sc. Electronics	14	14 (11 results withheld due to ATKT in previous semesters)
B.Sc.	B.Sc. Info.Tech.	15	15 (7 results withheld due to ATKT in previous semesters)
BCA	BCA	17	16
M.Sc.	M.Sc. Botany	7	5 (+2 ATKT, 2 results withheld due to previous semester ATK)
M.Sc.	M.Sc. Chemistry	16	7 (+ 9 ATKT, 9 results withheld due to ATKT in previous semesters)
M.Sc.	M.Sc. Zoology	10	7 (+ 3ATKT)
M.Sc.	M.Sc. Microbiology	15	13 (+2 ATKT)
M.Sc.	M.Sc. Physics	6	4 (+2 ATKT, 2 results withheld due to previous semester ATK)
M.Sc.	M.Sc. Maths	23	3 (+ 20 ATKT. 20 results withheld due to previous semester ATKT)

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
Major projects	-	-	-	-
Minor Projects				
Dr J. Sikka	2015-2017	UGC, CRO Bhopal	Rs. 2,55,000	-
Dr. S. Ray	2015-2017	UGC, CRO Bhopal	Rs. 4,06,000	Rs. 1,14,266
Prof. P. Trivedi	2015-2017	UGC, CRO Bhopal	Rs. 2,00,000	Rs. 46,000
Dr Nandini Phanse	2015-2017	UGC, CRO Bhopal	Rs. 3,85,000	-
Dr P Vyas	2015-2017	UGC, CRO Bhopal	Rs. 2,50,000	-
Prof. Kiran Paliwal	2015-2017	UGC, CRO Bhopal	Rs. 4,00,000	-
Prof. Smriti Chouhan	2015-2017	UGC, CRO Bhopal	Rs. 3,50,000	-
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. 1,00,000
Dr. Rishina Natu	2015-2017	UGC, CRO Bhopal	Rs. 3,45,000	Rs. 1,00,000
Total: 10 UGC funded projects			Rs. 3321000	Rs.460266
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects (other than compulsory by the College)	-	-	-	-
International Projects	-	-	-	-

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)
Lawrence & Mayo Eye checkup		Computer Science		24.8.16
Workshop on "Techniques in Molecular Biology"		Microbiology		4 and 5 October 2016
Workshop on“Techniques in Pharmaceutical Microbiology”		Microbiology		03 to 11 March 2017
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.D’s Awarded		
Botany		4		
Chemistry		1		
Zoology		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	-	
	Maths	2	-	
	Physics	1	-	
	Hindi	3	-	
	English	1	-	
cont..				

3.3.3 Research Publications in the Journals notified on UGC website during the year				cont..		
Publications	Department	No. of Publication	Average Impact Factor, if any			
International Publications	Botany	10	5.3			
	Physics	4	6			
	Microbiology	2	-			
	English	1	-			
	Chemistry	4	4.71			
	Zoology	5	-			
	Hindi	6	-			
	Computer Science	2	6.5			
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				
Botany		4				
Electronics		2				
Chemistry		1				
English		1				
Hindi		1				
Physics		1				
Microbiology		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	9	33	7		16	
Presented papers	15	1	-		-	
Resource Persons	1	5	8		-	

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations 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
Traffic control during Anant Chaturdashi Chal Samaroh	NCC- Infantry unit of college and Indore Traffic Police	1 (ANO)	45
Observation of Road Safety week	NCC- Infantry unit of college and Indore Traffic Police	1 (ANO)	35
Cleanliness drive	NCC- Airwing unit of college	10	52
Tree Plantation	NCC- Airwing unit of college	10	31
Traffic Awareness Programme	NCC- Airwing unit of college	4	22
Anti Drug Drive	NCC- Airwing unit of college	4	5
Blood Donation camp	NCC- Airwing unit of college	5	3
World Yoga Day	NCC and NSS units of college	5	20 Cadets of NCC & NSS volunteers
Induction of NSS unit students and oath ceremony	NSS unit of college & NSS State Coordinator, Dr Sachin Sharma	2	203
International Youth Day: 12-8-2016	NSS Unit PMB Gujrati Science College and University coordinator Dr Prakash Gadwal	7	198
Sadbhavna Diwas: 20-8-2016 Oath for Building up of united India taken by students	NSS Unit PMB Gujrati Science College and DAVV, Indore	5	128
Youth Parliament	Student of NSS unit in collaboration of DAVV	2	27
NSS Day celebration (24.9.16): Cleaning of college campus	NSS Unit PMB Gujrati Science College and DAVV, Indore	16	163
Treasure Hunt Programme	NSS Unit PMB Gujrati Science College and Indore Cyclist Association	2	20
World AIDS Day: 1-12-2016	NSS Unit PMB Gujrati Science College, Red Ribbon Club and Arobindo Medical College	6	102
Matdata Diwas: 29-01-2017	NSS Unit PMB Gujrati Science College and DAVV	7	155
Motivational Talk on International Women's Day: Ms. Anjana Tiwari, Chief Superintendent Fire Services, Indore	NSS Unit PMB Gujrati Science College and Fire Services Dept, Indore	4	37
Literary	Shabd Shilp	2	3

Participation: NCC Infantry:		
<ul style="list-style-type: none"> 13 cadets attended Thal Sainik Camps (Launching: 8 cadets / Selection: 3 cadets / DECAT-I: 2 cadets) held in June, July and August 2016. 18 cadets attended Combined Annual Training Camp , Indore, held in August 2016. 02 cadets attended Advance Leadership Camp (ALC), Agra held in August 2016. 12 cadets attended Republic Day Camps (Launching I: 3 cadets / Launching II: 2 cadets / Selection I: 2 cadets / Selection II: 1 cadet / DECAT-I: 1 cadet / DECAT-II: 1 cadet / RDC DECAT – III and Pre-RDC Combined Camp: 1cadet, Republic day camp and PM rally, Delhi: 1 cadet), held in August, September, October, November, December, January 2016-17. 13 Cadets attended National Integration Camp, Indore held in November 2016. 11 Cadets attended Combined Annual Training Camp , Mhow held in March 2017. 		
Participation: NCC Air Wing:		
<ul style="list-style-type: none"> 40 cadets of NCC Air wing attended Combined Annual Training Camp 16 cadets attended the National Level camp 02 cadets attended All India Republic Day Pared (RDC), at New Delhi 04 cadets attended All All India Vayu Sainik Camp, Jodhpur 01 cadets attended Air Force Acadamy Camp, Dundigal 05 cadets attended National Integration camp, Mumbai 02 cadets attended Parasailing Camp, Agra 02 cadets attended All India Trekking Expedition Camp, Vadodara 		
Participation: NSS		
<ul style="list-style-type: none"> NSS Program Officer Vimal Sharma and four cadets (Ankit Mansore, Harsh Singh, Disha Jain and Pragati Borasi) attended District Level 7 Day Residential Camp from 29-01-2016 to 04-02-2016 at Government PG College Mhow, Sixteen NSS cadet attended Anubhuti camp organised by State government at village Anand nagar from 15-03-2018 to 18-03-2018 NSS cadet Deepak Yadav attended State Level Camp at sagar from 04-03-2017 to 10-03-2017 NSS three cadets (Ankit Mansore, Nilesh Bharti and Nitin Pal) attended University Level Camp at Government PG College Badwani. 		
NCC Exams		
NCC 'B' certificate Exam: 26 cadets appeared for the B-certificate written exam held on February 12, 2017.		
NCC 'C' certificate Exam: 02 cadets appeared for the C-certificate exam held on February 26, 2017.		
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
NSS	Dr Vimal Sharma: Member of university level Advisory committee of DAVV, Indore (2016-17)	DAVV, Indore
NSS	Dr Vimal Sharma and Dr Dinesh Jaju: Members of the 10 th South Asian Inter University Youth Festival Committee of DAVV, Indore (2016-17)	DAVV, Indore
Sports	Dr Pravin Kekre: Chairman, University Selection Committee for Table Tennis	DAVV, Indore
Sports	Dr K Venkataraman: Chairman, University Selection Committee for Chess	DAVV, Indore

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
AIDS Awareness	International Federation of Medical Student Association (IFMSA)	Lecture and Slogan Competition	4 (Biotechnology dept)	65
Event on Depression	International Federation of Medical Student Association (IFMSA)	Lecture	3 (Biotechnology dept)	58
Swachata Abhyan	NSS Unit PMB Gujrati Science College and Nagar Nigam Indore	Cleaning of college campus and removal of Gajar Grass.	4	133
Word AIDS Day: Nukkad Natak, Quiz and slogan competition	NSS Unit PMB Gujrati Science College, Red Ribbon Club and Arobindo Medical College	NSS Unit PMB Gujrati Science College, Red Ribbon Club Arobindo Medical College	5	57

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 (Botany)	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	7
	Biogas Plant	Krishi Vigyaan Kendra Kasturba gram, Indore		7
	Nursery Techniques	Govt. Nursery Residency Area, Indore		8
	Pharmaceutical	Allwin Industries H.O. 11, 4 th Floor, Dawa Bazar, Indore Ph. 0731- 3046791		4
	Teaching	K.B. Patel School, Maharani Road, Indore		3

** Note: There is no such formal collaboration with industry, however sound industry interactions are there, to facilitate projects, educational visits and placements for students.*

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	2014-2017	Internship & Project work	-
Allwin Industries , Indore	2011- till date	Internship & Project work	4
Oriental Chemical Works, Indore	2011- till date	Internship & Project work	-
PG Tech Research Institute, Indore	2014- till date	Training programmes/ Project work	-
AILSG	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. 1820000	Rs.1080860

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.	1 Orbital Shaking Incubator-Remi CIS-24 Plus	1 Seed Germinator SG-6 Plus LCD
Value of the above equipment purchased during the year (Rs. in Lakhs)	Rs. 206458.56	Rs. 166200
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. 50 lakhs	Nil	Nil	29993	Approx. 50 lakhs			
Reference Books	15,242	Approx. 1 crore	Nil	Nil	15242	Approx. 1 crore			
e-Books	82	-	20	Nil	102	Nil			
Journals	383	77360	Nil	Nil	383	77360			
e-Journals	Nil	-	Nil	Nil	Nil	Nil			
Digital Database	Nil	-	Nil	Nil	Nil	Nil			
CD & Video	179	-	Nil	Nil	179	Nil			
Library automation	Nil	-	Nil	Nil	Nil	Nil			
Weeding (Hard & Soft)	Nil	-	Nil	Nil	Nil	Nil			
Others (specify) (departmental libraries)	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	170	5	All depts & offices	4	Nil	12	158	100 Mbps	-
Added	-	-	-	-	Nil	-	-	-	-
Total	170	5	All depts & offices	4	Nil	12	158	100 Mbps	-
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. 3861000	Rs. 1489856	Rs. 3885000	Rs 2804300

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	1.Freeship for Poor Students	11	Rs. 23,400
	2. Medical aid to students	01	Rs.10,000 (Late Dharmendra Muvel, B.Sc.I Bio)
Financial support from other sources			
a) State	Post Matric Scholarship OBC	733	Rs. 2251255
	Post Matric Scholarship SC	146	Rs.1843480
	Post Matric Scholarship ST	186	Rs. 2271550
	Gaav Ki Beti Yojna Scholarship	5	Rs. 25000
b) National	Rajiv Gandhi National Fellowship (RGNF)	2	1) Krati Ghavri (SC): Rs. 2,16,000 2) Suresh Rawal (ST): Rs. 2,55,000 *Krati Ghavri (Botany): 2015-2017 *Suresh Rawal (Botany): 2016-2018
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
Motivational talk on positivity	6.8.16	250 (UG students)	Dr. Rashmi Sahi , Panel Head, St. Stephens International Preparatory School, Hong Kong and Visiting Faculty, HKU Space
Mentoring during Induction programme organised for B.Sc. students by -			
1) Ms. Manisha Pathak Soni, SP, Police Training College, Indore 2) Dr. Sandeep Are, Director, CH Edgemakers, Indore	1) 27.7.16 2) 28.7.16	239 187	1) Police Training College, Indore 2) CH Edgemakers, Indore

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 students Placed	Name of Organization Visited	Number of Students Participated	Number of Students Placed
Duke Thompsons Pvt Ltd, Indore, 25.2.17 (BT dept)	17	4	-	-	-

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
2016-2017	10	B.Sc. (from PMBGSC)	Maths group	PMB Gujarati Science College (PMBGSC)	*M.Sc.
2016-2017	15	B.Sc. (from PMBGSC)	Biology group	PMB Gujarati Science College	**M.Sc.
2016-2017	20	B.Sc. (from PMBGSC)	Biotechnology	Other institutes	M.Sc, MBA

*M.Sc. Maths, Physics, Chemistry

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

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

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)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SET	-	-
SLET	01 (Nitin Patel-Chemistry)	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	1. Chintu Rao (PCM group) selected as "Airman" in Indian Airforce (IAF) through Group 'Y' IAF Exam, placed at Bangalore. 2. Umang Singh Raghuvanshi (PCM group) selected as "Airman" in Indian Airforce (IAF) through Group 'Y' IAF Exam, placed at Bangalore.	-

5.2.4 Sports & cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Sports	College level (Annual sports: 7 games)	483
Sports Selection trails for Teachers/Employee Tournament	College level	20
Cultural	College Level (Annual Function)	216
Cultural Yuva Bharat exam was conducted by Vivekanand Foundation on 31/08/2016	College level: for UG students	36

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
2016-17	First prize	Inter college	-	Debate competition	50070484	Krishna Soni B.Sc.III Sem. (CS)
2016-17	Second position in marathon organised by NCC group head-quarter	-	Mini marat-hon	-	-	NCC Infantry Cadet Sandeep Sharma

• Participation (Sports):

- Mr. Anil Gurjar (Student ID No.2453) participated in All India Inter University power lifting competition
- Mr. Anil Gurjar (Student ID No.2453) participated in All India Inter University Body building competition
- Ms. Heeramani Parmar (Student ID No.7156) participated 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: -

48 alumni enrolled in the alumni meet of college in 2016-17

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.
- 48 alumni attended in the alumni meet of college in 2016-17

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)? Yes/No/Partial:

No

6.2 Strategy Development and Deployment

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

Curriculum Development

- 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 .
- Dr J. Sikka and Dr Deepa Vanjani are members of Board of Studies, Environmental Studies and English respectively, Kasturbagram Kanya Mahavidyalaya, Indore.
- Dr Nandini Phanse and Dr Mahima Golani are members of Board of Studies, Microbiology, DAVV.
- Dr Pravin Kekre and Dr GD Sharma are members, Board of Studies (Physics & Zoology, respectively), of Government Holkar Science College, Indore. Dr. Nandini Phanse and Dr Sudip Ray are members, Board of Studies of Microbiology and Botany, respectively, of the same college.
- Dr. Nandini Phanse and Ms. Mahima Golani were appointed as Members, Central Board of Studies, Bhopal to design the syllabus (Yearly pattern) of B.Sc. Microbiology. Ms. Mahima Golani attended the meeting held at Barkatullah university, Bhopal, arranged for the same on 27 and 28 April 2017.
- Dr K. Venkataraman is a member of Board of Studies of Future Studies, DAVV, Indore.
- Dr. J. Sikka & Dr. S. Ray are members in DRC, DAVV Indore.
- Dr. S. Ray -Life member of Indian association of angiosperm taxonomy Calicut & Association of Angiosperm Taxonomy Dehradun.
- Prof. Mayur Mota is a member of Board of Studies, Computer Science, DAVV, Indore
- Dr Vimal Sharma and Dr Dinesh Jaju are members of Board of Studies, Electronics and Computer Science, DAVV, Indore
- Dr A Gharia, is a member of Board of Studies, Chemistry, of Old GDC, Indore
- Dr PK Dubey and Dr V Parsai, are members of Board of Studies, of Physics and Mathematics, respectively, of Christian Eminent College, Indore
- Dr. Jyoti Singh nominated Member, Editorial Board, J.M.D. Publishers, 2016.

Teaching and Learning

The college provides a learning environment with an aim to empower students and develop their personality. Quality improvement strategies include-

- Need based attention using special techniques like GD, debate competitions, industrial visits
- Performance evaluation through tests, assignments etc.
- Activities beyond classroom boundaries are conducted for overall development of students like group discussions, debates, personality development sessions, quiz, real life examples etc.
- Use of LCD projector for Power Point presentations during classroom teaching & guidance sessions
- Teachers regularly use library facilities and Internet to improve and update their subject knowledge.
- Many faculty members are members of other libraries such as the university central library.
- E-books, journals, magazines are also used by staff members.
- Departmental library books are also a valuable resource.
- 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.
- Duty leave is given to staff presenting papers in seminars etc., half of the registration expense is borne by the management.
- Staff is actively involved in paper publications.
- Many staff members are research guides.
- Some staff members are pursuing their doctoral research. Some have cleared NET/SLET exams.

Examination and Evaluation
<ul style="list-style-type: none"> • Students are encouraged to prepare best assignments for CCE. • 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. • 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. • Faculty members are examiners in exams conducted by DAVV and also other universities. • Faculty members, Dr Vimal Sharma and Dr Dinesh Jaju are appointed as OSD in the university exams of DAVV. • Dr Vimal Sharma is a member of Proctorial Board of the university (DAVV) for 2016-17 & 2017-18. • Staff members are also engaged in question paper setting of their respective subjects and contribute in the examination process of the university • The Computer Science department has computerized practical exam official paper process to generate forms • 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.
Research and Development
<ul style="list-style-type: none"> • Ten minor research projects were sanctioned by UGC, CRO, Bhopal, to faculty members of the college. (Project duration: 2015-2017) • 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. • 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. • 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. • Most teachers are also pursuing research work by publishing research papers, articles, chapters in books etc. • Some faculty members are PhD external examiners in other universities outside of Madhya Pradesh.
Library, ICT and Physical Infrastructure / Instrumentation
<ul style="list-style-type: none"> • The college library is enriched with reference books, text books and research journals of all subjects. Most departments have a departmental library • 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 • Computers (desk tops and laptops) and internet connections are available in all departments • Departmental laboratories are well equipped with basic and advanced instruments
Human Resource Management
<ul style="list-style-type: none"> • Proper utilization of each and every staff according to their specialization. • PG and senior UG students are actively evolved in peer-learning. • Labs are effectively maintained by Class III & Class IV staff under the supervision of teaching staff. • Teaching work is allotted by the Head of each department to faculty members • The technical staff manages laboratory preparations and office work of the department. • The supporting staff takes care of cleanliness of departments

Industry Interaction / Collaboration
<ul style="list-style-type: none"> • There is a regular interaction with industry. Students are sent in these industries for training /projects • There are collaborations with industry through MoU for internship of students • Lectures of experts from industries are arranged regularly. • Industrial visits are organized <p>Industry-Institute interaction the year 2016-17:</p> <ol style="list-style-type: none"> 1) A workshop on "Techniques in Molecular Biology" was organised by the department of Microbiology in collaboration with HiMedia Laboratories Pvt. Limited, Mumbai, on 4 and 5.10.16 2) Mr. Darpan Chopra, Lead, QC, Sun Pharma, Dewas, delivered an expert talk during the workshop on "Techniques in Pharmaceutical Microbiology" on 04 March 2017 3) Workshop on Android Technology by RAYs Technology, Speaker was Mr Vidyut Singhai 4) Eye Check up Camp by Lawrence & Mayo Ophthalmic Opticians, Indore, on 24-08-2016 5) Interactions with professionals through guest lectures: <ol style="list-style-type: none"> i) Dr. Vikrant Chitnis, Chief Microbiologist, CHL Hospital, Indore, "Antibiotics: Handle with care. Prevent Antibiotic Resistance" ii) Virtual Lecture by Dr. A. M. Deshmukh, President, Microbiologists Society, India, on "Techniques & Instruments in Pharmaceutical Research", 06 March 2017
Admission of Students
<ul style="list-style-type: none"> • An Admission Committee is constituted consisting of faculty members. • Admission of students is done in accordance to MP Higher Education and Devi Ahilya Vishwavidyalaya norms by the admission committee • The college takes the offline mode of admission by virtue of its minority status. • The list and details of admitted students is uploaded on the MP Higher Education (MPHE) portal within the stipulated time as per MPHE instructions • Collection of fees is through computerized system • For the Admission in M.Sc. classes we prefer direct admission process on first cum first basis.
6.2.2 : Implementation of e-governance in areas of operations:
Planning and Development
<ul style="list-style-type: none"> • Besides traditional methods of conveying information (notice, meetings etc), Heads of departments convey information to their staff through e mails and SMS • Whatsapp groups of departmental staff also aid in the same • Computerization of student attendance using VBA Macro technique has also been developed
Administration
<ul style="list-style-type: none"> • Administrative work is computerised. All staff members of the office are computer friendly. • Records are maintained in soft copies too. • 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. • 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. • The leave records of the entire staff are also maintained by the office. • The office in- charge runs the overall administration.

Finance and Accounts					
<ul style="list-style-type: none">• All financial and accounts related work is computerised.• 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.• Ryan software is used in the Accounts office.					
Student Admission and Support					
<ul style="list-style-type: none">• The list and details of admitted students is uploaded on the MP Higher Education (MPHE) portal within the stipulated time as per MPHE instructions• Collection of fees is through computerised system• The office has record of admissions, categories of students, phone numbers of students/their wards.• 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.• At the same time the list of meritorious students is also maintained as and when results are declared.• Transfer certificates are issued by the office.					
Examination					
<ul style="list-style-type: none">• The exam cell of the college coordinates exam related work like online entry and uploading of internal marks in collaboration with each department.• The exam cell also guides students in filling and uploading online examination forms• All exam related notices uploaded on university website are informed to the faculty and students• Evaluation of students is through semester pattern examinations conducted by the University and tests, assignments, preliminary examinations, student seminars, projects, viva, etc.• 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.• The Computer Science department has computerized the practical exam process					
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	
-	-	-	-	-	
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 participants (Non-teaching staff)
2016-17	Computer training programme	Computer training programme	-	09	03

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
National certificate course on HPLC methodology organized by Christian Eminent College, Indore.	02 (Chemistry staff)	15 days 27.7.16 to 12.8.16
FDP (CS department)	7	3 days
FDP (Chemistry department): Seminars given by faculty	10	31.7.16 to 2.8.16
Development of Practical skills and Computer training program (Chemistry)	03+ 4 (non teaching staff)	19.12.16 to 31.12.16

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
71	78	97	Fulltime 104 Temporary 07

6.3.5 Welfare schemes for:
Teaching and Non teaching staff

- i) Group insurance scheme ii) PF & Gratuity
ii) ESIC iii) 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
ii) 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)

- Post graduate departments of the college arrange parent-teacher meeting.
- 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.
- Parents of PG students are also invited during M.Sc. induction programs

6.5.3 Development programmes for support staff (at least three)

- Computer Training programme arranged for the support staff during the session
- 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.

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

Year 2016-17	Name of quality initiative by IQAC	Date of conducting activity	Duration (from---to---)	Number of participants
1	'Aspire' Induction Programme for B.Sc. I year students	27 and 28.7.16	12.15-3.30	426
2	Motivational talk on positivity by Dr. Rashmi Sahi , Panel Head, St. Stephens International Preparatory School, Hong Kong and Visiting Faculty, HKU Space (Language dept)	6.8.16	12.-3.00 pm	250
3	Essay -writing competition on 'Ek Swantantrata Sainani Ki Gaurav Gatha (Language dept)	8.8.16	12.30-2 pm	24
4	Young India Challenge quiz in collaboration with Career Launcher, Indore (Language dept)	29.8.16	1.00-3.pm	125
5	Creative writing competition to celebrate Hindi Divas. (Hindi Pakhwada, 14 to 20 September). Students wrote articles, poems and essays on the topic 'Digital India & Hindi (Language dept)	19.9 16	1.00-3 pm	40
6	Inter-departmental poster competition on "Recent Trends in Science and Technology" for post graduate students (Microbiology dept)	28.9.16	1.00-3 pm	22
7	Poster Competition on "Ozone Layer Preservation" (Biotechnology dept)	17.9.16	3- 4 pm	25
8	Exhibition of charts on 'Indian Industries (Language dept)	14.2.17	1.40-2.20	53
9	"Depression Awareness" by Dr Akbar Nawaz, MGM Medical College (Biotech dept)	11.2.17	12.30-1.30	57
10	Regional seminar of Physics in collaboration with IAPT. Resource persons: Dr Sreepati, UGC-DAE, Prof. KP Joshi (Retd), DAVV, Prof. PK Sen, SGSITS (Physics dept)	17.2.17	12 to 4.30	150
11	Interdepartmental PG Debate competition on the topic- Demonization (Maths department)	6.3.17	1.00-2 pm	11
12	Slogan competition on AIDS (Biotechnology dept)	01.12.16	1.00-2 pm	26
13	Extempore speech competition (Zoology dept)	30.3.17	12.30-1.30	28
14	Essay competition on "Applications of Solar energy in daily life (Chemistry)	30.3.17	11.30 -12.30	30
cont..				

Expert lectures organised in 2016-17

1	Mr. Darpan Chopra, QC manager, Sun Pharma, “Careers in Pharmaceutical Microbiology (during MSc induction program)	7.9.16	1-1.30 pm	78
2	Ms. Dhanashree Sampat, Product Specialist, HiMedia Laboratories Pvt. Ltd: Techniques in Molecular Biology (during workshop)	4 and 5 Oct 2016	1 - 2.30 pm	43
3	Dr. Vikrant Chitnis, Chief Microbiologist, CHL Hospital, Indore,;Antibiotics: Handle with care. Prevent Antibiotic Resistance	17.11.16	1.00 - 3 pm	66
4	Mr. Darpan Chopra, Lead, QC, Sun Pharma, Dewas, “Design & Analysis of Biological Assays (during Pharmaceutical techniques workshop)	4.3.17	12-1.30 pm	49
5	Virtual Lecture: “Techniques & Instruments in Pharmaceutical Research” by Dr. Deshmukh, President, MSI (during Pharmaceutical techniques workshop)	6.3.17	12.30-2 pm	49
6	Dr. Jyoti Dave, Head, Biotechnology, Cloth Market Girls College, Indore, “Smart diet, Smart life” (Chemistry)	10 .9.16	12-2.00 pm	77
7	Dr. O.P. Joshi , Ex Principal & Prof. of Botany:“Environmental awareness in celebrating festivals (Botany)	25.3.17	1.00- 2.30	59
8	Ms. Anjana Tiwari, Chief Superintendent Fire Services, Indore, ‘Safety of Women and Cyber Crime’ on International Women’s Day	6.3.17	1.30-2.40	85
9	Dr Nagendra Chaturvedi, Jiwaji University, Gwalior, “Importance of measurments” (Physics)	28.1.17	2.30-3.30	20
10	Prof. AK Shrivatava, Jiwaji University, Gwalior,” Semiconductor Applications” (Physics)	30.1.17	3.00- 5 pm	20
11	Prof. Jaiveer Jain, IPS Academy, Indore: “Role of cappants on size and physical properties of Nickel Nanoparticles” (Physics)	15.06.17	12.30 - 2.00	13 students + faculty

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
2016 - 2017	-	02	17.11.16	Observation of World Antibiotic Awareness Week (14.11.16 to 20.11.16)	To create awareness on antibiotic resistance, students and faculty took the Antibiotic Resistance Fighter Pledge to help fight the misuse of antibiotics and prevent emergence of antibiotic resistance.	66 students + 15 staff
	-		22.10.16	Hand-washing awareness drive	Create awareness among school students.	17 students + 5 staff

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
Observation of joy of giving week	02-08 October 2016	22
Joy of Giving Happiness: Visit to Orphanage by NCC infantry cadets	27-11-2016 (NCC day)	35
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<p>We are pro-actively environment conscious as an institution. The college has initiated the “Mission Green” campaign to create environment awareness. Tree plantation, slogan/poster /creative writing competitions based on environment related topics, expert lectures on environment concerns like global warming, pollution control etc., are organized. Some strides taken in this direction, this year, are as follows:</p> <ul style="list-style-type: none"> • A poster competition on “Ozone Layer Preservation” was organised by Biotechnology department on 17.9.16 • A lecture on “Environmental awareness in celebrating festivals” by Dr. O.P. Joshi was organised by the Botany department on 25.3.17 • An essay competition on “Applications of Solar energy in daily life” was organised by Chemistry department on 30.3.17 <p>• 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.</p> <p>• Waste generated is segregated. The process of vermicomposting is adapted to decompose waste</p> <p>• Other eco-friendly practices include:</p> <ul style="list-style-type: none"> • 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		
<p>1) Computer literacy</p> <p>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.</p> <p>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.</p> <p>2) Mission Green Campaign</p> <p>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</p> <p>3) Quarterly newsletter: Perihelion</p> <p>“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</p> <p>4) Knowledge Gallery</p> <p>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.</p>		

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 seminars and enhance employability skills of students
- 2) To organise communication skills development programme
- 3) To organise environmental awareness campaigns

Name: Dr K. Venkataraman



Signature of the Coordinator, IQAC

Name: Dr Kiran Dixit



Dr Kiran Dixit
In Charge Principal
INCHARGE PRINCIPAL
P.M.B. Gujarati
Science College Indore

Signature of the Chairperson, IQAC