



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	GOVERNMENT GIRLS POST GRADUATE COLLEGE
Name of the head of the Institution	Prof. Neeta Singh
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0766225210920
Mobile no.	9826627623
Registered Email	heggpgcrew@mp.gov.in
Alternate Email	iqacgdcr2008@gmail.com
Address	Govt. Girls' P.G. College, Kothi Compound
City/Town	Rewa
State/UT	Madhya Pradesh
Pincode	486001

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Prof. Mahendra Mani Dwivedi
Phone no/Alternate Phone no.	07662252109
Mobile no.	9826627623
Registered Email	heggpgcrew@mp.gov.in
Alternate Email	iqacgdcr2008@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.gdcrewa.org
4. Whether Academic Calendar prepared during the year	No

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	76.15	2006	02-Feb-2006	01-Feb-2011
2	A	3.02	2017	22-Feb-2017	21-Feb-2022

6. Date of Establishment of IQAC	17-Feb-2008
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7. Internal Quality Assurance System		
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
Sadbhavna Diwas	20-Aug-2019 1	150
Traffic Week	24-Oct-2019 7	80

Kaumi Ekta Saptah	19-Nov-2019 7	150
Rashtriya Yuva Saptah	20-Jan-2020 7	160
Plantation	24-Jul-2019 1	200
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. Girls' P.G. College, Rewa	MPHEQIP	World Bank	2019 365	754034
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

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(maximum five bullets)

IQAC encouraged faculty members to present papers in regional/National/International seminars/conferences Papers presented :Regional72, National 179, International 12

* IQAC motivates teachers publish research papers in journals Peer Review Journals : International- 10, National- 03 Non-Peer Review Journals : International- 17, National- 08 e- Journals : International- 03 Conference proceedings: National- 02

*College Publishes Multi Disciplinary National Research journal "Vibrant" with ISSN-2454-5090 & college has also started publishing college magazine

"Abhivvyakti" from 2016. College has its own Newsletter.

Numerous activities namely, workshops seminars educational tours, invited lectures by eminent orators were organized by the various departments of the college. A variety of topics, right from matters related to social problems, environment, health and hygiene were focused upon.

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

Plan of Action	Achivements/Outcomes
1. To equip and improve facilities at the Sports Complex	Achieved
2. To refurbish the existing hall as Seminar Hall with modern technologies	Achieved
Completion of Arts Block and a new Library building. Completion of the Golden Jubilee Block.	In Progress
Completion of Auditorium	Completed
Curricular Development	New planning underway
Teaching and Learning Initiatives	New planning underway
Research and Extension	New planning underway
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Janbhagidari	23-Sep-2019

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 of Submission

2020

Date of Submission

15-Aug-2020

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College ensures effective curriculum delivery through a well planned and documented process. Department of Higher Education prepares the academic calendar of the college. The academic calendar specifies suitable available dates for significant academic and other activities. The faculty members are briefed on the academic activities of the college on the first meeting of the commencement of every academic year. Meetings are held in each department to discuss about the course distribution for the academic sessions every year. Based on the expertise of individual teacher, the syllabus is allotted to them by the Head of the Department. Every department prepares teaching plan, allotting term-wise topics to be taught. Syllabus of each subject for the academic session is provided to the students. Faculty members prepare semester-wise teaching plan for theory and practical at the beginning of every academic year/semester. The time table committee prepares a general time-table and HOD of concerned departments prepare departmental timetable. Teachers conduct classes according to the timetable. Departmental meetings are held periodically to review the syllabus completed. For the effective transmission and delivery of curricula, departments integrate classroom teaching with various ICT tools, laboratory practicals, field projects, students seminars, tutorials, question papers solving, research projects, field survey. For the effective curriculum delivery teachers also use participative, problem solving, cooperative and student-centric learning methods. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, Tutorials, Use of monitors, Departmental Quiz, paper presentation by the students, projects, group assignments, term-papers, educational tours, field trips and industrial visits for effective delivery of curriculum, which are done in a planned manner. Records are maintained by each department. For the up-gradation of subject-related knowledge, college organizes seminars, conferences, and workshops. This activity provides a platform to the faculty and the students to participate and interact with experts in various fields and enrich and update their subject knowledge. Faculties effectively and creatively use PPTs, models, charts, and various educational softwares for delivering the subject knowledge. The college organizes guest lectures, expert lectures of eminent academicians, for the effective curriculum delivery. College also provides special guidance to the slow learners under the Scheme of remedial classes. Besides this, the college has a mentoring system for academic-related issues. College library is digitized. College library is very enriched having a good collection of books. PG departments also have a departmental library. Reading facility is also available for teachers and students to facilitate teaching learning process. College provides internet connectivity for effective teaching-learning. All Internal Examinations and Class tests are conducted to check whether the students have acquired knowledge as outlined in the objectives of the curriculum. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students. Remedial/Special/classes/Deprived are conducted for low achievers. Advance learners are made to solve University Question papers and efforts are made by professors to improve their performance.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene	Skill Development
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Nil	NIL	Nil	00	urship	NA	NA
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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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	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

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
NIL	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Industrial Visits	310
MA	Field Trips(Sociology, Economics, Political Science, Hindi, History)	786
MSc	Zoology	182
BSc	Botany, Biotech	123
BSc	Home Science	160
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

An attempt was made to make a survey on students and their guardians with the view to find out some necessary background information. The department of Psychology designed the feedback format based upon the questionnaire provided by the IQAC. Data was collected from students of all streams of our college, namely, Arts, Science, Commerce and Home Science. STUDENTS FEED-BACK: The students were given a feed-back Performa. There were 11 question asked by the students. In case of question no 1 it was asked to what extent they are satisfied with their college Teachers Majority of students reported satisfaction only 4 reported dis satisfaction. With regard to second question 93.17 consider that college environment is ragging free 6.82 showed dis agreement. 65 students reported in favour of q.n.3 that they are being benefitted with library facility, about 34 showed dis satisfaction. 76.70 students reported satisfaction with sport facility, 23.39 were not satisfaction. About 78.40 were satisfied with canteen facility 21.6 were found as not satisfied. A majority of students (68) indicated that toilet facility And water facility in the college is up to the mark. However 32 students reported dis satis faction. 79 students were satisfied with the implementation of Govt. plans and facility about 20.40 were not satisfied. About 60 students were satisfied with N.C.C. N.S.S. Activities 20 were not satisfied and remaining 20 were of indifferent view. Students were asked for their suggestion about cleanliness of the campus 84 wished for regular cleaning programme. 12.8 stressed on the need of more Dustbins in the campus. 2 the college campus. In case of hostel facility 36.4 showed satisfaction with the state of affairs, 35.2 did not responded to the question and left un answered. About 8 4 sample reported cleaning and water problem. 1.2 were not satisfied with Hostal facility. 0.4 students suggested that admission, Coaching, Ragging, Plantation should, Fan problem should be handeled without partiality. They were also of the view that college management should increase number of seats for admission in each class of each faculty. Findings suggested that about 53.2 students reported satisfaction with the Development and Progress of the college. Some demanded the need of computer education (4.4), more facilities (4), 2.4 students suggested on the need of improvement in Teaching environment. 2.4 demanded for larger rooms, students election (1.2). 1.2 were concerned with the problem of Rule regulation. 0.8 suggested the need of competition oriented teaching, 0.4 asked for more discipline. However remaining 0.4 suggested that infra-structure and parking problem should be taken care of. GUARDIANS FEED-BACK: 93.23 Guardians agree that teaching system of the college seems satisfactory. 6.70 showed dis satisfaction also. About 96 guardians encourage their wards to taken initiative in extracurricular activities while 3.60 showed no interest. 85.5 were satisfied with the implementation of Govt. facilities, only 14.43 showed dis satisfaction. 98.45 guardians encourage their wards for regular attendance while 3.60 don't encourage. About 74.74 guardians indicated that they attend Parent-teacher meetings regularly. 25.26 guardians showed no interest

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	600	1500	807
BCom	Economics	230	855	327
BCom	Computer Application	145	175	166
BSc	CBZ	190	450	291

BSc	PCM	65	105	94
BSc	Biotech	65	109	95
BSc	Home Science	55	110	89
MA	Economics	45	75	82
MA	English	35	65	59
MA	Hindi	45	176	78
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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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1869	891	67	60	60

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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
67	25	Nil	1	2	Nil

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

In our institution, mentoring system was introduced in the session 2010-11, to establish a better and effective relationship between student and teacher and to ensure continuous monitoring and counselling and guidance of students in academics and personal grooming. All teachers work as mentors for students allotted to them. The students are made to feel confident to confide in their mentors. This is a continuous process till the end of academic session of the student. The aim of student mentorship is – 1. To enhance teacher –student relationship. 2. To enhance student’s academic performance and attendance. 3. To minimize student’s dropout ratio. 4. To monitor the student’s regularity and discipline. 5. To enable the parents to know about the performance of regularity of their wards. The IQAC has taken the initiative of implementing the mentoring of students based on the streams of studies and also according to their core subjects. They are divided into groups of 20-25 students. Mentors maintain and update the mentoring format after collecting all necessary information. Mentors are expected to offer guidance and counselling as and when required. It is the practice of mentors to meet students individually or in groups. In isolated cases, parents are called for counselling and special meeting with the Principal, at the suggestion of the mentor. If a student is identified as a weak learner in a particular subject, it is the duty of the mentor to apprise the concerned subject teacher. At least 3 to 4 meeting are arranged by mentors for their mentee in each semester. Though, the system has only been implemented in the last few years, significant improvement in the teacher – student relationship has been observed. This system has been useful in identifying slow and advanced learners. By a careful examination of each mentors’ report the college has organizes ‘Remedial Classes’ in identified topics. HOD’s meet all mentors of his/her department at least once in a month to review the implementation of this system and advise mentors wherever and whenever necessary. Type of mentoring done in our institution are: 1. Professional Guidance – Regarding professional goals, selection of career and higher education. 2. Career Advancements – Regarding self-employment, entrepreneurship development, opportunities, morale, honesty, integrity required for career growth. 3. Coursework Specific – Regarding attendance and performance in present semester and overall performance in

the previous semester. 4. Lab Specific – Regarding Do's and Dont's in the lab. 5. Students' visits to the library has increased. The Reading rooms are being put to good use. The movement is a bit slow but promising. We hope to encounter a better tomorrow. Outcomes of the system: a) The attendance percentage of the students has increased to a large extent. b) The number of detention of students has decreased considerably. c) Due to direct communication between mentor and the student, there is a good, harmonious environment in the college, which encourages good learning.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2760	67	1 : 41

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 the current year	No. of faculty with Ph.D
60	38	12	5	40

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

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
Nil	NA	Nil	NA
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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 examination
BA	C028	2019-20	18/04/2020	15/06/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The word assessment refers to a systematic process of collecting, understanding, and acting upon the data related to a student. Furthermore, this data help in understanding the students learning about what they know and what they do not know. Also, the performance of a student is done on the basis of their educational experience. Besides, internal assessment refers to the evaluation of the performance of students on the basis of their internal performance. The college follows university norms on CCE (Continuous Comprehensive Evaluation). CCE is mandatory for all subjects/papers including the three papers identified in all the three undergraduate years. Internal evaluation is mandatory and part of requirement from university for all courses in self financed segments and PG section. Each department conducts continuous internal assessment in its own way, based upon the guideline prescribed by the Higher Education Department, which has marked out 22 ways for evaluation of students. Giving home assignments, conducting tests in class, using quiz method, organizing discussions, students seminars, PowerPoint presentations, are some of the techniques used to evaluate students. Activities like Skits, debates, collage, painting on various topics are organized to gauge the thought

process and understanding of the students. Group discussions and activities are encouraged to improve social cooperation. The internal assessment helps to give credit in the final assessment. Also, it reduces the burden and tension related to the final examination. In addition, it acts as a link which provides data related to student's performance. This gives teachers an opportunity to evaluate the students. Moreover, it helps students in continuous learning. The subject teacher prepares these assessments. Furthermore, it is continuous and does not replace exams. It is a suitable evaluation technique and tool. Also, they carry a fixed portion of marks for the assessment. Most noteworthy, it gives feedback to teachers so that they can improve their teaching. On the other hand, it gives students a chance to improve their external assessment grade by seeing internal assessment results. So, that student can improve their learning. It reduces the weight age of external assessment. Moreover, students engage themselves in study throughout the year. The students will be more attentive to studying in class. In addition, it reduces the chances of anxiety and nervous breakdown in students. Evaluation is the engine that drives improvement and innovation. Internal evaluation is undertaken to assess what is and is not working, and for whom, and then to determine what changes are needed, particularly to advance equity and excellence goals. Internal evaluation involves asking good questions, gathering fit-for-purpose data and information, and then making sense of that information. Much more than a technical process, evaluation is deeply influenced by your values and those of your community. Effective internal evaluation is always driven by the motivation to improve. When internal evaluation is done well, processes are coherent and align with your vision and strategic goals. Collaborative work ensures that the efforts that go into evaluation lead to improvement. The urgency to improve is shared, and can be articulated.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Ours is a Government college affiliated to Awadhesh Pratap Singh University, Rewa. The curriculum set by the Higher Education Department and the University, is taught in the college. Since our college does not have autonomy regarding curriculum designing we only get fringe benefits. Few of our faculty members, who are invited by the board of studies of different autonomous colleges/universities to participate in curriculum development. A few of our senior professors have been presiding the board of studies and Dr. Archana Gupta has been nominated the dean of Home Science faculty, APSU, Rewa. The academic calendar of the Higher Education Department, Madhya Pradesh and the cultural and the sports calendar of the university is followed and accordingly academic and co-curricular activities are organized. Mega health camps were organized where Tablets of Albendazole and Folic acid were distributed free to the girls who were found anemic. Blood donation camp was also organised. Our College focuses on multi skill development of students. In order to ensure employability various skill development and job orientated training programmes are held by the Vivekanand Career Guidance Cell. Field/Industrial visits and invited lectures are also organised for the betterment of the students. Personality Development Cell also grooms the students by following the calendar of Higher Education. Elective subject based options are available for students. This facility enables students to choose the subject of their own interest for future development. Feedback from parents, students, alumni is invited to assess the utility of the syllabus in the upliftment of future profile of the students. The syllabus is divided into units and planned in a way that all the units are completed within the assigned schedule. Teachers are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars, industrial visits, computer education apart from regular/ traditional teaching methods. Monthly teaching diary is maintained by all the teachers and the proposed plan

of the month (prepared in advance) is completed by the teacher as scheduled. CCE tests (Continuous Comprehensive Evaluation) and projects are done within the stipulated time. Seminars, workshops, extension lectures, career advancement programmes, skill improvement trainings are conducted by experts. The Principal and the IQAC monitors all the above activities of the college enthusiastically and keenly. The college is fortunate enough to have no history of any kind of harassment or ragging due to the active and vigilant administration and effective faculty, who have over the years proved to be the real guardians of the st

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)

<http://www.gdcrewa.org>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C028	BA	Arts	450	425	94
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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)

<http://www.gdcrewa.org>

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 year
Nil	00	NA	0	0
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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 Dept.	Date
Workshop on Swachhta Jagrukta	Govt. Girls P.G. College, Rewa	15/01/2020
International Ozone Conservation Day	Chemistry	16/09/2019
One day workshop on "Disaster Management"	IDP	11/11/2019
Lecture on Cybercrime is the result of our carelessness	Sociology	07/11/2019

Awareness Programme on Corona Disease: Prevention is better than cure	Home science	13/03/2020
National Seminar on Human Resource Management: Past, Present and Future	Commerce	06/02/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Republic Day Parade	Sonal Mishra	Central Government	26/01/2020	Best Cadet
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Null
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Social Science	4
Commerce	2
Science	5

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Mathematics	10	12
National	Psychology	4	5.39
International	Botany	2	5.28
International	Chemistry	4	5.04
National	Botany	3	4.13
International	Home Science	2	5.27
International	Botany	4	5.17
National	History	3	4.07
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication

Please View File	Nill
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Record Unavailable	Nill	Please view file	Nill	Nill	Nill	Nill
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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	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Refer to file	Nill	Nill	Nill	Nill	Nill	Nill
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	0	1	0	0
Presented papers	0	1	0	0
Presented papers	0	1	0	0
Presented papers	1	0	0	1
Presented papers	0	2	0	2
Presented papers	0	5	0	2
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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 participated in such activities	Number of students participated in such activities
Refer to file	Nill	Nill	Nill
View File			

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	Number of students
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			Benefited
Academic	University Gold Medal	Awadhesh Pratap Singh University, Rewa	2
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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 participated in such activities	Number of students participated in such activities
Environmental Awareness	Govt. Girls P.G. College, Rewa	World Environment Day	45	65
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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
NA	NA	NA	00
No file uploaded.			

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	Duration To	Participant
Educational trip	Field Visit	B.T.L. Factory, Churhat a, Rewa	23/11/2019	23/11/2019	46
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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/Activities	Number of students/teachers participated under MoUs
REACT	10/09/2018	Social, Cultural Extension Activities	150
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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
15835078	453518

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Others	Newly Added
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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
SOUL	Partially	2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23516	48750	0	0	23516	48750
e-Journals	18	5000	0	0	18	5000
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4.2.3 – 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
NA	NA	NA	Null
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	66	1	3	2	1	1	12	50	0
Added	0	0	0	0	0	0	0	0	0
Total	66	1	3	2	1	1	12	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

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
NA	NA

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
40414769	4821073	4632321	453518

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

Our College is known not only for good quality education but for its excellent performance in curricular, co-curricular and extracurricular activities for which the college makes sincere and committed efforts to expand the infrastructure with the growing needs of the institution. The faculty also adopts new innovative techniques such as OHPs, LCDs video conferencing with the help of virtual class room facility as teaching tools. The College framed its master plan for the projected expansion of the existing building in the near future. Budget is allocated by the Government and the Janbhagidari committee and UGC for the development of physical infrastructure. A new girls' hostel (Block A B), New library building, Golden Jubilee Block, Auditorium are almost constructed in College. Newly constructed Arts block has been handed over by PIU. The College ensures adequate availability of physical infrastructure and ensures its optimal utilization. The faculty members are encouraged to attend training programmes. New pedagogical inputs are recommended and initiatives by faculty members are lauded and approved. Our under grad classes have a yearly syllabus and our post graduation runs on the semester pattern. Whole soul efforts are made to co ordinate the given pattern and till now we have managed to do things in an appropriate manner. The teaching is definitely learner centric, because more than 75 of our students hail from a rural background. First they have to be upgraded technologically, thereafter new methods of teaching tools are put into use. The students are impatient to get along with the syllabus, very few desire to learn out of the syllabus. However, we try to educate them about a more fruitful tomorrow and motivate them to increase their margin of learning. Teachers are encouraged to inspire the students to be regular. Internal assessment methods are shuffled every now and then to maintain the newness. Excursions, industrial visits, in- house seminars, guest lectures, inter- departmental activities are organized to keep the students and teachers mentally alert, active and diversified. The annual programmes(as per Higher Education)calendar are ardently organized. Youth Festivals and college level competitions like, Rangoli, Spot painting, Collage, Vocal/instrumental music, skits, mimicry, clay modelling are organized. Our college, being a girls college, is completely dedicated to bring out the best in our students. Workshops on various subjects are planned to provide quality learning. Feedback is taken from guardians, students and alumni to ensure participation of society in the development of the college. Remedial classes, tutorials, class seminars are conducted as per directives of Higher Education department. Optimum use is made of the available laboratories and resources and efforts are made by the faculty members to help develop a scientific temper in the students. The Library is the heart of our institution. It offers a variety of reading material for students apart from the prescribed books. A lot of information can be gathered to improve and enhance the general knowledge by those students who are keen to upgrade themselves and prepare for competitive examinations in the coming years.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	All prevailing Schemes	2500	15675620
Financial Support from Other Sources			
a) National	DHE	628	3140000
b) International	NA0	0	0

[View File](#)

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	Number of students enrolled	Agencies involved
Personality Development Interview	12/07/2019	60	Subject Expert
Preparation for competitive exams	24/08/2019	98	Subject Expert
Data interpretation	21/09/2019	95	Subject Expert
Computer uses (Email internet browsing)	16/11/2019	66	Subject Expert
Entry into defence services, rules	14/12/2019	92	Subject Expert

[View File](#)

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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Vivekananda Career Counselling Scheme	175	1720	8	21

[View File](#)

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	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Govt. Girls P.G. College, Rewa	200	16	Various Govt./Non Govt. Agencies	25	6
View File					

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 programme admitted to
2019	1236	12th	Higher Secondary	Govt. Girls P.G. College, Rewa	Under Graduate
2019	905	Under Graduate	Higher Education	Govt. Girls P.G. College, Rewa	Post Graduate
View File					

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	Number of students selected/ qualifying
Any Other	6
View File	

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

Activity	Level	Number of Participants
Sports	District/State	13
Cultural	District/State	23
View File		

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	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019		National	Nil	Nil	--	George

	University Gold Medal					Seni
2019	University Gold Medal	National	Nil	Nil	--	Jyoti Tiwari
View File						

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

Training on soft skills, basic computer literacy, job skills is also imparted to the students to instill entrepreneurial skills in them. Emphasis is laid on self-employment and hence training in soft toy making, tie and dye, baking, fruit/food preservation is given to the students. Some of our students have set up individual entrepreneurial units. Extension lectures on the current topics, workshops on communication skills, job skills and computer trainings are organized regularly. 'Bhasha Sudhar' club is responsible for bringing awareness among students regarding those aspects of knowledge which are tricky and commonly put to incorrect use. Five new words with their meaning and usage are put up on the interactive board each day for the benefit of students. Through extension activity programmes, lectures are organized on various subjects related to gender awareness, rights of women in society, health and hygiene, to create awareness among students and spread the message to society in a big way by taking help from the media. The College has 01 multipurpose hall which is used for the major cultural events of the college. In addition, other activities by NSS and NCC, cultural activities during Youth Festival and at the college annual function, public speaking through literary committee, communication skills through Vivekananda career guidance cell, Health and Hygiene related activity Yoga training and so many others arranged time to time through N.S.S., Red Ribbon Club, Red Cross society in our College. Calendar of activities (Sports, Youth Festival, cultural and Literary events), Achievements, Awards. The college ensures the participation of its students in sports and extra-curricular activities. The Sports, cultural, Youth Festival, Literary Competitions, Annual Day Celebrations committees conduct such activities in the college. Being the land college of the district, the college coordinates the district level sports and Youth Festival competitions. Students of the college are encouraged to participate in the district, division, state and inter-university sports and Youth Festival competitions. They are provided practice and coaching by the sports officer. Professor in charge. Sports competitions at the District, Division, State and the Inter-university levels are organized in games like basketball, badminton, table-tennis, kabaddi, judo, athletics. The Youth Festival competitions are held for debates, extempore speech, one act play, classical music, instrumental music, dance, quiz and other cultural activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

As per our college records, more than 1000 of the Alumni are placed in various govt. and non-govt. institutions. They adorn various walks of life like: Education, Medical Profession, Politics, Social Service, Banking Sectors, Music, Nutritionists, Defence Services, Police, Administrative Services, Entrepreneurs. 1. Riti Pathak Politician Sitting member of Lok Sabha(M.P.) 2. Smt. Sushila Singh Politician Ex. Mayor Jabalpur 3. Smt. Maya Singh Politician Former Chairman, Zila Panchayat, Rewa. 4. Smt. Sheela Tyagi Politician Sitting MLA of BJP 5. Smt. Kavita Mathur Employed Civil Judge 6. Smt. Sunita Jadiya Employed Civil Judge 7. Dr. Usha Awasthi Employed Addl. Director HE, Rewa 8.

Smt. Maya Awasthi Employed Upper Collector 9. Smt. Kalpana Tiwari Employed P.O. SBI 10. Smt. Arti Gautam Employed P.O. SBI 11. Smt. Ankita Pandey Employed Bank Manager 12. Smt. Sakshi Shukla Employed Bank Manager 13. Neerja Namdev Employed Deputy Registrar, APSU Rewa. 14. Asha Bhatnagar Employed Computer Executive, USA 15. Dr. Shushila Chandwani Employed Medical Practitioner, England. 16. Bharti Mishra Employed Deputy Collector M. P. Govt. 17. Chanchal Nagar Employed CSP, MP Police 18. Sapna Mishra Employed SI. M. P. Police 19. Sabiya Parveen Self Employed Beauty Parlour 20. Seema Singh Self Employed Social Worker 21. Priti Singh Employed Teacher 22. Sandhya Singh Employed Teacher 23. Rajshree Singh Un Employed House Wife 24. Kiran Singh Employed Supervisor, Mahila Bal Vikas 25. Yogmaya Pathak Self Employed Advocate 26. Suchita Sharma Self Employed Advocate 27. Neera Bundela Employed Supervisor, Mahila Bal Vikas 28. Suneeta Sharma Employed Supervisor, Mahila Bal Vikas 29. Sunanda Dutta Employed Teacher 30. Kamla Nag Employed Teacher 31. Rekha Singh Employed Bank 32. Richa Sondhiya Employed Teacher 33. Aparna Singh Employed Teacher 34. Jyoti Sheetlani Employed Teacher 35. Shraddha Tiwari Unemployed Ph.D. Student 36. Alka Tiwari Employed Director School 37. Chitrangada Singh Employed SI.M.P. Police 38. Upasna Hirani Employed Teacher 39. Madhu Singh Self Employed Beauty Parlour 40. Tabassum Bano Employed M.P.Higher Education 41. Tarannum Khan Employed M.P.Higher Education 42. Pragya Pandey Employed M.P.Higher Education 43. BhagyaShree Mishra Employed M.P.Higher Education 44. Kavita Mathur Employed Civil Judge 45. Shraddha Shukla Employed M.P.Higher Education 46. Shraddha Pandey Employed NGO 47. Pratibha Singh Baghel Self- Employed Renowned Bollywood Singer 48. Mukul Soni Self Employed National level Singer and runs a Music Academy 49. Sonika Singh Parihar Employed Central Excise Officer 50. Capt. Pratima Tiwari Employed Capt. in Indian Army. As is evident, representing different walks of life, the Alumni meetings held (at least once a year), serve as a great motivation for students and teachers alike. The Senior members of the Alumni stand out as Lighthouses for the future generations, making qualitative efforts to guide the youth on the basis of their talent and experience.

5.4.2 – No. of enrolled Alumni:

1000

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Mostly, Alumni Meetings are held annually. The enthusiastic participation by alumni serves to lift up the spirits of the institution. The Senior alumni stand out as pillars and their strong, prolific personality guide the students and teachers alike. Future plans for upliftment of the college form the mainstay of the agenda. Discussions, brain-storming sessions are organized to get the best output. Cultural activities enliven the atmosphere and project the talent of Alumni. They interact with the student, getting their feedback on several issues and then try to reach a solution. Till date, there has been no direct monetary donation from the alumni. However, some of the alumnus have sponsored the education of those needy students who do not get the benefit of scholarships.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Institution practices Decentralization and Participative Management. The success of an institution is the result of the combined efforts of all who work

towards attaining the vision of the institution. Right from the Principal to the staff and students, all the stakeholders have a role to play in building of the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college. Institution focuses keenly on decentralization by intending equal opportunity (equal role to participate is the functioning of the Institution management comprises of management committee, various working committees, Student's council has been provided with specific functions to cater to the needs of institution for the ongoing progress and development of the Institution. Management committee takes care of infrastructure facilities which fulfil the quality and the required needs of the higher education bodies to reach the set goals or bench -marks of the Institution. It also extends all the amenities for the teaching and nonteaching faculty and students. The Committee in charge of financial affairs takes care of financial management and the implementation of facilities for the institution with the cause to upgrade the standard of amenities which supports effectively the teaching learning and research aspects. Teacher guardian committee is available in college taking care of students from first year of student's admission. The Principal, Heads of the departments, teaching and non teaching faculty along with student union members, class student representatives together concentrate on fostering the progress of institution by sharing the responsibilities according to the aims and objectives of the Institution. 1. Principal is the member secretary of the governing body and chairperson of the IQAC. The Principal in consultation with the Teachers of different committees plan the implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the teachers of the college. ? Internal Quality Assurance Cell (IQAC) ? Library Management Committee ? NSS Committee , Extension Activities Students Welfare Committee ? Annual Prize Distribution Committee ? Publicity Public Relation Establishment Committee ? Prospectus Committee ? U.G.C. Affairs Committee ? Website Development committee ? College Annual Magazine Committee ? Environment Awareness ,Green Audit and Garden committee ? Alumni Association Monitoring Committee ? Students Grievance Redressal Committee ? Purchasing and Building Maintenance Committee ? College Students Monitoring Committee ? Sports Committee ? Educational Tours, Result Analysis, Students Seminar and project committee government body for the session 2018-19. Following committees are constituted in accordance with government guidelines: ? Time Table Committee ? Admission Committee ? Research Monitoring Committee ? Sexual Harassment Prevention Women's Grievance Redressal Committee ? College API committee ? Anti-Ragging Committee ? Cultural Events Committee ? Fund Generation Committee 2. Faculty level Faculty members are given representation in various committees/cells nominated by the principal and the Governing body, in the IQAC and other committees.

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

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The mainframe of the syllabus is designed by the Higher Education Department. The affiliating University decides upon the curriculum it wishes to follow. Some of the faculty members of our college, who are member of the

	<p>Board of Studies, help in the framing of the syllabus. The curriculum is designed keeping in mind the academic level, requirement and demand of the students and their related career prospects. Focus is also laid upon cocurricular activities including cultural, sporting, social responsibilities, environmental awareness.</p>
Teaching and Learning	<p>Our College is know not only for good quality education but for its excellent performance in curricular, cocurricular and extracurricular activities for which the college makes sincere and committed efforts to expand the infrastructure with the growing needs of the institution. The faculty also adopts new innovative techniques such as OHPs, LCDs video conferencing with the help of virtual class room facility as teaching tools.</p>
Examination and Evaluation	<p>The college follows university norms on CCE (Continuous Comprehensive Evaluation). CCE is mandatory for all subjects/papers including the three papers of foundation course in all the three undergraduate years. Internal evaluation is mandatory and part of requirement from university for all courses in self financed segments and PG section. Each department conducts continuous internal assessment in its own way, based upon the guideline prescribed by the Higher Education Department, which has marked out 22 ways for evaluation of students. Giving home assignments, conducting tests in class, using quiz method, organizing discussions, students seminars, PowerPoint presentations, are some of the techniques used to evaluate students.</p>
Research and Development	<p>Identifies major research themes, places these themes in their social and economic context, highlights major research achievements (publications, collaborations, intellectual property produced, external funding received Lays out the research agenda and identifies themes for the coming year.</p> <ul style="list-style-type: none"> • Major research themes S. No. <p>Department Prioritized research area and expertise Social/ economic context 1 Botany: Biodiversity conservation, pollution, climatic change, Medicinal Botany-Environmental conservation</p>

Awareness Job Oriented 2 Zoology: Biodiversity Animal conservation, Animal Behavior, Awareness to Animal Behaviour wild Life. 3 Chemistry: Biodegradable Products, its Disposal Pollution Control, Environmental Consciousness 4 Arts Historiography, Social Economic Political Religious life in different dynasty, Art, Culture, Literature, Music, Architecture, Social Values, State Politics Administration , Foreign Policy, Political and Social Thinkers, Political Social Problems in India. Awareness towards different aspects of Life and Society in a larger picture.

Library, ICT and Physical Infrastructure / Instrumentation

A total of 65 computer systems and 03 laptops are available in the college. The office, library, semester cell, career counseling cell, remedial coaching cell, IQAC, All Departments have been provided computers with internet facility. Office automation is under consideration.

Human Resource Management

The human resources are an invaluable resource of any organization. The importance of the active role of human resources in today's ever changing modern developing scenario is evident. The effectiveness and efficiency of service organization like libraries are measured in term of quality of its services delivered or rendered to its users. The quality of its service mainly depends upon the quality of work, which in turn directly depends on knowledge, adaptability and satisfaction level of the librarians, professionals working in a library. Job satisfaction is a complex phenomenon that can be variably interpreted. Human Resource Management is considered to be the most valuable asset in any organization. It is the sum-total of inherent abilities, acquired knowledge and skills represented by the talents and aptitudes of the employed persons who comprise of executives,

Industry Interaction / Collaboration

Various MOUs have been signed with institutions and industries to enhance participation of society in the upliftment of the college. Time and again Students are taken on educational /Industrial tours, so that they become aware of the practical aspects of their learning. Numerous extension activities are carried out to help students to

	<p>hone their skills, develop self confidence and learn to perfect their professional attitude. They are introduced to various start up plans, which aims at arousing their entrepreneurial spirits.</p>
Admission of Students	<p>Admission of Students is mainly an online process. Registration and verification is done online, though their documents have to be physically verified by the admission committee to ensure that the candidate is eligible for admission. The admission strategy is framed and directed by the Department of Higher Education and the colleges have to follow the time- table and schedules as determined by the DHE. The entire process is transparent and ensures satisfaction of the candidates who apply for admission.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>for the projected expansion of the existing building in the near future. Budget is allocated by the Government and the janbhagidari committee and UGC for the development of physical infrastructure. A new girls' hostel (Block A B), New library building, Golden Jubilee Block, Auditorium are almost constructed in College. Newly constructed Arts block has been handed over by PIU. The College ensures adequate availability of physical infrastructure and ensures its optimal utilization.</p>
Administration	<p>The institution has a practice of participative management. The college provides the better opportunity to all the participating in the decision making process, the college administrative and academic structure is in a manner to make the decision by participative arrangement. Principal is the administrative and academic Head, followed by departmental heads. The Principal conducts meetings with the departmental heads. The Principal along with a dedicated army of faculty members are given freedom to plan academic and administrative activities (as per guidelines of Higher Education Department) for the smooth contact and continuous progress of the college both for the Teaching and non teaching aspects of college functioning. • IQAC</p>

has the freedom to formulate quality policies and its implantation discussed and planned at the several meetings conducted in the year.

Finance and Accounts

audited regularly at four levels -
(i) The internal auditing by the internal audit committee of the college
(ii) External auditing of U.G.C. and Janbhagidari committee's accounts by a registered C.A. (iii) Auditing done by the State Department of Higher Education and (iv) External auditing done by the office of the Accountant General Madhya Pradesh Government. Internal audits by the Internal Audit Committee of the college are done regularly. This committee consists of two senior Professors one each from Commerce and Mathematics. The same Committee examines the cashbook and the fee received, PD, AF, Sports, NSS, UGC, and Janbhagidari accounts. All the accounts of various departments, cashbooks, fee and other receipts are examined carefully and report is submitted to the Principal. The external audit by the appointed C.A. is done yearly and the audit reports of the J.B. and U.G.C. are submitted to the authorities concerned. The last available audit statement is dated March 31st 2018, and does not present any audit objection.

Student Admission and Support

Directives for admission are provided by the department of higher education. The prospectus of the college is updated every year. Motto of the institution and its rules and regulations are included in the prospectus. All information regarding number of courses, including self-finance courses and number of seats per course is mentioned in it. For undergraduate courses the various subject combinations offered by the faculties is highlighted. Rules of Online Admission and its details are given therein. Information regarding hostel facilities, scholarships, government schemes are also mentioned in the prospectus. Fee structure of regular, as well as self-finance courses are clearly marked. Committees dedicated towards students' welfare are also listed in the prospectus. List of admission committees, staff list of the college is provided in the prospectus.

Government Academic calendar for the current session is also given in the prospectus. Details about Library facility is also mentioned in the prospectus. Physical disabled students are provided all the facilities as per their needs. To ensure their smooth movements in the college building, ramp has been provided at the entrance of the college. The slow and weak learners are encouraged by the teachers to overcome the impediments in the way of their learning. Teachers repeat their lectures for such students and they are motivated to take help of the teachers in solving their problems. At the end of the semester session extra classes are held for such students to solve their problems and difficulties. Educational tours are planned to nearby industries, ancient monuments, museums, botanical gardens by various departments. Lectures on job opportunities and its required qualifications are discussed with the students.

Examination

The Final Examination is conducted by the affiliating University. The college follows university norms on CCE (Continuous Comprehensive Evaluation). CCE is mandatory for all subjects/papers including the three papers identified in all the three undergraduate years. Internal evaluation is mandatory and part of requirement from university for all courses in self financed segments and PG section. Each department conducts continuous internal assessment in its own way, based upon the guideline prescribed by the Higher Education Department, which has marked out 22 ways for evaluation of students. Giving home assignments, conducting tests in class, using quiz method, organizing discussions, students seminars, PowerPoint presentations, are some of the techniques used to evaluate students. Activities like Skits, debates, collage, painting on various topics are organized to gauge the thought process and understanding of the students. Group discussions and activities are encouraged to improve social cooperation. The internal assessment helps to give credit in the final assessment. Also, it reduces the burden and tension related to the final

examination. In addition, it acts as a link which provides data related to student's performance. This gives teachers an opportunity to evaluate the students. Moreover, it helps students in continuous learning. The subject teacher prepares these assessments. Furthermore, it is continuous and does not replace exams. It is a suitable evaluation technique and tool. Also, they carry a fixed portion of marks for the assessment. Most noteworthy, it gives feedback to teachers so that they can improve their teaching. On the other hand, it gives students a chance to improve their external assessment grade by seeing internal assessment results. So, that student can improve their learning. It reduces the weight age of external assessment. Moreover, students engage themselves in study throughout the year. The students will be more attentive to studying in class. In addition, it reduces the chances of anxiety and nervous breakdown in students. Evaluation is the engine that drives improvement and innovation. Internal evaluation is undertaken to assess what is and is not working, and for whom, and then to determine what changes are needed, particularly to advance equity and excellence goals. Internal evaluation involves asking good questions, gathering fit-for-purpose data and information, and then making sense of that information. Much more than a technical process, evaluation is deeply influenced by your values and those of your community. Effective internal evaluation is always driven by the motivation to improve. When internal evaluation is done well, processes are coherent and align with your vision and strategic goals. Collaborative work ensures that the efforts that go into evaluation lead to improvement. The urgency to improve is shared, and can be articulated.

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
Nill	NA	NA	NA	0

No file uploaded.

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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Computer Application	Nil	17/02/2020	22/02/2020	67	5
2020	Nil	Importance of Digitization	10/02/2020	15/02/2020	Nil	5

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Computer Application	67	17/02/2020	22/02/2020	7

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>There are various welfare schemes available for teaching and nonteaching staff, which are mentioned as under :</p> <p>? Provident fund ? Group Insurance ? Medical reimbursements ? Medical leave ? Earn leave ? Study leave ? Maternity Leave ? Paternity Leave ? Green Card benefits ? Loan Facilities - ? Housing loan ? Educational loan ? Festival advance ? Vehicle loan ? Medical</p>	<p>There are various welfare schemes available for teaching and nonteaching staff, which are mentioned as under :</p> <p>? Provident fund ? Group Insurance ? Medical reimbursements ? Medical leave ? Earn leave ? Study leave ? Maternity Leave ? Paternity Leave ? Green Card benefits ? Loan Facilities - ? Housing loan ? Educational loan ? Festival advance ? Vehicle loan ? Medical</p>	<p>1. Gaon ki Beti 2. Pratibha Kiran 3. Scholarship SC/ST, OBC 4. Nirdhan Chhatra 5. Medhavi Chhatra Yojna 6. Jankalyan Yojna 7. Awas Yojna 8. Insurance</p>

reimbursement ? GPF (General Provident Fund) ? Staff quarters are available on the campus for teaching staff members of the college. There are various welfare schemes available for teaching and nonteaching staff, which are mentioned as under :

? Provident fund ? Group Insurance ? Medical reimbursements ? Medical leave ? Earn leave ? Study leave ? Maternity Leave ? Paternity Leave ? Green Card benefits ? Loan Facilities - ? Housing loan ? Educational loan ? Festival advance ? Vehicle loan ? Medical

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? Provident fund ? Group Insurance ? Medical reimbursements ? Medical leave ? Earn leave ? Study leave ? Maternity Leave ? Paternity Leave ? Green Card benefits ? Loan Facilities - ? Housing loan ? Educational loan ? Festival advance ? Vehicle loan ? Medical

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The accounts of the college are audited regularly at four levels - (i) The internal auditing by the internal audit committee of the college (ii) External auditing of U.G.C. and Janbhagidari committee's accounts by a registered C.A. (iii) Auditing done by the State Department of Higher Education and (iv) External auditing done by the office of the Accountant General Madhya Pradesh Government. Internal audits by the Internal Audit Committee of the college are done regularly. This committee consists of two senior Professors one each from Commerce and Mathematics. The same Committee examines the cashbook and the fee received, PD, AF, Sports, NSS, UGC, and Janbhagidari accounts. All the accounts of various departments, cashbooks, fee and other receipts are examined carefully and report is submitted to the Principal. The external audit by the appointed C.A. is done yearly and the audit reports of the J.B. and U.G.C. are submitted to the authorities concerned. The last available audit statement is dated March 31st 2020, and does not present any audit objection.

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/ Grnats received in Rs.	Purpose
Our institution is not autonomous, hence we do not have any non- govt. funding	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

00

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	Yes	Additional Director Higher Education	Yes	Principal and IQAC
Administrative	Yes	Additional Director Higher Education	Yes	Principal and IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Dissolving issues of teaching, learning 2. Sorting financial problems of students 3. Identifying psychological and physiological issues of students and conferring with the guardians.

6.5.3 – Development programmes for support staff (at least three)

There are no government schemes as such, but help by staff is provided on humanitarian grounds- 1. Medical issues 2. Personal financial aid 3. Free health check ups, whenever medical camps are set up within the college campus.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Extra focus is laid upon research innovations and publication 2. Teaching is now aimed at being learner centric 3. Infrastructural deficiencies are being taken care of.

6.5.5 – Internal Quality Assurance System Details

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	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Sadbhavana Diwas	20/08/2019	20/08/2019	20/08/2019	95
2019	Traffic Week	23/10/2019	23/10/2019	30/10/2019	115
2019	Kaumi Ekta Saptah	19/11/2019	19/11/2019	25/11/2019	86
2020	Rastriya Yuva Saptah	12/01/2020	12/01/2020	20/01/2020	74

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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	Period To	Number of Participants	
			Female	Male

World Breastfeeding Week-2019	01/08/2019	07/08/2019	85	5
Lecture on Women's Mental health	08/11/2019	08/11/2019	65	8
Nutrition Month 2019	03/10/2019	16/10/2019	90	10
Traffic Awareness Workshop	04/11/2019	06/11/2019	100	13
Burgeoning Profile of Women in Society	18/11/2019	23/11/2019	80	8
Lecture on 'Cybercrime is the result of our carelessness'	07/11/2019	07/11/2019	65	10
Lecture on Child Crime - Causes and Remedies	08/11/2019	08/11/2019	75	11
Seminar on Social Justice Day	25/09/2019	25/11/2019	65	12
Seminar on Role of Youth in the development of the Nation	11/11/2019	11/11/2019	95	10
Special Lecture on The utility of English in various Competitive Exams	08/01/2020	08/01/2020	85	15

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Shift to LED Bulbs. Equipment is power-efficient Regular maintenance and repair of electrical and water systems to prevent wastage Tree Plantation initiatives All the lecture theatres, demonstration rooms and laboratories are naturally ventilated and illuminated saving on electricity usage Staff and students motivated to do check of all halls and rooms before closure of departments Display of educational boards at strategic points is done to further student and staff awareness Campus cleaning drives initiated to keep the campus plastic bag free. Staff and students are encouraged to use the dust bins, located in every vital position in the campus. Toilet hygiene too is imparted to the students.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	15

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	24/09/2019	1	Rashtriya Seva Yojana diwas par Vistrut Swachhata Abhiyan	hygiene	100

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Social Conduct and Education	24/07/2019	<p>Social interaction entails the means through which people act and also react to others. Social interaction therefore is a daily affair that involves people who have different roles as well as status and it can take the form of verbal as well as non verbal communication. Verbal communication entails the communication upon which two or more properly interacts face-to-face and it involves such components as language, speaking among others. Misunderstanding is thus eliminated as a result of verbal communication. Non-verbal communication is a form of social interaction which involves the interactions through the use of signals, body movements among others. In social interactions, the group's</p>

actions thus has an effect with regards to an individual i.e. one gains some knowledge or tends to develop a habit as a result of social interactions . In learning however, social interaction is crucial as it enhances the mental as well as the social aspects of a child. The main reason as to why people interact socially is to pursue common objectives. The relationships that are created as a result of social interaction are crucial as far as learning is concerned. Education is the guide and mentor of our behaviour in society.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga practice and speech competition on National Youth Day	12/01/2020	12/01/2020	150
Speech, Discussion and Patriotic song competition on Voters awareness day	18/01/2020	18/01/2020	165
International Tobacco and Smoking Prohibition Day	03/05/2019	03/05/2019	65
Speech Competition and Awareness Rally on National Education Day	11/11/2019	11/11/2019	50
Yuva Sankalp Varsh-2019 Poster competition (Subject- Sampradayik Sadbhavna)	01/10/2019	01/10/2019	65
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.Planting Trees from time to time. 2. Developing Herbal Garden to bring

awareness among all regarding importance of Nature in our lives. 3. Keeping the Campus polythene free by occasional cleanliness drive by NSS, NCC and all staff and students. 4. No vehicles are allowed within the campus one day in a month, to take stand for clean and green environment. 5. Students and staff are encouraged to adopt trees and plants within the campus and take personal care of them.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-1 TITLE OF THE PRACTICE: To facilitate research and academic excellence through Technological up-gradation of Teaching-Learning aids :-
GOAL: Computers, internet, LCD projectors, are being used as new tools of Learning. By browsing the internet, the students and research scholars are encouraged to come into contact with prestigious international journals, books, papers and other resources and use them for research and learning purposes.
CONTEXT: ICT has revolutionized almost all walks of life. The progress of human life and knowledge is largely dependent on ICT. Education has been largely affected by technological knowhow and our college endeavors to provide the best to its students. The college intends to expand its infrastructure to be able to accommodate the increasing strength of students. Provide financial assistance to the poor students of the general category, to organize Extension programmes.

- Up-gradation of facilities in the departments of science by buying new equipments, latest books and increasing the number of journals.
- Improving sports facilities, organizing educational tour, expand the internet facility and providing health services to the students.

PRACTICE:

- Funds are mobilized through UGC and Janbhagidari to provide ICT equipments and gadgets like computers, interactive boards, LCD projectors.
- To complement the traditional methods and materials and presentations, Re-accreditation SSR 2015 Govt. Girls' P.G. College, Rewa Page 163 Seminars, quiz are conducted using these ICT means of technology.
- The college is a recognized research centre of History, Hindi, Home Sc., Pol. Sc., Chemistry, Botany, Zoology, Music.
- The website of the college is updated regularly.

EVIDENCE OF SUCCESS:

- Technological up gradation has led to enhancement in excellence and research. For instance: Presentations, workshops, quiz and many instructional and evaluative Works are conducted using ICT resources like computers and LCD projectors. Professors regularly use internet.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

- Mobilization of funds.
- More space to install the ICT equipments.
- Training of administrative and teaching staff.
- There is need of more smart class rooms to extend the use of ICT resources.
- More funds are required to establish an E-resource centre in the library.

TECHNOLOGICAL UPGRADATION OF TEACHING-LEARNING AIDS: For academic excellence and to facilitate research is a healthy practice which supports the traditional teaching methods and materials and involves the learners in the learning process. It is of great aid to the researchers who can access a lot of material on the web and can use it for their research.

BEST PRACTICE - 2 TITLE OF THE PRACTICE: To induce awareness among girl students about their status in society.
GOAL: Most of the students of the college hail from rural background. They come from closed societies where changes are not welcome. Girls, women face exploitation at the hands of stakeholders of the rural society. Education tends to steer the mind in the right direction aiming to make the students aware about their role as responsible members of society.
THE CONTEXT: The community based learning extends the class room instruction to the service of society. Apart from traditional class room instructions the college feels it necessary to create a bond between the Institution and the society through creating awareness about social duties and responsibilities of members of so called rural Re-accreditation SSR 2015 Govt. Girls' P.G. College, Rewa Page 164 Societies and their wards. There are several issues related to caste, gender and superstition, which prevent the rural folk from trusting the integrity of

latest theories and technology. THE PRACTICE: By organizing camps in nearby villages, the NCC and the NSS units of the college try to promote awareness among the villagers regarding relative issues like: safe and hygienic delivery in hospitals, importance of immediate breastfeeding for babies for proper immunity, hygienic living conditions, significance of vaccination. EVIDENCE OF SUCCESS: Active participation of students in camps, talks organized by various departments on issues related to the identified areas of discussion on above mentioned subjects. Conducting workshops to raise awareness among students and encourage positive thinking.

1. Innovations and Best Practices Some of the innovations are mentioned below:

- A new Canteen adds to the assets of our college.
- Girls' Common Room has been provided to the students.
- A Gymnasium is well-equipped at the Sports Complex for the benefit of the students.
- Some of the Postgraduate departments have been technologically upgraded with internet facility, computer, printer, LCD projectors for PPT presentation.
- We have developed a smart class for organizing college level seminars and workshops.
- Remedial Coaching for SC/ST/OBC and Coaching for entry into services have been working successfully to help students to prepare for competitive exams.
- There is a virtual class where students are benefitted by lectures of eminent scholars online and can even have interactive sessions with the lectures.
- Library has been upgraded to E-library and provides facilities Infilbnet facilities and Wi-Fi internet connectivity to facilities staff, students and researchers.
- Post graduate departments have departmental library.
- Job-fairs are organized every year to provide opportunities to the students to interact with the representatives of the industry and service sector.
- Water coolers with water purification system have been installed to provide pure drinking water to the students.
- All the students are covered under Group Insurance Scheme.
- The administrative office has been partially computerized.
- Greenery in the campus is regularly increased by planting saplings. There is a herbal garden being maintained by the department of Botany.
- Extension lectures on the current topics, workshops on communication skills, job skills and computer training are organized regularly.
- Grievance Redressal Cell, Prevention of Harassment of Women, Anti-ragging committee work with great dedication to prevent any human rights violation against women and the backward sections of the society.
- Those students who are unable to appear for their internal exams, due to unavoidable circumstances are permitted to submit home assignments.
- Students in post graduate classes are encouraged to present their assignments by power point presentations.
- A Martial Arts Camp is organized every year to groom students in self-defence.
- Traffic Week is organized every year to create awareness among the students regarding importance of traffic rules. Students prepare skits on various themes related to 'traffic' to present the purpose of the week.
- To enhance eco-consciousness, efforts are made to keep the campus polythene free.
- Yoga Camp is organized both for Staff and students periodically to lay emphasis on health.
- Workshops on burning issues related to women issues like: Female foeticide, Importance of breast-feeding, Legal Rights of women have been organized.
- Various clubs like creative writing, internet club, language improvement club, social activity club, computer awareness club, environmental awareness club, performing visual art club, martial art, judo karate club have been formed to search out the hidden talents of students and give them a platform for self-expression.
- Mega Health camps are organized periodically for the benefit of Staff and students.
- A Students Welfare Scheme has been started by the College with the view to help those poor students who are not benefitted by any of the government scholarship

2. Best Practices: 'Bhasha Sudhar' club is responsible for bringing awareness among students regarding those aspects of knowledge which are tricky and commonly put to incorrect use. Five new words with their meaning and usage are put up on the interactive board each day for the benefit of students by the Deptt. Of English. 'No Vehicle Day' is being observed on first working day of every month in the college campus to

keep the campus pollution free. To facilitate research and academic excellence through Technological up-gradation of Teaching-Learning aids. To induce awareness among girl students about their status in society. Campus Ambassador motivates the students to enroll the selves to the voter list. ? Cleanliness Drive on every Saturday by staff and students is being observed in the College. Seminars for students are being organized once in a month at P.G. level. Yoga Training and Stress Management programme is organized every year. Marshal Art training is given to students for self defence every year. Our College has get up a Vermi Compost Unit. Mega health check up camp is organized annually for the students and staff. Recquired medicines are being provided to the students with the help of Red Cross society. Three day/Seven day workshop is organized by almost every departments under supervision of IQAC.

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

<http://www.gdcrewa.org>

7.3 – Institutional Distinctiveness

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

As far as our Mission and Vision is concerned, college always tries to implement the distinctiveness in the work. Our college has a large number of students from the surrounding villages. Most of the students from rural areas poor background, but they are not poor in talent, knowledge and humility. Our college staff identify their talent and encourage them as per our mission statement, 'our aim is to bring the girl students into the main stream of higher education'. The main aim was to provide an opportunity to the rural students of this area especially the rural girl students to pursue the higher education for their development and progress of the family. In accordance with mission statement HEI gives exposure to the girl students to get an opportunity to participate in every curricular, extracurricular and extension activities very actively. Through the NSS, NCC the girl students get a platform and dais to develop their academic as well as professional, cultural, social consciousness, alertness, responsiveness. Various schemes by the Government provide scholarship to the Students, helping them to complete their education. College organises the women empowerment programs to make them confident enough to fight the battle of life. Various eminent woman personalities are invited to guide the students on several issues. Special health related Seminars, workshops are organised and health check up camps are setup to solve health issues.

Provide the weblink of the institution

<http://www.gdcrewa.org>

8.Future Plans of Actions for Next Academic Year

Clean ,Green and Polythene free Campus . Bio Metric attendance system for staff and students . Academic audit by Academicians Green Audit by concerning experts . Workshop for students on Skill Development . Awareness programme on Entrepreneurship for Students .. Organization of more Seminars/Workshops on Use of ICT in Quality Teaching Learning and Research Methodology for quality research work. More ICT enabled class-rooms. Introduction of new courses in U.G. and P.G. Online feedback system for students other stakeholders. Preparing for NAAC -3rd. Cycle. To ensure quality of academic programs. To organize variety of co-curricular activities for holistic development of student in present competitive world. Ensure Qualitative improvement in Research work. Make all programmes Student -centric to generate self confidence in students. Motivate all departments to sign MoUs with various organizations/ institutions. Increase

