



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	GOVERNMENT MAHARAJA MARTAND COLLEGE KOTMA
• Name of the Head of the institution	DR.V.K.SONWANI
• Designation	I/C PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07685233175
• Mobile no	9303219142
• Registered e-mail	hegckotano@mp.gov.in
• Alternate e-mail	sonwanivk@gmail.com
• Address	Ward No. 10 Govinda Road Kotma
• City/Town	Kotma ,Anuppur
• State/UT	MP
• Pin Code	484334
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	APS University Rewa				
• Name of the IQAC Coordinator	Pro.Bosco Lakra				
• Phone No.	07658233175				
• Alternate phone No.	8770229536				
• Mobile	9827159950				
• IQAC e-mail address	govtmmblakra@gmail.com				
• Alternate Email address	blakra1969@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://govtmmcollegekotma.in				
4.Whether Academic Calendar prepared during the year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.96	2021-22	24/05/2022	25/05/2027
6.Date of Establishment of IQAC			19/12/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
State Government	State Government	higher education	2021-22	21299130	
World Bank	World Bank	higher education	2021-22	1723838	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	05	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
IQAC has conducted educational tour/industrial tour		
establishment of botanical garden.		
COVID-19 awareness programmes.		
Renovation of old and new buildings		
Renovation of smart classes/ Purchase of lab equipments.		
12.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	
preparation for Naac accreditation	Naac accreditation completed	
To Develop Sports Facility in the College Campus	60% sports facilitated	
To Develop Well equipped Computer Lab	45% equipped Computer Lab	
13.Whether the AQAR was placed before	No	

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	03/02/2022
15. Multidisciplinary / interdisciplinary	
<p>Govt. Maharaja Martand College has always strived for a multidisciplinary/interdisciplinary approach in its academic as well as co-curricular activities. Students are encouraged to undergo minor projects in multidisciplinary/interdisciplinary topics. as envisaged in the new education policy of</p> <p>the government, this endeavor of the IQAC reflects foresight and prepares the institution for seamlessly adopting the new policy.</p> <p>This new education policy gives freedom to students to choose not only subjects from one stream but it also gives liberty to study subjects from different programs under Elective and Vocational subjects selection. The institution takes pride in its multicultural student composition which adds vibrancy to its ambience. In keeping with its vision, the spirit of inclusiveness is evident in all our college activities. Lectures and webinars on interdisciplinary topics, delivered both by college faculty and invited speakers were held during the year. These lectures provide a unique opportunity to the students to realise the importance of the interdisciplinary</p>	

approach in academics in solving issues of national and global importance. The interdisciplinary lectures were held online and offline during the year.

16.Academic bank of credits (ABC):

The concept of Academic Bank of Credits will be implemented as per the NEP-2020 and directions of the higher education department of Bhopal. In the Academic Bank of Credits the students' academic data and academic awards will be stored as per the government direction.

17.Skill development:

Skill and knowledge are the motivating forces of growth and economic development of country. Today industry is facing severe shortage of skilled Manpower. The accelerated growth has only increased the demand for skilled manpower. It has become the duty of our institution to keep a keen eye to inculcate skill with academics. Regarding this swami Vivekananda career guidance cell is working since 2005 in our college. Under the new education policy the focus has been on skill development, to implement this, students were taken on industrial tours. These tours help to develop the physical and mental skills of the students through experiential learning. Hence 3 industrial and educational tours were arranged by the college.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The rapid changes in the global knowledge economy with the advancement in science and technology have led to dramatic changes

in the society. No doubt that India has leaped many boundaries in all sectors- commerce, technology and development etc., but at the same time there has also been detachment from our belief and fall in values. In such a fluid scenario, it is very important to retain our glorious ancient past. In our college majority of the students come from tribal/rural background, it poses challenge for teaching fraternity to teach the student in local as well as Hindi language as students have only Bagheli language with them, but continuous efforts pave way to make learning easy through our very own Hindi language. As far as Indian culture is concerned, we get a unique glimpse of it in our courses. Here we make the students realize the importance of being connected with roots. In the various programs held during the year our sole emphasis is on depicting Indian culture through folk dances and drama based on Indian martyrs.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Our aim is to ensure inclusive and equitable quality education at all levels of higher education. It aims to ensure that no child loses any opportunity to learn and excel because of the circumstances of birth or background. It proposes special emphasis on socially and economically disadvantaged groups especially residing in tribal area. The institution reaffirms to bridge the social gaps in access, participation and learning outcomes. After the implementation of NEP in the college, the students showed their

keen interest in the new outcome based subjects which were introduced. Similarly, the teaching faculties kept their focus on the learning outcomes of the subjects. They supported the students to enhance their knowledge and achieve the respective outcomes through multidisciplinary approach.

20.Distance education/online education:

Due to the receding Covid-19 pandemic situation along with the commencement of the new session, we had online classes up till the month of September as the physical presence of students was not allowed in the institution. We tried to enrich our students by imparting knowledge through online platform like Google-meet. We provided them a lot of online study materials with links and subject expert lectures. Students enthusiastically attended the online classes. As per the government instructions the institution started offline classes hereafter.

Extended Profile

1.Programme

1.1 07

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1705

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

1284

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

465

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

16

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

0

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 07

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1705

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 465

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 16

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2	0
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	16
Total number of Classrooms and Seminar halls	
4.2	3309756
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	22
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The curricular aspects of courses followed in Government Maharaja Martand College Kotma are governed by the Guidelines of Madhya Pradesh Higher Education Department and Avdhesh Pratap Singh University Rewa. The college strives for excellence and ensures timely preparation of timetable; distribution of workload; availability of adequate facilities and periodic assessment and review. The college strictly follows the teaching, learning and evaluation schedules notified by the University. The departments/faculty members, prepare department-wise/faculty-wise plans for effective curricular transactions. The plan is disseminated among all staff members with a request to plan their year/ semester-wise and daily teaching plan, duly incorporating the conduct of all activities. The timetable is prepared as per the prescribed workload and all the teachers are provided with requisite material for effective classroom curriculum transactions. The college has constituted a teacher and guardian system under which each teacher is assigned with a responsibility

to monitor the academic progress of students and ensure that the students achieve learning. Faculty members attends Faculty Induction Programme, educational training Programme and Faculty Development Programs to become proficient as educators in the offline mode as well as in online mode. Feedback from stakeholders is taken to further enhance the teaching-learning process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Govt. Maharaja Martand College Kotma strictly adheres to the academic calendar which is prepared in the line with the direction of Madhya Pradesh Higher Education and Avdhesh Pratap University Reva. Institution-level committees are constituted and each committee looking into an aspect of the calendar contributes towards the implementation of plans. Regular and periodical meetings are conveyed under the chairmanship of the principal to review the progress of implementation of the calendar. The members bring issues if any to the notice and consequently suitable actions are being taken to address the issue and ensure the implementation of the plan. The schedule for internal, evaluations is prepared by the different department of college. The examination committee headed by senior faculty looks after all activities including issues of schedule, the conduct of examination, evaluation of papers, uploading the CCE, and practical marks on the university portal as per the norms. If any grievances in this regard are addressed immediately.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the

following academic bodies during the year.
Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution has made all possible efforts to supplement the affiliating university's curriculum to ensure that the academic programs and institution's goals and objectives are integrated. The College ensures that the curriculum developed has a thrust on promoting value-based education,

women empowerment, gender sensitization, skill development, competency in communication skills, personality development, and conscientizing the students on environment protection

The college offers an undergraduate / Post Graduate Program

UG - Science Group B.Sc. - Subject Combinations - 1. Physics, Chemistry, Maths

2. Zoology, Botany, Chemistry

UG/PG - Art Group : B.A. - Subject Combinations - 1. Economics, Hindi Literature, Sociology

2. Economics, History, Political Science

3. English Literature, History, Political Science

4. Hindi Literature, Political Science, Sociology

5. History, Political Science, Sociology

M.A. - Subject Combinations - 1. History, Political Science

UG/PG - Commerce Group

B. Com - Subject Combinations - 1. Accounts, Management, Applied Economics

M.Com - Subject Combination - 1. Marketing Management, Financial Analysis,

Human Resource and Development, Accounting, Taxation, Banking and Insurance, Management of

Services Institute organizes Digital awareness, Environment Awareness, and other activities & programs for

student to enhance their capability and quality to build their carrier.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

165

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

660

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1705

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1284

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

To enhance the academic performance of students from class room lecture, chalk and talk, laboratory practical, CCE, class seminars and remedial classes.

Slow Learners:

Special attention is given to the students in the remedial classes, who are identified as the weaker students. Doubts and personal difficulties regarding the subject are solved in the remedial classes.

- In the start of the session fundamentals are taught for the better understanding of the subject. Sometimes the students are encouraged to do board work before the class so that their level of comprehension could be increased and teachers could rectify their problems.

The Advanced Learners:

Advanced learners are motivated to strive for higher goals. They are provided with additional inputs for better career planning and growth.

- Experts from the different colleges/universities are invited to conduct the classes for the difficult subjects in the curriculum.
- Motivating them to involve in projects as per prescribed by the university on Sociology, Communicative English, Economics, Chemistry, Botany, Zoology, History, Math and Physics. Various departments organize student's seminars, group discussions, technical quizzes to develop analytical and problem solving abilities in them and thereby to improve their presentation skills.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1705	16

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

2.3 Teaching-Learning Resources

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences.

The college undertakes many facilities to student and teacher to make learning more students centric. The College has adopted mechanism and introduced several innovative practices to shift from teacher centric education to student-centric education. The College ensures to promote participatory learning in which the students are active participants.

- The students actively participate in seminars, which is scheduled to be held on the weekends.
- Assignments are allotted to the students in each semester at PG level, while CCE is conducted for UG and PG. (UG level exams are conducted as annual mode).
- Project is assigned to all the students of M.A. / M.Sc. IV semester.
- Students are motivated for class-room teaching. The advanced learners are motivated to teach the class.
- The inter-collegiate and inter University academic participation is ensured through the Youth festivals.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

2.3.2 Teachers use ICT-enabled tools for effective teaching-learning process.

The College has introduced some innovations in teaching-learning and evaluation. The College has developed 04 Master classrooms and

trying to make all departments equipped with LCD projectors and the required techniques for making teaching-learning more interesting. The students are assigned assignments, projects, and field works in order to enhance qualitative learning. Recently the College has introduced Group discussions, quizzes, surprise test, classroom teaching, and role-play as a part of innovative practice to make teaching interactive. Computer and internet facilities are also available in some departments which are available for the teacher and students. The teachers provide required study materials to the students if needed.

Various faculties has uploaded their e-content on e shiksha portal of M.P. Government and on you tube in the year 2021-22
<https://www.eshiksha.mp.gov.in/mpdhe/login/index.php>.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

16

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

09

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

72

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college manages all the modes of examinations arranged by the Awadhesh Pratap Singh University Rewa (Class-Tests, Internal Evaluation, Assignments, constant comprehensive evaluations, and projects), before annual and semester examinations. The doubt and inquiries of the students regarding the pattern of optimal answers are clarified by the teachers of the concern subjects. With the commencement of the new session, Class-Tests are scheduled to be held for the students. schedule of Class-Tests continues till the end of the session, the students are provided with the corrected answer -scripts of the Class-Tests so that they can be aware of their mistakes. If the students express their difficulties in understanding the questions which were set in the Test, the questions and the topic on which such questions were set are discussed in the lecture hour by the faculty member. The students are often suggested to write the answers again as home assignments incorporating the modification and changes made by the examiners in the test scripts. If there is any tabulation-related error in the assessment, in all the examinations arranged by the College (Class-Tests, CCE, prior to UG First, Second and Third Part Examinations also before semester exam of PG scheduled by the University).

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The faculty members provide the corrected answer scripts to the students. The doubt and inquiries of the students regarding the pattern of optimal answers are clarified by the faculty examiners. If there is any tabulation-related error in the assessment, corrections are duly made by the examiner and the corrected marks is officially posted against the name of the concerned student. The Parent Teacher Meeting is a regular phenomenon for UG and PG students. Such meetings are held after the publication of the results of the CCE and class test. If there is a marked discrepancy between class performance in CCE and class test, the teachers are whole-heartedly provide counseling to the students with a broader understanding of the subject of their study (topics already taught in the class are discussed again, students are given time-bound home assignments to be checked by the faculty members, more books and journals are suggested to the students for

reading and so on). However, the cause may be extra- academic too. In case the student suffers from psychological instability or examination phobia, the faculty members try to deal with the suffering students and their parents sympathetically.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

2.6 Student Performance and Learning Outcomes:

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Program specific outcomes and Course outcomes are displayed notice board as well as announced on classes, newsletters, brochure, course files, and attendance register and guardian faculty records. The same is displayed on first floor of the building, library, Principal's cabin. PSOs and COs are disseminated to faculty members through course file and attendance register. Students acquire this through the Syllabus copy, laboratory, brochure, and newsletter. Apart from this, Program specific outcomes and Course outcomes are made reachable to all the stakeholders of the program through faculty workshops, seminars, student induction programs and faculty meetings.

- College Building
- Syllabus Copy
- Library
- Attendance
- Library
- Brochure

- Academic Files/ Course File
- Principal's Cabin

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

2.6.2 Attainment of program outcomes and course outcomes are evaluated by the institution.

Method of attainment of POs / PSOs: The program outcomes and Program specific outcomes are assessed through direct and indirect methods.

Direct methods: Direct Assessment is carried out through evaluation of Internal and University Examination.

For under graduate Course: Average Course Outcome attainment by Direct method = Semester End Examination (85%) + Internal examination (15%). Average Course Outcome attainment by Direct method = Annual Examination (80%) + Internal examination (20%).

For Post Graduate Courses: Average Course Outcome attainment by Direct method = Semester End Examination (80%) + Internal examination (20%).

Indirect assessment is carried out by Student satisfaction Survey, Alumni Survey and Employer Survey. The program outcomes are assessed with above mentioned data and Program Assessment Committee concludes the PO attainment level.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

465

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.mphighereducation.nic.in/InstitutePortal/Public/Reports.aspx?DT=MQ==&InstId=NTI3>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The research ecosystem is essential for the researcher community which interacts with one another environment and other

stakeholders interested in their respective areas of research in such a way that knowledge is transferred between them and system-level processes emerge. A sustainable research ecosystem is a system that survives, functions, and updates itself over time, a system in which the research community can continue to interact, share, and transfer the knowledge which can guide the upcoming generations of researchers on its own

The research environment of the college aims to create and support a research culture among the teachers, staff, and students and leverage it for enriching and enhancing the professional competence of the faculty members for developing and promoting scientific temper and research aptitudes to all learners.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activity plays a vital role to sensitize students to social issues for their holistic development in higher education. The impact of extension activities on students help to develop

empathy and makes them understand their social and national responsibilities. The college believes and promotes students for ethical and moral activities trying to add social value to the society, grooming the student as a responsible citizen of India. The college strives to instill civic responsibility in the young minds of students through extension and outreach programs and value-based courses so that they inculcate into sensitized, socially responsible citizens the conducts neighborhood community activities through NSS, Social work department, Swachhata Abhiyan, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

3

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Physical facilities:- The college has the following physical facilities for students-

- Being in a semi-urban area, the college is having enough resources for students for their overall development including well-furnished classrooms, laboratories, library, E-Library, Botanical Garden, Bicycle Stand, playground, smart class, Conference Hall, Fitness Indoor and Open Gym, Swami Vivekananda Career Guidance.
- National Service Scheme (NSS) for boys and girls wing has been established in session 2019-20 in the college for our students to take part in various community service activities and programs.
- There are 18 classrooms including both old and newly constructed college buildings. The E-library is available for students.
- The College has developed facilities for sports, a Common room and toilet facilities for women

Library as a Learning Resource -

- The College has a library with a computer laser printer, Reprographic facilities, and a reading room. The library has a collection of More than 11 thousand books.
- Implementation of ILMS (Integrated Library Management Software) Koha Software.
- We have subscriptions of N-LIST, E-books and E-journal is available for students and faculties members
- The examination cell and the confidential cell of the College are fully Computerized; all the
- The College is equipped with a Wi-Fi system, SWAN, and LAN facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has excellent facilities for sports, games and cultural activities. There is a playground for sports activities with Running, tracks are available for athletics, high jump, long jump, etc. A facility for outdoor games/sports like cricket, badminton, volleyball, football, and Kabaddi for both boys and girls is available. An indoor Facility like badminton, Judo, yoga, chess, and carom is also available for the students. Students use/practice these sports activities as a result. Many students get selected in the sports field for their performance at different levels.

The annual youth festival is held in the playground dice. Students are encouraged to participate in debate, dance, and drama other activities. They participate in College, Intercollege, State Level Sport / Cultural competitive events. All necessary supports are provided to the students for Cultural literary and other co-curricular activities which are an integral part of the present education system.

Statue of The Father of Nation - Mahatma Gandhi was established on 30th January 2020. beside Botinical garden.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

19043289

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library as a Learning Resource -

A well-equipped library is a better learning resource for the students as well as for the faculty members, Books, journals, technology-aided learning mechanisms that enable the students to enrich their knowledge and information.

The College has a well-equipped library. The work of a library is valued by the treasure of knowledge it holds in the terms of books. Simultaneously its worth is valued by its use by the students and faculty members, and by the frequency of their visit to it.

The College has a digital library with a computer, laser printer, Reprographic facilities, and a Book reading room. The library has a collection of More than 11 thousand books.

The College has made conscious efforts to maintain a well-equipped library.

- We have taken a tremendous initiative by creating a library website- <https://librarykotma.wordpress.com/> for up-gradation of learning resources to our students.
- Implementation of ILMS (Integrated Library Management Software) Koha Software.
- A well-furnished reading room equipped with Internet facilities through a Wi-Fi network. Accessing important educational sites for research and e-resources with a single click
- We have a subscription of N-LIST, E-books and E-journal is available for students and faculties

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

5900

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

22

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- The Institute has Wi-Fi, LAN, Swan, Internet connection.
- The examination system is now totally computerized including the printing of required documents, maintaining of records, and downloading all information related to the examination, so that it can be conveyed to the students like changes in

the timetable, etc.

- The administration room has a computer facility along with Wi-Fi so that information can be downloaded & sent online without any wastage of time. The use of computers in administration has increased the efficiency and added to the smooth functioning along with saving of time & paper.
- The Account section also makes use of computers for making payments online along with accepting fees from students through e-payment. This has not only led to a lot of transparency but also ease in handling financial matters.
- The Library has a computer & Wi-Fi facility which can be utilized by the students for searching books/ Study materials relevant to the subjects.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

22

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

19043289

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- There are established systems and procedures for maintaining and utilizing physical, academic, and support Facilities - laboratory, library, sports complex, computers, classrooms etc.
- For the smooth functioning of the college. The laboratory upkeep is taken care of by the HOD's of the departments with the help of the lab technicians and lab assistants.
- The college has three laboratories for students for practical purposes. the students who are divided into batches for the smooth conduction of the practical sessions. Annual physical verification of
- stock is conducted in all the departments/laboratories.
- The library is regularly maintained and updated so that the staff and students can make use of it. Separate days are allotted for different categories of different classes and faculties. The library does the exercise of physical stock verification and upkeep and maintenance of library books.
- The sports equipment, ground, tracks, and courts, etc are maintained by the college campus development planning committee Sports Department.
- The classrooms and the entire campus are also maintained in a similar manner by the above- mentioned committee which works in collaboration with the IQAC under the guidance of the principal.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

897

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1401

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

175

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

148

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Extra-Curricular Activities:- Apart from academics, extracurricular activities are organized in the institute around the year. It plays a vital role in the overall development of the

students - mentally, physically, and socially. The following events are conducted in the institute like National festivals Republic Day, Independence Day, National youth day, Hariyali Mahotsav, Environment day, Vasant Panchmi, Gandhi Jayanti, Teacher's day, etc. Students actively participate in the various competition of the college and win prizes every year in various inter-college/universities. Students are engaged in programs like self-defense workshops, blood donation camps, soft skill enhancement workshops, tree plantation, and social awareness campaigns. The institute also has an Anti-Ragging Committee which encourages students to provide a healthy environment to feel at home. This results that there is no single cause of ragging and harassment. The sports officer of the college always encourages and motivates the students to participate as per the scheduled calendar of higher education of Madhya Pradesh Government all the boys and girls participate in sports and cultural activities of the college, inter-college, university, inter-university, and national level NSS wing plays a vital role in this institution which creates awareness about the environment, illiteracy, child marriage, etc, in the society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni meeting is held in the present year of 2021-22. The Alumni members attend the meeting and give their valuable suggestions for improvement and development of the institution. Alumni have given their suggestions for carrier guidance, Industry interaction monitoring, and personality development to the students. There were total 19members which gives their advices for the development of college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Every educational institute tries to achieve its goal by means of its own mission and vision. This college also has its own goal and mission which is prepared according to its local tribal and rural situations. College leadership and management try with a dedication to achieving this goal. College is trying to achieve this goal by means of stockholders. The goal of our college is to reach the light of higher education to the unapproachable poor tribal students by providing them quality education & preparing them to face the challenges of the time running. The vision of our college as:-

VISION:

"To provide quality education, to develop an all-round personality with total commitment to impart vocational skills among young students.

MISSION

- To impart quality and value-based education to raise the satisfactory levels to all the stakeholders.
- To motivate students for overall development through various Academic and Extra Co-curricular Activities.
- To develop social consciousness among students.
- To impart quality education for Semi-Urban / Rural areas students who belong to ScheduleCaste, Schedule Tribe Category.
- To provide employability.

OBJECTIVES:

- To provide quality education.
- To upgrade an ideal library and laboratory.
- To establish an E-Learning center.
- To improve the employability of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution follows the policy of decentralization. Janbhagidari Samiti headed by the chairman nominated by state government or SDM (executive chairman in the absence of chairman) is responsible to take long term administrative decisions, staff council take routine decision and put suggestion before Janbhagidari Samiti regarding developmental issues. Various committees head by coordinators are formed by principal after discussion in staff council meetings to carryout different academic and nonacademic activities in a smooth manner. These committees have to report directly to the IQAC coordinator. before formulates common working procedures and entrusts the implementation through departments. The department coordinator manages day to day activities of the department and keeps a track of co-curricular and extracurricular activities in the College. Other units of the college like sports, arts, library etc. have operational autonomy under the guidance of the various committees /associations and students are involved in various departments in the decision-making process.

Student and concern professor actively participate in the decision-making process related with college administration through these committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has been a formally stated quality policy. IQAC is responsible for ensuring quality to the overall development of the institution.

The college encourages a participatory approach to develop and deploy quality to the functioning of its various administrative and academic units. Strategic plans and operational plans create and maintain a workforce that is well motivated, appropriately trained, equitably rewarded in institution objectives.

Quality is maintained through assessment of progress, summative assessment, feedback on performance, identifying problems cause

and effect, clear allocation of responsibilities governance structure also consists of an accountability framework that includes.

- Functional direction.
- Computerization of administrative offices.
- Guidelines faculty training and administrative meetings from time to time.
- Providing internet connectivity facility.
- Perspective plan:
- Infrastructure:

The college has excellent facilities for cultural activities. The college has 02 LCD classrooms 01 conference Hall with LED monitors for a seminar with ICT facilities, as per the direction of World Bank, MP higher education Bhopal (M.P.). Our future Goal plans are divided into three parts.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Governing Body:

The Governing body of the college consists of the Principal as the Head of the Institution along with the members of the Teaching and Non-Teaching staff.

Administrative Setup:

The College administrative setup is headed by the principal. The principal is assisted by the IQAC Cell, and various committees consisting of members from teaching and non-teaching staff.

Staff Council:

The Staff Council is a statutory body that implements decisions of the theJanbhagidari committee related to academic, extra-

curricular, and infrastructural activities through its various committees. The principal of the college functions as the Chairman of the Council.

Internal Quality Assurance Cell (IQAC):

IQAC is a UGC mandated body to ensure quality improvement in the field of academics, planning, and administration of the institution.

- **Service Rules:**

The service rules for the principal, teaching, and non-teaching staff are determined by those as laid down by UGC rules and regulations adopted by the state government from time to time.

- **Procedures:**
- All procedures related to admissions, recruitment, Leave, promotion, purchase of equipment and other objects and construction for augmenting infrastructure of the college are followed as per UGC guidelines and rules and regulations adopted by the state government.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Govt. Maharaja Martand College Kotma follows all rules regulations as per the State Government and UGC for the remuneration under the 7th Pay Commission as govt of Madhya Pradesh for all the teaching and Non-Teaching Staff.

The institution has effective welfare measures for teaching and non-teaching staff.

Some of them are enumerated hereunder:

- Medical reimbursement is allowed to all regular employees.
- Leave admissible as per Higher Education Department Leave rules (GOVT OF MADHYA PRADESH).
- Provision of admission of eligible wards of employees.
- Provident Fund loan/ NPS / final withdrawal facility is available as per Madhya Pradesh Government Rules.
- Maternity and paternity leave.
- Child Care leaves.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Govt. Maharaja Martand College Kotma has an effective Performance Appraisal System for teaching and non-teaching staff. The teaching and non-teaching staff has to fill CR forms and sends them to the principal. The principal analyzes the duly filled CR forms by the teaching and non-teaching staff. In cases where laxity or lacunae is observed the teacher in question is counseled by the principal and urged to improve his/her performance in professional up-gradation and better service-delivery to our primary stakeholders, namely the students. After evaluating the CR forms principal of the college sends this form to the higher authority for the faculty members' increments as well as for their career advancement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Govt. Maharaja Martand College Kotma conducts internal audits regularly, the audit work is conducted by Auditor Daljeet Singh and Associates. CA Daljeet Singh checks and verifies Accounts Book Very Carefully and sincerely, with supporting documents and bills and

Boucher of every Financial year. with the help of supporting staff and accountants, the AUDIT REPORT of the Institutionis attached. If objection occurs the reports are informed to the Higher authorities department to solve it.

The external auditors are appointed by Accountant General, Gwalior, Govt. of Madhya Pradesh, who have also audited Internal and External activities of the Institutions and reported them to Govt. Of Madhya Pradesh

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Government funds are released from salary allowance, telephone bills, electricity bills, travel allowances, books and stationery for sc/st students, various scholarships, like Gaon ki Beti, Pratibha Kiran, Aavas Yojana, Sambal Card, office stationery, uniform and other contingencies.

Optimal utilization of resource

The college maintains its infrastructure updated from time to time. It has prepared its policies for effective implementation

and optimal utilization of its resources. Officially appointed persons maintain the cleanness of the classroom and campus of the college. Few contractual support staff is appointed through proper channel. The received funds are collected and used through the cheque, RTGS or NEFT mode. As per the priority and advised of CDC the fund is also utilized for infrastructural development and beautification, ICT device and up gradation, student's development, and necessary equipment for the skill-based courses

The fund received from various government and non-government bodies is utilized for:

- Salary,
- Development and maintenance of infrastructure,
- Augmentation of library and sports facilities and
- Organization of extracurricular activities
- Student welfare.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC ensures the proper implementation of academic calendar and Timetable.

- Appraisal report of teaching / and non- teaching staff is received in the form of CR and after attendance registers and daily teaching diaries are duly maintained and checked.
- IQAC ensures maximum utilization of infrastructural facilities attempts are made for extension and up gradation of classrooms and Laboratories. IQAC inculcates ICT based teaching learning process by using available resources for Innovative teaching activities- teaching PPT's, audio and visual aids etc.
- Regular meeting of IQAC is conducted to discuss various measures related to quality.
- IQAC motivates faculty members for professional development by participating in seminars/ conferences, working on research projects, publish research papers in journals and

organizing seminars/conferences and workshops.

- Coaching for competitive exams for competent students.
- Use of IFMIS for all administrative and financial matters. E-statements of salary accounts. GPF records are available online. Leave applications are submitted online.
- Remedial classes for academically weak students and for students from weaker sections of society.
- evaluation by the Head of the Institution is forwarded to the higher authorities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes- IQAC is the backbone of the teaching learning process. As per UGC norms IQAC has a potential to act as catalyst for the infusion of quality culture in the Institution. Innovative strategies are devised to remove deficiencies and enhance quality in overall operations of teaching learning process. The following measures have been taken by IQAC to review its teaching learning process.

- Remedial classes for academically weak students and for students from weaker sections of society.
- IQAC of the institution has encouraged faculties and staff to promote and adopt reforms in teaching learning. In the institution, ICT has been adopted both in administrative as well as in teaching learning.
- Project and internship mandatory for all final semester UG and PG students.
- Availability of question bank for practice before exam.
- Teacher guardian scheme implemented to track record of students, check their attendance, performance in internal evaluation, identify the slow learners. and help them improve. Tracking students' status such as progression to higher education course, competitive exams passed job placement etc.
- Extension activities for community development are also

monitored by the IQAC.

- Extension activities for community development are also monitored by the IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college is a co-educational institute we implement the motto in the promotion of SAVE THE GIRL CHILD- under the slogan Beti padhao- Beti Bacho in gender equity.

The number in the admission of girls increases every year. Thus,

the college is devoted to providing qualitative education to the girls. . Moreover, facilities are provided by the institution to promote gender sensitization as follows

- Safety and security
- Counseling
- Common Rooms

1. Safety and security-

2. A senior and experienced armed security guard.

3. First aid facility

4. Separate washroom for the students on each and every floor of the building.

5. The CCTV camera has been installed in the entrance, library, exam section room, corridors, etc.

6. Unauthorized entries are restricted on the premises.

2. Counseling: The College provides counseling to girls students on personal and academic-related issues.

2- Common room- The institution has a rest/waiting room for girls can spend their time whenever they don't have classes and they can do a recreation of the academic activities effectively. 3-The scholarship gao ki beti and pratibha kiran are also provided to girls students to promote gender sensitization in college.

File Description	Documents
Annual gender sensitization action plan	1. Make sure participation of female staff and girls' students in various activities of college like Blood donation camp, Aids awareness programs, COVID-19 vaccination awareness, plantation etc in order to give back to the society. 2. Conduct programs related to cybercrime, safety and security and career enhancement trainings for female students in college. 3. To appreciate female staff and girls' students' various activities like rangoli competition, painting, lectures on women empowerment and international women's day celebration, are organised in college. 4. Self-defence programs is also conducted for female staff and students in college. 5. Promoting participation of girls in sports and yoga activities to aware about their physical fitness.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Safety and security Counseling Common Rooms, Sanitary Vending Machine

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college gives top priority to keep the campus clean and eco-friendly. All the members of institutions are advised to dispose of waste material properly. Dustbins are available at regular distances and needful places within the campus.

Waste management steps are as below:

- **Solid Waste Management** -Students and employees of the college are strictly instructed to throw non-biodegradable solid waste material in the dustbin which is collected by the municipality regularly. A garbage tank is also constructed within the campus for efficient biodegradable solid waste management.
- **Liquid Waste Management**-The sanitation water of the campus building is disposed of under the safety tank. The liquid waste generated from the laboratories is dumped under the soak pit.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting
Bore well /Open well recharge Construction
of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution
system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

1. Restricted entry of automobiles

- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information :

D. Any 1 of the above

Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Most of the students take admissions in the college from Local, Colliery Area and nearby villages. As per government rules, the admission process is carried out, through the Online Admission process via <https://epravesh.mponline.gov.in/>

As a result student from far ways places the study in our institution they hail from the different socioeconomic and cultural backgrounds.

Govt. Maharaja Martand College Kotma embraces all students and impacts quality, holistic based education.

The college has an effective role of catalyzing in the town to maintain the peace and Harmony for National integration. The college regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities. Our college belongs to rural background. Its activities have a very positive impact on society's cultural & communal thoughts directly.

The students are inculcated with the tolerance and harmony about cultural regional, linguistic communal socio-economic and other diversities by various activities such as

- Cleanliness drives under Swatch Bharat Abhiyan.
- Slogan writing by students on the theme of saving water, save trees, voters awareness, and some other social awareness.
- All National Festival, Non-violence Day (Gandhi Jayanti), and other national and regional festivals are celebrated in our institution to promote communal harmony among people.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Govt. Maharaja Martand College Kotma conducts for sensitizing and inculcating values among students. Occasionally Seminars on Constitutional Rights and Responsibility are conducted in the institutions, Like Birth Day of DR. Baba Saheb Ambedkar Jayanti, Architect of Indian Constitution, and Republic Day

Institute also provides an awareness program on the RIGHT TO VOTE as a citizen of India in each election conducted by the Election Commission of India

This sensitizes the staff and students on the value of democracy and constitutional responsibilities as a citizen of India

The preamble of the constitution, fundamental duties, and rights are displayed at the entrance gate of the institute which can be observed by everyone. National Anthem is sung by students and employees in all the programs conducted by the institution. National songs are also performed in all the programs. It makes the strong attachment of the students, employees, and citizens towards the values of the Indian Constitution. Various programs have been conducted to inculcate the values, rights, and fundamental duties incorporating the freedom of expression among the students by which students become aware of their rights.

National Voters Day is celebrated each year on 25th January

Human Right Day - 10th December

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	National Voters Day is celebrated each year on 25th January Human Right Day - 10th December Constitutional day
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institute celebrates all days of Indian National and International Importance including commemorative days events and festivals. All kinds of activities are conducted related to the particular days and to create awareness among the students.

The Statue of Mahatma Gandhi, the father of the Nation has been installed on the college premises, and programs are conducted commemorating his birth and death anniversaries.

Institute pays tribute to all the national heroes on their Birth and death anniversaries. The event is followed either by lectures, rally or the competitions like elocution, singing, wallpaper, and rangoli, etc. The college organizes activities on these days of national importance to recall the events or contribution of our leaders in building the nation and imbibe moral and ethical behavior of students in their professional and personal lives. Various programs like Birth anniversary of Swami Vivekananda 12 Jan, 26th Jan Republic Day of India, 15th Aug Independence Day of India, 5th Sept Birth Anniversary of Dr. Sarvapalli Radhakrishnan Teacher's Day, 2nd Oct Birth anniversary of Gandhi 14th Nov Birth anniversary of Pandit Jawaharlal Nehru as Children Day 5th June world environment day are celebrated to inculcate values and ethics among the students towards the national and international days.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title: Book Reading competition

- To inculcate reading habits among the students.
- To create reading skills, analytical thinking skills, and communication skills among the students.
- To encourage reading books beyond the syllabus.
- To promote the use of library resources for effective learning.
- The circular is issued by the principal of the college to inform the students about the competition.
- Students are encouraged to take participate in the competition from all the disciplines.
- The faculty of the college enrolled the students who want to take participate in this competition.
- Books are issued from a set of selected books to the

students on the basis of their choice.

- Students are assigned to read and present a report of a chapter of the book within the time limit.
- Students present a report of an allotted chapter in front of the monitoring committee.
- The faculty member evaluates the report or summary of each participant and announced the winner of the competition.
- The winners of the competition are appreciated and awarded prizes at the end of the competition.
- The record of the competition is maintained properly.

File Description	Documents
Best practices in the Institutional website	<u>To enhance skills of the students and make able to apply their knowledge to face and resolve real time challenges. There are two best practices developed in college. One is book reading competition, since book reading is way to enhance knowledge, information, and vocabulary and developing analytical thinking skills and writing skills. Therefore, book reading competition is organised in college in time to time in every year. Second best practice is up to date notice board which give us a lot of information about activities and events of the college.</u>
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Government Maharaja Martand College Kotma is situated in a tribal-dominated area and it has a responsibility towards the marginalized section of society. People of the locality mostly believe in traditional education, as the area is dominated by indigenous people, the institute has the vision to change the Teaching-Learning Environment into Activity base learning from the

past few years.

Our Institution supports ICT tools in various ways:

1. Admission process
2. Teaching-Learning Process
3. E-Library
4. Scholarships
5. Social Awareness activities
6. Career opportunity and guidance.
7. Digital Fee Payment / Staff Salary
8. Being a government-affiliated institute, we are trying to provide enough opportunities for ICT-enabled class teaching. Some of them are:

- The College has introduced innovative practices in the teaching-learning and evaluation process.
- The College has developed smart classrooms to promote Information and Communication Technology for effective teaching-learning.
- The college is adopting online teaching on various meet apps as a regular practice.
- ICT classrooms teaching is a regular practice of our teaching schedule.
- The college is concerned with developing ICT class teaching skills for our faculties, for this purpose, we motivate them to participate in Faculty Development Programs organized for this purpose.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The curricular aspects of courses followed in Government Maharaja Martand College Kotma are governed by the Guidelines of Madhya Pradesh Higher Education Department and Avdhesh Pratap Singh University Rewa. The college strives for excellence and ensures timely preparation of timetable; distribution of workload; availability of adequate facilities and periodic assessment and review. The college strictly follows the teaching, learning and evaluation schedules notified by the University. The departments/faculty members, prepare department-wise/faculty-wise plans for effective curricular transactions. The plan is disseminated among all staff members with a request to plan their year/ semester-wise and daily teaching plan, duly incorporating the conduct of all activities. The timetable is prepared as per the prescribed workload and all the teachers are provided with requisite material for effective classroom curriculum transactions. The college has constituted a teacher and guardian system under which each teacher is assigned with a responsibility to monitor the academic progress of students and ensure that the students achieve learning. Faculty members attends Faculty Induction Programme, educational training Programme and Faculty Development Programs to become proficient as educators in the offline mode as well as in online mode. Feedback from stakeholders is taken to further enhance the teaching-learning process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Govt. Maharaja Martand College Kotma strictly adheres to the academic calendar which is prepared in the line with the

direction of Madhya Pradesh Higher Education and Avdhesh Pratap University Reva. Institution-level committees are constituted and each committee looking into an aspect of the calendar contributes towards the implementation of plans. Regular and periodical meetings are conveyed under the chairmanship of the principal to review the progress of implementation of the calendar. The members bring issues if any to the notice and consequently suitable actions are being taken to address the issue and ensure the implementation of the plan. The schedule for internal, evaluations is prepared by the different department of college. The examination committee headed by senior faculty looks after all activities including issues of schedule, the conduct of examination, evaluation of papers, uploading the CCE, and practical marks on the university portal as per the norms. If any grievances in this regard are addressed immediately.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The institution has made all possible efforts to supplement the affiliating university's curriculum to ensure that the academic programs and institution's goals and objectives are integrated. The College ensures that the curriculum developed has a thrust on promoting value-based education,

women empowerment, gender sensitization, skill development, competency in communication skills, personality development, and conscientizing the students on environment protection

The college offers an undergraduate / Post Graduate Program

UG - Science Group B.Sc. - Subject Combinations - 1. Physics, Chemistry, Maths

2. Zoology, Botany, Chemistry

UG/PG - Art Group : B.A. - Subject Combinations - 1. Economics, Hindi Literature, Sociology

2. Economics, History, Political Science

3. English Literature, History, Political Science

4. Hindi Literature, Political Science, Sociology

5. History, Political Science, Sociology

M.A. - Subject Combinations - 1. History, Political Science

UG/PG - Commerce Group

B. Com - Subject Combinations - 1. Accounts, Management, Applied Economics

M.Com - Subject Combination - 1. Marketing Management, Financial Analysis,

Human Resource and Development, Accounting, Taxation, Banking and Insurance, Management of

Services Institute organizes Digital awareness, Environment Awareness, and other activities & programs for

student to enhance their capability and quality to build their

carrier.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

165

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

660

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>URL for stakeholder feedback report</td><td>Nil</td></tr> <tr> <td>Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management</td><td>View File</td></tr> <tr> <td>Any additional information</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	URL for stakeholder feedback report	Nil	Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File	Any additional information	View File	
File Description	Documents								
URL for stakeholder feedback report	Nil								
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File								
Any additional information	View File								
1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Upload any additional information</td><td>View File</td></tr> <tr> <td>URL for feedback report</td><td>Nil</td></tr> </tbody> </table>	File Description	Documents	Upload any additional information	View File	URL for feedback report	Nil			
File Description	Documents								
Upload any additional information	View File								
URL for feedback report	Nil								
TEACHING-LEARNING AND EVALUATION									
2.1 - Student Enrollment and Profile									
2.1.1 - Enrolment Number Number of students admitted during the year									
2.1.1.1 - Number of students admitted during the year									
1705									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Institutional data in prescribed format</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Institutional data in prescribed format	View File			
File Description	Documents								
Any additional information	No File Uploaded								
Institutional data in prescribed format	View File								
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)									
2.1.2.1 - Number of actual students admitted from the reserved categories during the year									

1284

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

To enhance the academic performance of students from class room lecture, chalk and talk, laboratory practical, CCE, class seminars and remedial classes.

Slow Learners:

Special attention is given to the students in the remedial classes, who are identified as the weaker students. Doubts and personal difficulties regarding the subject are solved in the remedial classes.

- In the start of the session fundamentals are taught for the better understanding of the subject. Sometimes the students are encouraged to do board work before the class so that their level of comprehension could be increased and teachers could rectify their problems.

The Advanced Learners:

Advanced learners are motivated to strive for higher goals. They are provided with additional inputs for better career planning and growth.

- Experts from the different colleges/universities are invited to conduct the classes for the difficult subjects in the curriculum.
- Motivating them to involve in projects as per prescribed by the university on Sociology, Communicative English, Economics, Chemistry, Botany, Zoology, History, Math and Physics. Various departments organize student's seminars, group discussions, technical quizzes to develop analytical and problem solving abilities in them and thereby to improve their presentation skills.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1705	16

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

2.3 Teaching-Learning Resources

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences.

The college undertakes many facilities to student and teacher to make learning more students centric. The College has adopted mechanism and introduced several innovative practices to shift from teacher centric education to student-centric education. The College ensures to promote participatory learning in which the students are active participants.

- The students actively participate in seminars, which is scheduled to be held on the weekends.
- Assignments are allotted to the students in each semester at PG level, while CCE is conducted for UG and PG. (UG level exams are conducted as annual mode).
- Project is assigned to all the students of M.A. / M.Sc. IV semester.
- Students are motivated for class-room teaching. The advanced learners are motivated to teach the class.
- The inter-collegiate and inter University academic participation is ensured through the Youth festivals.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

2.3.2 Teachers use ICT-enabled tools for effective teaching-learning process.

The College has introduced some innovations in teaching-learning and evaluation. The College has developed 04 Master classrooms and trying to make all departments equipped with LCD projectors and the required techniques for making teaching-learning more interesting. The students are assigned assignments, projects, and field works in order to enhance qualitative learning. Recently the College has introduced Group discussions, quizzes, surprise test, classroom teaching, and role-play as a part of innovative practice to make teaching interactive. Computer and internet facilities are also available in some departments which are available for the teacher and students. The teachers provide required study materials to the students if needed.

Various faculties has uploaded their e-content on e shiksha portal of M.P. Government and on you tube in the year 2021-22 <https://www.eshiksha.mp.gov.in/mpdhe/login/index.php>.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

16

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

09

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

72

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college manages all the modes of examinations arranged by the Awadhesh Pratap Singh University Rewa (Class-Tests, Internal Evaluation, Assignments, constant comprehensive evaluations, and projects), before annual and semester examinations. The doubt and inquiries of the students regarding the pattern of optimal answers are clarified by the teachers of the concern subjects. With the commencement of the new session, Class-Tests are scheduled to be held for the students. schedule of Class-Tests continues till the end of the session, the students are provided with the corrected answer -scripts of the Class-Tests so that they can be aware of their mistakes. If the students express their difficulties in understanding the questions which were set in the Test, the questions and the topic on which such questions were set are discussed in the lecture hour by the faculty member. The students are often suggested to write the answers again as home assignments incorporating the modification and changes made by the examiners in the test scripts. If there is any tabulation-related error in the assessment, in all the examinations arranged by the College (Class-Tests, CCE, prior to UG First, Second and Third Part Examinations also before semester exam of PG scheduled by the University).

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-

bound and efficient

The faculty members provide the corrected answer scripts to the students. The doubt and inquiries of the students regarding the pattern of optimal answers are clarified by the faculty examiners. If there is any tabulation-related error in the assessment, corrections are duly made by the examiner and the corrected marks is officially posted against the name of the concerned student. The Parent Teacher Meeting is a regular phenomenon for UG and PG students. Such meetings are held after the publication of the results of the CCE and class test. If there is a marked discrepancy between class performance in CCE and class test, the teachers are whole-heartedly provide counseling to the students with a broader understanding of the subject of their study (topics already taught in the class are discussed again, students are given time-bound home assignments to be checked by the faculty members, more books and journals are suggested to the students for reading and so on). However, the cause may be extra- academic too. In case the student suffers from psychological instability or examination phobia, the faculty members try to deal with the suffering students and their parents sympathetically.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

2.6 Student Performance and Learning Outcomes:

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Program specific outcomes and Course outcomes are displayed notice board as well as announced on classes, newsletters, brochure, course files, and attendance register and guardian faculty records. The same is displayed on first floor of the building, library, Principal's cabin. PSOs and COs are disseminated to faculty members through course file and attendance register. Students acquire this through the Syllabus

copy, laboratory, brochure, and newsletter. Apart from this, Program specific outcomes and Course outcomes are made reachable to all the stakeholders of the program through faculty workshops, seminars, student induction programs and faculty meetings.

- College Building
- Syllabus Copy
- Library
- Attendance
- Library
- Brochure
- Academic Files/ Course File
- Principal's Cabin

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

2.6.2 Attainment of program outcomes and course outcomes are evaluated by the institution.

Method of attainment of POs / PSOs: The program outcomes and Program specific outcomes are assessed through direct and indirect methods.

Direct methods: Direct Assessment is carried out through

evaluation of Internal and University Examination.

For under graduate Course: Average Course Outcome attainment by Direct method = Semester End Examination (85%) + Internal examination (15%). Average Course Outcome attainment by Direct method = Annual Examination (80%) + Internal examination (20%).

For Post Graduate Courses: Average Course Outcome attainment by Direct method = Semester End Examination (80%) + Internal examination (20%).

Indirect assessment is carried out by Student satisfaction Survey, Alumni Survey and Employer Survey. The program outcomes are assessed with above mentioned data and Program Assessment Committee concludes the PO attainment level.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year****465**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://www.mphighereducation.nic.in/InstitutePortal/Public/Reports.aspx?DT=MQ==&InstId=NTI3>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The research ecosystem is essential for the researcher community which interacts with one another environment and other stakeholders interested in their respective areas of research in such a way that knowledge is transferred between them and system-level processes emerge. A sustainable research ecosystem is a system that survives, functions, and updates itself over time, a system in which the research community can continue to interact, share, and transfer the knowledge which can guide the upcoming generations of researchers on its own

The research environment of the college aims to create and support a research culture among the teachers, staff, and students and leverage it for enriching and enhancing the professional competence of the faculty members for developing and promoting scientific temper and research aptitudes to all learners.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

3

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

0

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activity plays a vital role to sensitize students to social issues for their holistic development in higher education. The impact of extension activities on students help to develop empathy and makes them understand their social and national responsibilities. The college believes and promotes students for ethical and moral activities trying to add social value to the society, grooming the student as a responsible citizen of India. The college strives to instill civic responsibility in the young minds of students through extension and outreach programs and value-based courses so that they inculcate into sensitized, socially responsible citizens the conducts neighborhood community activities through NSS, Social work department, Swachhata Abhiyan, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

3

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

0

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Physical facilities:- The college has the following physical facilities for students-

- Being in a semi-urban area, the college is having enough resources for students for their overall development including well-furnished classrooms, laboratories, library, E-Library, Botanical Garden, Bicycle Stand, playground, smart class, Conference Hall, Fitness Indoor and Open Gym, Swami Vivekananda Career Guidance.
- National Service Scheme (NSS) for boys and girls wing has been established in session 2019-20 in the college for our students to take part in various community service activities and programs.
- There are 18 classrooms including both old and newly constructed college buildings. The E-library is available for students.
- The College has developed facilities for sports, a Common room and toilet facilities for women

Library as a Learning Resource -

- The College has a library with a computer laser printer, Reprographic facilities, and a reading room. The library has a collection of More than 11 thousand books.
- Implementation of ILMS (Integrated Library Management Software) Koha Software.
- We have subscriptions of N-LIST, E-books and E-journal is available for students and faculties members
- The examination cell and the confidential cell of the College are fully Computerized; all the
- The College is equipped with a Wi-Fi system, SWAN, and LAN facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has excellent facilities for sports, games and cultural activities. There is a playground for sports activities with Running, tracks are available for athletics, high jump, long jump, etc. A facility for outdoor games/sports like cricket, badminton, volleyball, football, and Kabaddi for both boys and girls is available. An indoor Facility like

badminton, Judo, yoga, chess, and carom is also available for the students. Students use/practice these sports activities as a result. Many students get selected in the sports field for their performance at different levels.

The annual youth festival is held in the playground dice. Students are encouraged to participate in debate, dance, and drama other activities. They participate in College, Intercollege, State Level Sport / Cultural competitive events. All necessary supports are provided to the students for Cultural literary and other co- curricular activities which are an integral part of the present education system.

Statue of The Father of Nation - Mahatma Gandhi was established on 30th January 2020. beside Botinical garden.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

19043289

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library as a Learning Resource -

A well-equipped library is a better learning resource for the students as well as for the faculty members, Books, journals, technology-aided learning mechanisms that enable the students to enrich their knowledge and information.

The College has a well-equipped library. The work of a library is valued by the treasure of knowledge it holds in the terms of books. Simultaneously its worth is valued by its use by the students and faculty members, and by the frequency of their visit to it.

The College has a digital library with a computer, laser printer, Reprographic facilities, and a Book reading room. The library has a collection of More than 11 thousand books.

The College has made conscious efforts to maintain a well-equipped library.

- Wehavetakenatremendousinitiativebycreating alibrary website- <https://librarykotma.wordpress.com/> for up-gradation of learning resources to our students.
- Implementation of ILMS (Integrated Library Management Software) Koha Software.
- A well-furnished reading room equipped with Internet facilities through a Wi-Fi network. Accessing important educational sites for research and e-resources with a single click
- We have a subscription of N-LIST, E-books and E-journal is available for students and faculties

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

5900

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

22

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- The Institute has Wi-Fi, LAN, Swan, Internet connection.
- The examination system is now totally computerized including the printing of required documents, maintaining of records, and downloading all information related to the examination, so that it can be conveyed to the students like changes in the timetable, etc.
- The administration room has a computer facility along with Wi-Fi so that information can be downloaded & sent online without any wastage of time. The use of computers in administration has increased the efficiency and added to the smooth functioning along with saving of time & paper.
- The Account section also makes use of computers for making payments online along with accepting fees from students through e-payment. This has not only led to a lot of transparency but also ease in handling financial matters.
- The Library has a computer & Wi-Fi facility which can be utilized by the students for searching books/ Study materials relevant to the subjects.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

22

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution		B. 30 - 50MBPS
File Description	Documents	
Upload any additional Information	No File Uploaded	
Details of available bandwidth of internet connection in the Institution	View File	
4.4 - Maintenance of Campus Infrastructure		
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)		
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)		
19043289		
File Description	Documents	
Upload any additional information	No File Uploaded	
Audited statements of accounts	No File Uploaded	
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File	
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.		
<ul style="list-style-type: none">• There are established systems and procedures for maintaining and utilizing physical, academic, and support Facilities - laboratory, library, sports complex, computers, classrooms etc.• For the smooth functioning of the college. The laboratory upkeep is taken care of by the HOD's of the departments with the help of the lab technicians and lab assistants.• The college has three laboratories for students for practical purposes. the students who are divided into batches for the smooth conduction of the practical sessions. Annual physical verification of• stock is conducted in all the departments/laboratories.		

- The library is regularly maintained and updated so that the staff and students can make use of it. Separate days are allotted for different categories of different classes and faculties. The library does the exercise of physical stock verification and upkeep and maintenance of library books.
- The sports equipment, ground, tracks, and courts, etc are maintained by the college campus development planning committee Sports Department.
- The classrooms and the entire campus are also maintained in a similar manner by the above- mentioned committee which works in collaboration with the IQAC under the guidance of the principal.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

897

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1401

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

175

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

148

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Extra-Curricular Activities:- Apart from academics, extracurricular activities are organized in the institute around the year. It plays a vital role in the overall development of the students - mentally, physically, and socially. The following events are conducted in the institute like National festivals Republic Day, Independence Day, National youth day, Hariyali Mahotsav, Environment day, Vasant Panchmi, Gandhi Jayanti, Teacher's day, etc. Students actively participate in the various competition of the college and win prizes every year in various inter-college/universities. Students are engaged in programs like self-defense workshops, blood donation camps, soft skill enhancement workshops, tree plantation, and social awareness campaigns. The institute also has an Anti-Ragging Committee which encourages students to provide a healthy environment to feel at home. This results that there is no single cause of ragging and harassment. The sports officer of the college always encourages and motivates the students to participate as per the scheduled calendar of higher education of Madhya Pradesh Government all the boys and girls participate in sports and cultural activities of the college, inter-college, university, inter-university, and

national level NSS wing plays a vital role in this institution which creates awareness about the environment, illiteracy, child marriage, etc, in the society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni meeting is held in the present year of 2021-22. The Alumni members attend the meeting and give their valuable suggestions for improvement and development of the institution. Alumni have given their suggestions for carrier guidance, Industry interaction monitoring, and personality development to the students. There were total 19members which gives their advices for the development of college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Every educational institute tries to achieve its goal by means of its own mission and vision. This college also has its own goal and mission which is prepared according to its local tribal and rural situations. College leadership and management try with a dedication to achieving this goal. College is trying to achieve this goal by means of stockholders. The goal of our college is to reach the light of higher education to the unapproachable poor tribal students by providing them quality education & preparing them to face the challenges of the time running. The vision of our college as:-

VISION:

"To provide quality education, to develop an all-round personality with total commitment to impart vocational skills among young students.

MISSION

- To impart quality and value-based education to raise the satisfactory levels to all the stakeholders.
- To motivate students for overall development through various Academic and Extra Co-curricular Activities.
- To develop social consciousness among students.
- To impart quality education for Semi-Urban / Rural areas

students who belong to ScheduleCaste, Schedule Tribe Category.

- To provide employability.

OBJECTIVES:

- To provide quality education.
- To upgrade an ideal library and laboratory.
- To establish an E-Learning center.
- To improve the employability of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution follows the policy of decentralization. Janbhagidari Samiti headed by the chairman nominated by state government or SDM (executive chairman in the absence of chairman) is responsible to take long term administrative decisions, staff council take routine decision and put suggestion before Janbhagidari Samiti regarding developmental issues. Various committees head by coordinators are formed by principal after discussion in staff council meetings to carryout different academic and nonacademic activities in a smooth manner. These committees have to report directly to the IQAC coordinator. before formulates common working procedures and entrusts the implementation through departments. The department coordinator manages day to day activities of the department and keeps a track of co-curricular and extracurricular activities in the College. Other units of the college like sports, arts, library etc. have operational autonomy under the guidance of the various committees /associations and students are involved in various departments in the decision-making process.

Student and concern professor actively participate in the decision-making process related with college administration through these committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has been a formally stated quality policy. IQAC is responsible for ensuring quality to the overall development of the institution.

The college encourages a participatory approach to develop and deploy quality to the functioning of its various administrative and academic units. Strategic plans and operational plans create and maintain a workforce that is well motivated, appropriately trained, equitably rewarded in institution objectives.

Quality is maintained through assessment of progress, summative assessment, feedback on performance, identifying problems cause and effect, clear allocation of responsibilities governance structure also consists of an accountability framework that includes.

- Functional direction.
- Computerization of administrative offices.
- Guidelines faculty training and administrative meetings from time to time.
- Providing internet connectivity facility.
- Perspective plan:
- Infrastructure:

The college has excellent facilities for cultural activities. The college has 02 LCD classrooms 01 conference Hall with LED monitors for a seminar with ICT facilities, as per the direction of World Bank, MP higher education Bhopal (M.P.). Our future Goal plans are divided into three parts.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Governing Body:

The Governing body of the college consists of the Principal as the Head of the Institution along with the members of the Teaching and Non-Teaching staff.

Administrative Setup:

The College administrative setup is headed by the principal. The principal is assisted by the IQAC Cell, and various committees consisting of members from teaching and non-teaching staff.

Staff Council:

The Staff Council is a statutory body that implements decisions of the theJanbhagidari committee related to academic, extra-curricular, and infrastructural activities through its various committees. The principal of the college functions as the Chairman of the Council.

Internal Quality Assurance Cell (IQAC):

IQAC is a UGC mandated body to ensure quality improvement in the field of academics, planning, and administration of the institution.

- Service Rules:

The service rules for the principal, teaching, and non-teaching staff are determined by those as laid down by UGC rules and regulations adopted by the state government from time to time.

- **Procedures:**
- All procedures related to admissions, recruitment, Leave, promotion, purchase of equipment and other objects and construction for augmenting infrastructure of the college are followed as per UGC guidelines and rules and regulations adopted by the state government.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Govt. Maharaja Martand College Kotma follows all rules regulations as per the State Government and UGC for the remuneration under the 7th Pay Commission as govt of Madhya Pradesh for all the teaching and Non-Teaching Staff.

The institution has effective welfare measures for teaching and non-teaching staff.

Some of them are enumerated hereunder:

- Medical reimbursement is allowed to all regular employees.
- Leave admissible as per Higher Education Department Leave rules (GOVT OF MADHYA PRADESH).
- Provision of admission of eligible wards of employees.
- Provident Fund loan/ NPS / final withdrawal facility is available as per Madhya Pradesh Government Rules.
- Maternity and paternity leave.
- Child Care leaves.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Govt. Maharaja MartandCollege Kotma has an effective Performance Appraisal System for teaching and non-teaching staff. The teaching and non-teaching staff has to fill CR forms

and sends them to the principal. The principal analyzes the duly filled CR forms by the teaching and non-teaching staff. In cases where laxity or lacunae is observed the teacher in question is counseled by the principal and urged to improve his/her performance in professional up-gradation and better service-delivery to our primary stakeholders, namely the students. After evaluating the CR forms principal of the college sends this form to the higher authority for the faculty members' increments as well as for their career advancement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Govt. Maharaja Martand College Kotma conducts internal audits regularly, the audit work is conducted by Auditor Daljeet Singh and Associates. CADaljeet Singh checks and verifies Accounts Book Very Carefully and sincerely, with supporting documents and bills and Boucher of every Financial year. with the help of supporting staff and accountants, the AUDIT REPORT of the Institution is attached. If objection occurs the reports are informed to the Higher authorities department to solve it.

The external auditors are appointed by Accountant General, Gwalior, Govt. of Madhya Pradesh, who have also audited Internal and External activities of the Institutions and reported them to Govt. Of Madhya Pradesh

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Government funds are released from salary allowance, telephone bills, electricity bills, travel allowances, books and stationery for sc/st students, various scholarships, like Gaon ki Beti, Pratibha Kiran, Aavas Yojana, Sambal Card, office stationery, uniform and other contingencies.

Optimal utilization of resource

The college maintains its infrastructure updated from time to time. It has prepared its policies for effective implementation and optimal utilization of its resources. Officially appointed peons maintain the cleanness of the classroom and campus of the college. Few contractual support staff is appointed through proper channel. The received funds are collected and used through the cheque, RTGS or NEFT mode. As per the priority and advised of CDC the fund is also utilized for infrastructural development and beautification, ICT device and up gradation, student's development, and necessary equipment for the skill-based courses

The fund received from various government and non-government bodies is utilized for:

- Salary,
- Development and maintenance of infrastructure,
- Augmentation of library and sports facilities and
- Organization of extracurricular activities
- Student welfare.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC ensures the proper implementation of academic calendar and Timetable.

- Appraisal report of teaching / and non- teaching staff is received in the form of CR and after attendance registers and daily teaching diaries are duly maintained and checked.
- IQAC ensures maximum utilization of infrastructural facilities attempts are made for extension and up gradation of classrooms and Laboratories. IQAC inculcates ICT based teaching learning process by using available resources for Innovative teaching activities- teaching PPT's, audio and visual aids etc.
- Regular meeting of IQAC is conducted to discuss various measures related to quality.
- IQAC motivates faculty members for professional development by participating in seminars/ conferences, working on research projects, publish research papers in journals and organizing seminars/conferences and workshops.
- Coaching for competitive exams for competent students.
- Use of IFMIS for all administrative and financial matters. E-statements of salary accounts. GPF records are available online. Leave applications are submitted online.
- Remedial classes for academically weak students and for students from weaker sections of society.
- evaluation by the Head of the Institution is forwarded to the higher authorities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes- IQAC is the backbone of the teaching learning process. As per UGC norms IQAC has a potential to act as catalyst for the infusion of quality culture in the Institution. Innovative strategies are devised to remove deficiencies and enhance quality in overall operations of teaching learning process. The following measures have been taken by IQAC to review its teaching learning process.

- Remedial classes for academically weak students and for students from weaker sections of society.
- IQAC of the institution has encouraged faculties and staff to promote and adopt reforms in teaching learning. In the institution, ICT has been adopted both in administrative as well as in teaching learning.
- Project and internship mandatory for all final semester UG and PG students.
- Availability of question bank for practice before exam.
- Teacher guardian scheme implemented to track record of students, check their attendance, performance in internal evaluation, identify the slow learners. and help them improve. Tracking students' status such as progression to higher education course, competitive exams passed job placement etc.
- Extension activities for community development are also monitored by the IQAC.
- Extension activities for community development are also monitored by the IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college is a co-educational institute we implement the motto in the promotion of SAVE THE GIRL CHILD- under the slogan Beti padhao- Beti Bacho in gender equity.

The number in the admission of girls increases every year. Thus, the college is devoted to providing qualitative education to the girls. . Moreover, facilities are provided by the institution to promote gender sensitization as follows

- Safety and security
- Counseling
- Common Rooms

1. Safety and security-
2. A senior and experienced armed security guard.
3. First aid facility
4. Separate washroom for the students on each and every floor of the building.
5. The CCTV camera has been installed in the entrance, library, exam section room, corridors, etc.
6. Unauthorized entries are restricted on the premises.

2. Counseling: The College provides counseling to girls students on personal and academic-related issues.

2- Common room- The institution has a rest/waiting room for girls can spend their time whenever they don't have classes and they can do a recreation of the academic activities effectively. 3-The scholarship gao ki beti and pratibha kiran are also provided to girls students to promote gender sensitization in college.

File Description	Documents
Annual gender sensitization action plan	1. Make sure participation of female staff and girls' students in various activities of college like Blood donation camp, Aids awareness programs, COVID-19 vaccination awareness, plantation etc in order to give back to the society. 2. Conduct programs related to cybercrime, safety and security and career enhancement trainings for female students in college. 3. To appreciate female staff and girls' students' various activities like rangoli competition, painting, lectures on women empowerment and international women's day celebration, are organised in college. 4. Self-defence programs is also conducted for female staff and students in college. 5. Promoting participation of girls in sports and yoga activities to aware about their physical fitness.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Safety and security Counseling Common Rooms, Sanitary Vending Machine

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling

system Hazardous chemicals and radioactive waste management

The college gives top priority to keep the campus clean and eco-friendly. All the members of institutions are advised to dispose of waste material properly. Dustbins are available at regular distances and needful places within the campus.

Waste management steps are as below:

- **Solid Waste Management** -Students and employees of the college are strictly instructed to throw non-biodegradable solid waste material in the dustbin which is collected by the municipality regularly. A garbage tank is also constructed within the campus for efficient biodegradable solid waste management.
- **Liquid Waste Management**-The sanitation water of the campus building is disposed of under the safety tank. The liquid waste generated from the laboratories is dumped under the soak pit.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for

D. Any 1 of the above

persons with disabilities (Divyangjan)
accessible website, screen-reading software,
mechanized equipment 5. Provision for
enquiry and information : Human
assistance, reader, scribe, soft copies of
reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Most of the students take admissions in the college from Local, Colliery Area and nearby villages. As per government rules, the admission process is carried out, through the Online Admission process via <https://epravesh.mponline.gov.in/>

As a result student from far ways places the study in our institution they hail from the different socioeconomic and cultural backgrounds.

Govt. Maharaja Martand College Kotma embraces all students and impacts quality, holistic based education.

The college has an effective role of catalyzing in the town to maintain the peace and Harmony for National integration. The college regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities. Our college belongs to rural background. Its activities have a very positive impact on society's cultural & communal thoughts directly.

The students are inculcated with the tolerance and harmony about cultural regional, linguistic communal socio-economic and other diversities by various activities such as

- Cleanliness drives under Swatch Bharat Abhiyan.
- Slogan writing by students on the theme of saving water, save trees, voters awareness, and some other social awareness.
- All National Festival, Non-violence Day (Gandhi Jayanti), and other national and regional festivals are celebrated in our institution to promote communal harmony among people.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Govt. Maharaja Martand College Kotma conducts for sensitizing and inculcating values among students. Occasionally Seminars on Constitutional Rights and Responsibility are conducted in the institutions, Like Birth Day of DR. Baba Saheb Ambedkar Jayanti, Architect of Indian Constitution, and Republic Day

Institute also provides an awareness program on the RIGHT TO VOTE as a citizen of India in each election conducted by the Election Commission of India

This sensitizes the staff and students on the value of democracy and constitutional responsibilities as a citizen of India

The preamble of the constitution, fundamental duties, and rights are displayed at the entrance gate of the institute which can be observed by everyone. National Anthem is sung by students and employees in all the programs conducted by the institution. National songs are also performed in all the programs. It makes the strong attachment of the students, employees, and citizens towards the values of the Indian Constitution. Various programs have been conducted to inculcate

the values, rights, and fundamental duties incorporating the freedom of expression among the students by which students become aware of their rights.

National Voters Day is celebrated each year on 25th January

Human Right Day - 10th December

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	National Voters Day is celebrated each year on 25th January Human Right Day - 10th December Consitutional day
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institute celebrates all days of Indian National and International Importance including commemorative days events and festivals. All kinds of activities are conducted related to the particular days and to create awareness among the students.

The Statue of Mahatama Gandhi, the father of the Nation has been installed on the college premises, and programs are conducted commemorating his birth and death anniversaries.

Institute pays tribute to all the national heroes on their Birth and death anniversaries. The event is followed either by lectures, rally or the competitions like elocution, singing, wallpapper, and rangoli, etc. The college organizes activities on these days of national importance to recall the events or contribution of our leaders in building the nation and imbibe moral and ethical behavior of students in their professional and personal lives. Various programs like Birth anniversary of Swami Vivekananda 12 Jan, 26th Jan Republic Day of India, 15th Aug Independence Day of India, 5th Sept Birth Anniversary of Dr. Sarvapalli Radhakrishnan Teacher's Day, 2nd Oct Birth anniversary of Gandhi 14th Nov Birth anniversary of Pandit Jawaharlal Nehru as Children Day 5th June world environment day are celebrated to inculcate values and ethics among the students towards the national and international days.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title: Book Reading competition

- To inculcate reading habits among the students.
- To create reading skills, analytical thinking skills, and communication skills among the students.
- To encourage reading books beyond the syllabus.

- To promote the use of library resources for effective learning.
- The circular is issued by the principal of the college to inform the students about the competition.
- Students are encouraged to take participate in the competition from all the disciplines.
- The faculty of the college enrolled the students who want to take participate in this competition.
- Books are issued from a set of selected books to the students on the basis of their choice.
- Students are assigned to read and present a report of a chapter of the book within the time limit.
- Students present a report of an allotted chapter in front of the monitoring committee.
- The faculty member evaluates the report or summary of each participant and announced the winner of the competition.
- The winners of the competition are appreciated and awarded prizes at the end of the competition.
- The record of the competition is maintained properly.

File Description	Documents
Best practices in the Institutional website	<p><u>To enhance skills of the students and make able to apply their knowledge to face and resolve real time challenges. There are two best practices developed in college. One is book reading competition, since book reading is way to enhance knowledge, information, and vocabulary and developing analytical thinking skills and writing skills. Therefore, book reading competition is organised in college in time to time in every year. Second best practice is up to date notice board which give us a lot of information about activities and events of the college.</u></p>
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Government Maharaja Martand College Kotma is situated in a tribal-dominated area and it has a responsibility towards the marginalized section of society. People of the locality mostly believe in traditional education, as the area is dominated by indigenous people, the institute has the vision to change the Teaching-Learning Environment into Activity base learning from the past few years.

Our Institution supports ICT tools in various ways:

1. Admission process
2. Teaching-Learning Process
3. E-Library
4. Scholarships
5. Social Awareness activities
6. Career opportunity and guidance.
7. Digital Fee Payment / Staff Salary
8. Being a government-affiliated institute, we are trying to provide enough opportunities for ICT-enabled class teaching. Some of them are:
 - The College has introduced innovative practices in the teaching-learning and evaluation process.
 - The College has developed smart classrooms to promote Information and Communication Technology for effective teaching-learning.
 - The college is adopting online teaching on various meet apps as a regular practice.
 - ICT classrooms teaching is a regular practice of our teaching schedule.
 - The college is concerned with developing ICT class teaching skills for our faculties, for this purpose, we motivate them to participate in Faculty Development Programs organized for this purpose.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1 To Organize National Level Seminar.

2 Organizing Criterion wise presentations as a step towards preparing for NAAC reaccreditation.

3 An effort to collaborate initiatives of Industry-Academia and Alumni for development of students.

4 To Start Msc. Programme in chemistry and M.A program in Hindi literature, English literature, economics and sociology.

5 Organize various student and faculty development programme.

6 To Start free coaching classes for Competitive Examination.

7 To motivate PG student regarding NET/SLET examination.

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