

# **Maharani Laxmi Bai Government College of Excellence, Gwalior (M.P.)**



## **Re-accreditation Cycle II**

### **Self Study Report**

*Submitted To:*

**NATIONAL ASSESSMENT & ACCREDITATION  
COUNCIL**

**PRESENTED BY –**

***Dr. Bharati Karnik***  
***Co – ordinator***

***Dr. D.K. Shitole***  
***Principal***

## **Internal Quality Assurance Cell**

- Dr. D.K. Shitole                      Principal
- Dr. Bharati Karnik                  Co- ordinator
- Dr.S.S. Tomar                        Member
- Dr. D.S.Rana                         Member
- Dr. K. Ratnam                        Member
- Dr. N.K.Chauhan                   Member
- Dr. A.K. Chaturvedi                Member
- Dr. Vibha Doorwar                  Member
- Dr. R.K.Singh                        Member
- Dr. N.K.Jha                            Member
- Dr. A.K. Sharma                      Registrar/DDO
- Dr. S.N.S. Bhadoriya                External- Expert
- Shri Ajay Dev Sharma                Chairman,Jan Bhagidari Samiti
- Abhishek Saraswat                  Student- Representative

### **Declaration by the Head of the Institution**

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.



Signature of the Head of the Institution with Seal:

Place:Gwalior

Date: 21/05/2014

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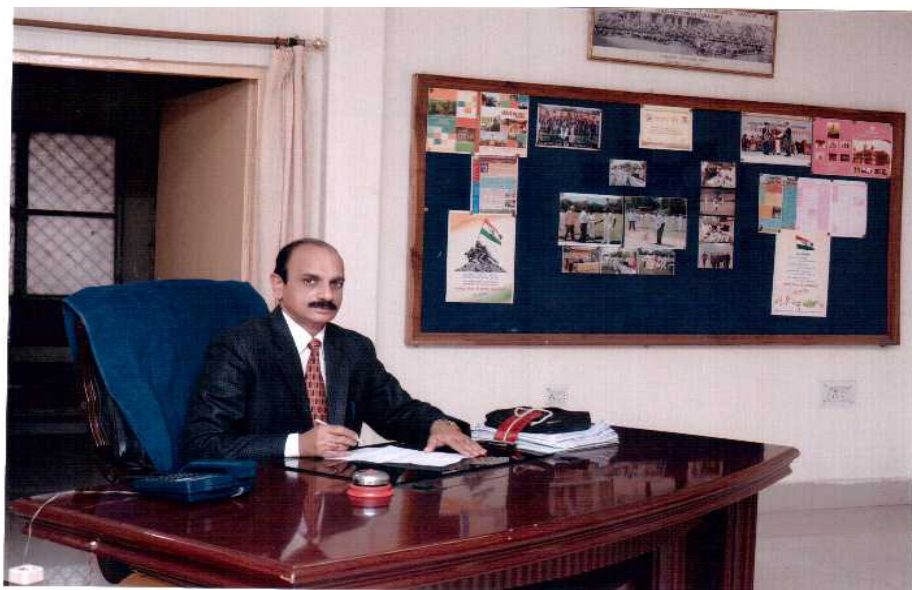
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## **PREFACE**

Maharani Laxmi Bai Govt. College of Excellence, Gwalior is one of the oldest and prestigious seats of learning in Madhya Pradesh. Affiliated to Jiwaji University, Gwalior, Madhya Pradesh established in July 1887, the college stands for quality and excellence. It has been awarded B<sup>++</sup> by National Academic Accreditation Council in Cycle 1.

Since the last visit of NAAC, the college has tried its best to tune itself to the changing paradigms of education. The college is pleased to get re-accredited by NAAC.

The quest of excellence is a ceaseless process and in this process evaluation and re-evaluation play an important part. During the last five years, the management of the college has examined and assessed the functioning of the institution, in order to fulfill promises made to its stakeholders. Adequate facilities, right environment, strong infrastructure, and empowered staff, has helped us to achieve our goals. I acknowledge the collective effort of the academic, administrative and support staff of the college. The institution eagerly looks forward to the respected NAAC Peer Team Visit.

**Dr. D. K. Shitole**

Principal, M.L.B. Government College of Excellence, Gwalior

## **Executive Summary**

Maharani Laxmi Bai Government College of Excellence, Gwalior is one of the most prestigious colleges of Northern India. It has been recognized as an **Institute for Excellence in Higher Education** by the State Government of Madhya Pradesh. The College provides a number of opportunities to its students through its multifarious academic programs and professional and vocational courses. The College is tirelessly striving to excel its glorious past.

The College has an illustrious history. The College was established in 1846 as ‘Lashkar Madarsa’, which later came to be known as the prestigious Victoria College of Gwalior in 1887. After India’s independence, it was renamed ‘Maharani Laxmi Bai Arts and Commerce College’. In the long course of its history, it remained affiliated to various universities, viz. Calcutta, Allahabad, Agra and Ujjain, and now it is affiliated to Jiwaji University, Gwalior. During the Seventh Plan period, the UGC granted it the status of an autonomous college on February 20, 1988 enabling it to innovate in the area of curriculum development, teaching and examinations. The College passed another milestone in its history in 2002 when it was recognized by the State Government as an **Institute for Excellence in Higher Education**. Vigorous efforts are afoot for further up-gradation of the College to Premier Institute.

The College towers above most of the colleges of the region in a number of ways. Some distinct features of the College are as follows:

- The building of the College is a grand feat of architecture, admired by the locals as well as the tourists. This majestic building of stone, an architectural marvel, is designed in the Indo-Saracenic style, blending Byzantine and European architectural features as domes, arches, arcades and thick walls etc.
- The College has a vast campus spread over nearly 22 acres of land. It has 110 rooms, auditoriums, conference halls, spacious lecture halls, computer laboratories, an indoor stadium, a large playground, a huge Central Library with Reading Rooms, a good hostel, with a guesthouse and the warden’s and asst.

warden's bungalows, a Girl's Common room, beautiful gardens and a large vehicle parking shed. The wealth of infrastructure is indeed the pride of the College.

- The College is well-equipped with laboratory equipment and modern technological devices like computers, internet, fax and e-mail facilities. The College's proposal for campus-wide networking is under the consideration of the UGC. The College has recently created a Computer Lab and Language Lab.
- The Central Library of the College has more than 1.6 lakh books and is one of the richest libraries of its kind.
- The College is a multi-faculty college which runs courses in the faculties of **Arts, Social Sciences, Commerce, Business Management and Law**. There are fifteen departments of different faculties in the College, out of which sixteen are post-graduate departments. All the departments are housed in well-furnished and spacious rooms. Various departments have their departmental libraries for post-graduate students. These department libraries are also well provided with valuable books and research journals. Besides doctoral research, UGC sponsored major and minor research projects are being carried out by almost all the departments of the College.
- The College has an online help center for students. This centre is a recognized B.Ed. Counseling Centre.
- The College is one of the most important research centers of Jiwaji University, Gwalior for doctoral and post-doctoral researchers. Scholars from Madhya Pradesh and other states are benefitted from the research facilities available here.
- The College offers many specialized courses like M.B.A., B.B.A., B.Com (Computer), M.L.I.Sc., B.L.I.Sc., LL.M. and Law Honours. All the courses offered by the College have been thoroughly revised and updated on the bases of UGC's recently provided "Model Curricula".

- In tune with the directives of the UGC and the State Government, the College has adopted the semester system of examination with effect from the academic session 2003-04.
- Following the State Government's policy for 'Colleges of Excellence' the College admits students with minimum 60% marks in the qualifying examination.
- The teaching staff of the College, which is appointed by the State Government after selection by the State Govt. consists of eminent scholars of various subjects. Out of eighty-four regular teachers, eighty-one have Ph.D.
- The administrative, technical and non-technical staff appointed by the State Government is efficient, sincere and hard-working.
- Number of sports, cultural and co-curricular activities are organized by the College for all-round development of the student. The College has three units of N.C.C. (Naval Wing), one unit of N.C.C. (Army Wing) and two units of N.S.S.
- Eminent persons who are alumni of the College are: Shri Atal Bihari Vajpayee (the-ex-Prime Minister of India), Shri Shiv Dayal Shrivastava (former Chief Justice of M.P. High Court), Captain Roop Singh (a renowned hockey player), Dr. U.S. Dharkar (a renowned neuro-surgeon), and Brigadier Kailash Prasad Pandey (a winner of Mahavir Chakra), and Dr. Shiv Mangal Singh 'Suman' (Former Vice-Chancellor of Vikram University, Ujjain).

With this background, the College has made ambitious plan for its further growth and development. In this respect, the Govt. of M.P. sanctioned Rs. 5 Crore for development of this college for upgrading the College to the status of Premier Institute. Through its relentless pursuit of excellence, the College strives to instill into its students, lofty ambitions.



## **SWOC Analysis of the Institution**

### **Strengths**

- The students of the College are its greatest strength. They excel in academic as well as extra-curricular activities.
- Our College is one of the greatest learning centers in northern Madhya Pradesh. It is also one of the oldest institutes of its kind in northern India, older than such great universities of the country like JNU, DU, BHU and AMU.
- The College has great infrastructure, sprawling over 22 acres. Its main building is a feat of architecture. Its infrastructure is so huge that it is used by the Election Commission in every elections. It has been the Control Center for Parliamentary and Assembly elections for decades. The college building is also hired by the Film Industry for the purposes of shooting movies.
- The college has a huge sports field. The college also has a huge indoor Badminton Court and Volleyball Stadium.
- The college has great ICT facilities, helping a lot of students in training for the soft society.
- Community Service carried by NSS and NCC are of par excellence.
- The Legal Aid Clinic is a unique venture of the College which has given free of cost legal aid to many a people in need.
- It is one of the oldest and the greatest research center of the region for 13 disciplines for doctoral and post-doctoral degrees.
- The college has 83 learned and dedicated faculty. 75 of them are research supervisors. There are 300 research scholars currently working on their subjects.

- The achievements of the students and the alumni of the college are of international level.

### **Weaknesses**

- In our self-finance courses, there is no permanent faculty.
- The college has to conduct exams and classes simultaneously which disturbs its routine.

### **Opportunities**

- As more and more people in the country are getting educated and are getting involved in social processes, the college has an opportunity to become a beacon of social awareness which will help the coming generations in the building of thought process and in the development of understanding of social, political and national issues.
- As the Rule of the Law in the country is getting better and more and more people and communities are coming on the national grid, it is imperative that in future legal counseling and expertise will be necessary for almost everyone. The institute being a bastion of legal studies in the region, wants to keep its lead and adapt according to the new free market environment and contribute to national growth.
- No country can establish its separate identity without the knowledge of its indigenous people, culture and traditions. The college already functions as a centre of research in which classical as well as tribal cultures are studied. The college wants to study and bring out the relevance of these traditional cultures in a global and fast-changing international and national scene.

### **Challenges**

- In the age in which everyone is running towards technical and vocational training courses, it is necessary to establish the need and importance of the various

disciplines of language and humanities. The college sees it as a challenge and aims to tackle it.

- Though the College has excellent ICT facilities, it aims to increase them even more, according to the growing demand of the time.
- As students are the real wealth of the college, the institution also wants to keep creating employable youth.

## B. Profile of the College

### 1. Name and Address of the College:

<b>Name</b>	Maharani Laxmi Bai Government College of Excellence Gwalior		
<b>Address</b>	Lashkar, Gwalior, Madhya Pradesh		
<b>City</b>	Gwalior	<b>District</b>	Gwalior
<b>State</b>	Madhya Pradesh	<b>Pin Code</b>	474009
<b>Website</b>	<a href="http://www.mlbcollegewwalior.org">www.mlbcollegewwalior.org</a>		

### 2. For Communication:

Designation	Name	Phone	Mobile	Fax No.	E-mail
<b>Principal</b>	Dr. D. K. Shitole	0751-2372199	09826936330	0751-2372199	<a href="mailto:heqmlbaacc@mp.gov.in">heqmlbaacc@mp.gov.in</a> <a href="mailto:mlbgwl@rediffmail.com">mlbgwl@rediffmail.com</a>
<b>Vice Principal</b>		No such post exists			
<b>Steering Committee Coordinator</b>	Dr. Bharati Karnik	0751-2372199	09425717954	0751-2372199	<a href="mailto:iqacmlb@gmail.com">iqacmlb@gmail.com</a> <a href="mailto:bharatikarnik.karnik@gmail.com">bharatikarnik.karnik@gmail.com</a>

### 3. Details of the Institution:

<b>Affiliated College</b>	✓
<b>Constituent College</b>	
<b>Any Other (specify)</b>	

**4. Type of Institution**

<b>a.</b>	<b>By Gender</b>		
	i.	For Men	
	ii.	For Women	
	iii.	Co-education	✓
<b>b.</b>	<b>By Shift</b>		
	i.	Regularly	
	ii.	Day	✓
	iii.	Evening	

**5. Is it a Recognized Minority Institution?**

Yes	
No	✓

**6. Source of Funding:**

<b>Government</b>	✓
<b>Grant-in-aid</b>	
<b>Self-financing</b>	
<b>Any Other</b>	

**7. a) Date of Establishment of the College:**

01-07-1887

**b) University to which the College is affiliated:**

Jiwaji University, Gwalior (M.P.) (Annexure. 01)

**c) Details of UGC Recognition**

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
I. 2 (f)	01-07-1964	--
II. 12 (B)	01-07-1964	--

(Annexure. No. 02)

**d) Details of recognition/ approval by statutory/ regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)**

Under Section/ Clause	Recognition/ Approval details Institution/ department/ programme	Day, Moth and Year	Validity	Remarks
i.	M.B.A. – AICTE	19.03.2013	2013-14	
ii.	B.A.LL.B., LL.B. (3YDC) – BCI	17.06.2011	2016	Inspection fee deposited and BCI's inspection awaited

(Annexure. 03 and 04)

**8. Does the Affiliating University Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?**

Yes	✓
No	

**If yes, has the college applied for autonomy?**

Yes	
No	✓

**9. Is the college recognized**

**a. By UGC as a College with Potential for Excellence (CPE)?**

Yes	
No	✓

**b. For its performance by any other government agency?**

Yes	✓
No	

(Annexure. 05)

Yes. By Department of Higher Education, Government of Madhya Pradesh

**Date of Recognition:** 03-07-2002

**10. Location of the Campus and Area in sq.m:**

Location	Urban
Campus area in sq. mts.	89031.20 sq. m
Built up area in sq. mts.	40468.70 sq. m

**11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.**

- Auditorium/seminar complex with infrastructural facilities ✓
- Sports facilities

- ☒ play ground ✓
- ☐ swimming pool ✕
- ☐ gymnasium ✕

- **Hostel**

- |  |     |
|--|-----|
| ○ Boys' hostel                                 | ✓   |
| i. Number of hostels                           | 01  |
| ii. Number of inmates                          | Nil |
| iii. Facilities (mention available facilities) | ×   |
| ○ Girls' hostel                                |     |
| i. Number of hostels                           | ×   |
| ii. Number of inmates                          | ×   |
| iii. Facilities (mention available facilities) | ×   |
| ○ Working women's hostel                       |     |
| i. Number of inmates                           | ×   |
| ii. Facilities (mention available facilities)  | ×   |

- **Residential facilities for teaching and non-teaching staff (give numbers available – cadre wise)** ✓ - 03

Cafeteria ×

### Health centre –

First aid ✓



Inpatient	×
Outpatient	×
Emergency care facility	×
Ambulance	×
Health centre staff	×

	Full Time	Part Time
Qualified Doctor	×	×
Qualified Nurse	×	×

- Facilities like banking, post office, book shops ×
- Transport facilities to cater to the needs of students and staff ×
- Animal house ×
- Biological waste disposal ×
- Generator or other facility for management/regulation of electricity and voltage ✓ - 04
- Solid waste management facility ×
- Waste water management ×
- Water harvesting ✓

## 12. Details of programs offered by the institution :

Program me Level	Name of the Programme/ Course	Durati on/ Years	Entry Qualification	Medium of Instruction	Sanctioned/ approved student strength	No. of students admitted
Under-Graduate	B.A.	3	Minimum 60% marks in H.S.C.	Hindi/ English	I	300
					II	300
					III	300
	B.Com.	3	Minimum 60% marks in H.S.C.	Hindi/ English	I	560
					II	560
					III	560
	B.Com. with Computers	3	Minimum 60%	Hindi/ English	I	80

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			marks in H.S.C.		II	80	<b>66</b>
					III	80	<b>62</b>
	B.B.A.	3	Minimum 60% marks in H.S.C.	Hindi/ English	I	60	<b>26</b>
					II	60	<b>25</b>
					III	60	<b>45</b>
	B.A.LL.B.	5	Minimum 45% in H.S.C.	Hindi/ English	I	80	<b>80</b>
					II	80	<b>70</b>
					III	80	<b>65</b>
					IV	80	<b>61</b>
					V	80	<b>49</b>
	LL.B. (3YDC)	3	Minimum 45% in Graduation	Hindi/ English	I	320	<b>258</b>
					II	320	<b>177</b>
					III	320	<b>109</b>
	B.L.I.Sc.	1	Minimum 60% in Graduation	Hindi/ English	30		<b>09</b>
<b>Post-Graduate</b>	M.A. in Hindi Literature	2	Minimum 60% in Graduation	Hindi	I	35	<b>21</b>
					II	35	<b>08</b>
	M.A. in English Literature	2	Minimum 60% in Graduation	English	I	40	<b>26</b>
					II	40	<b>13</b>
	M.A. in Sanskrit Literature	2	Minimum 60% in Graduation	Hindi/ Sanskrit	I	35	<b>07</b>
					II	35	<b>06</b>
	M.A. in Geography	2	Minimum 60% in Graduation	Hindi/ English	I	25	<b>08</b>
					II	25	<b>04</b>
	M.A. in History	2	Minimum 60% in Graduation	Hindi/ English	I	35	<b>07</b>
					II	35	<b>06</b>
	M.A. in Political Science	2	Minimum 60% in Graduation	Hindi/ English	I	35	<b>12</b>
					II	35	<b>06</b>
	M.A. in Defense and Strategic Studies	2	Minimum 60% in Graduation	Hindi/ English	I	25	<b>05</b>
					II	25	<b>04</b>
	M.A. in Sociology	2	Minimum 60% in Graduation	Hindi/ English	I	35	<b>08</b>
					II	35	<b>04</b>
	M.A. in Psychology	2	Minimum 60% in Graduation	Hindi/ English	I	25	<b>09</b>
					II	25	<b>15</b>
	M.A. in Philosophy	2	Minimum 60% in Graduation	Hindi/ English	I	25	<b>02</b>
					II	25	<b>00</b>
	M.A. in Economics	2	Minimum 60% in Graduation	Hindi/ English	I	35	<b>06</b>
					II	35	<b>01</b>
	M.A. in International Relations	2	Minimum 60% in Graduation	Hindi/ English	I	35	<b>01</b>
					II	35	<b>00</b>
	M.Com	2	Minimum 60% in Graduation	Hindi/ English	I	70	<b>57</b>
					II	70	<b>60</b>
	M.L.I.Sc.	1	Minimum 60% in B.L.I.Sc.	Hindi/ English	40		<b>25</b>
<b>Ph.D.</b>	L.L.M.	2	Minimum 60% in L.L.B.	Hindi/ English	I	30	<b>30</b>
					II	30	<b>30</b>
	M.B.A. (Personnel Management)	2	1) Minimum 50% in Graduation 2) Selection through MPMET	Hindi/ English	I	60	<b>57</b>
					II	60	<b>60</b>
	In Hindi Literature, English Literature, Sanskrit Literature, Geography, History, Political Science, Military Science, Literary Science, Sociology, Psychology, Philosophy, Economics, International Relations, Law	4	1) Minimum 55% in Post-Graduation 2) Through entrance examinations	Hindi/ English/ Sanskrit	Max. 4 Years		<b>314</b>

**13. Does the college offer self-financed programmes?**

Yes	✓
No	

If yes, how many?

04

**14. New programmes introduced in the college during the last five years if any?**

Yes	×	No	✓	Number	×
-----	---	----	---	--------	---

**15. List the Departments** (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.):

**Faculty of Arts**

- Economics
- English
- Geography
- Hindi
- History
- Library Science
- Mathematics
- Defence & Strategic Studies
- Philosophy
- Political Science & International Relations
- Psychology

- Sanskrit
- Sociology

### Faculty of Commerce

- Department of Commerce

### Faculty of Management

- Department of B.B.A. (Self-financed)
- Department of M.B.A. (P.M.) (Self-financed)

### Faculty of Law

- Department of Law (Regular)
- Department of Law (Self-financed)

**16. Number of Programmes offered under** (Programme means a degree course like B.A., B.Sc., M.A., M.Com.)

a.	Annual System	
b.	Semester System	23
c.	Trimester System	

**17. Number of Programmes with**

a.	Choice based Credit System	Nil
b.	Inter/ Multidisciplinary Approach	03
c.	Dual Degree	Nil

**18. Does the college offer UG and/ or PG programmes in Teacher Education?**

Yes	
No	✓

If yes,

- a. **Year of Introduction of Programme (s)** \_\_\_\_\_ (dd/mm/yyyy)  
**and number of batches that completed the programme:** Not Applicable
- b. **NCTE recognition details:** Not Applicable

**c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?**

Yes	
No	✓

**19. Does the college offer UG or PG programme in Physical Education?**

Yes	
No	✓

**20. Number of teaching and non-teaching positions in the Institution**

Positions	Teaching Faculty						Non-teaching Staff	Technical Staff		
	Professor		Assistant Professor (PB - IV)		Assistant Professor					
	M	F	M	F	M	F	M	F	M	F
Sanctioned by the UGC/ University/ State Government Recruited	21	15	30	14	02	01	11	02	02	00
Yet to Recruit	-	-	-	-	-	-	-	-	-	-
Sanctioned by the Management (Jan Bhagidari) Recruited	-	-	-	-	09	07	-	-	-	-
Guest Faculty Against the Post (Govt.)	00	00	00	00	00	02	00	00	00	00
Yet to Recruit	-	-	-	-	-	-	-	-	-	-

**21. Qualifications of the Teaching Staff:**

Highest Qualification	Professor		Asst. Professor (PB IV)		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./ D. Litt.	01	-	-	-	-	-	01
Ph.D.	20	15	27	12	-	01	75
M. Phil.	-	-	-	01	01	-	02
PG	-	-	03	01	01	-	05
Temporary Teachers							
Ph.D.	-	-	-	-	01	08	09
M. Phil.	-	-	-	-	03	-	03
PG	-	-	-	-	05	01	06
Part-time Teachers							
Ph.D.	-	-	-	-	-	-	-
M. Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

**22. Number of Visiting Faculty/ Guest Faculty engaged with the College.**

18

**23. Furnish the number of the students admitted to the college during the last four academic years.**

Categories	2012-13		2011-12		2010-11		2009-2010	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	504	38	475	60	489	65	407	55
ST	07	01	09	02	12	02	08	03
OBC	1131	188	684	127	680	150	904	147
General	1132	148	1525	137	1598	168	1180	135

**24. Details on students enrollment in the college during the current academic year:**

Type of Students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	2370	477	00	224	3071
Students from other states of India	151	25	00	90	266
NRI students	00	00	00	00	00
Foreign students	00	00	00	00	00
Total	2521	502	00	314	3337

**25. Dropout rate in UG and PG (average of the last two batches)**

UG	17
PG	20

**26. Unit Cost of Education**

a.	Including the Salary Component	24,760/-
b.	Excluding the Salary Component	252/-

**27. Does the college offer any programme/s in distance education mode (DEP)?**

Yes	✓
No	

If Yes,

a) Is it a registered center for offering distance education programmes of another University?

Yes	✓
No	

**b) Name of the University which has granted such registration.**

Bhoj Open University

**c) Number of programmes offered**

01

**d) Programmes carry the recognition of the Distance Education Council.**

No

**28. Provide Teacher-student ratio for each of the programme/ course offered**

S. No.	Programme	Name of the Course	Teacher-Student Ratio
1.	UG	B.A.	1:10
		B.Com	1:55
		B.Com with Computers	1:15
		B.B.A.	1:19
		B.A. LL.B	1:22
		LL.B (3YDC)	1:86
		B.L.I.Sc.	1:02
2.	PG	M.Com	1:7
		M.B.A.	1:23
		LL.M.	1:10
		M.L.I.Sc.	1:6
		M.A. in English	1:4
		M.A. in Hindi	1:5
		M.A. in Sanskrit	1:4
		M.A. in Sociology	1:3
		M.A. in Economics	1:1.5
		M.A. in Political Science	1:3
		M.A. in International Relations	4:1
		M.A. in Defense and Strategic Studies	1:2
		M.A. in Geography	1:3
		M.A. in History	1:3
		M.A. in Philosophy	1:1
		M.A. in Psychology	1:8



**29. Is the college applying for Accreditation:**

**Accreditation:**

<b>Cycle 1</b>	-	<b>Cycle 2</b>	✓
<b>Cycle 3</b>	-	<b>Cycle 4</b>	-

**Re-Assessment:**

-
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**30. Date of accreditation (applicable for Cycle2, Cycle 3, Cycle 4 and re-assessment only)**

Cycle 1: 16-02-2004

Accreditation Outcome/ Result: B<sup>++</sup>

\* Kindly enclose copy of accreditation certificate (s) and peer team report (s) as an annexure. (Annexure. 06 and 07)

**31. Number of working days during the last academic year. (2012-13)**

287
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**32. Number of teaching days during the last academic year** (Teaching days means on which lectures were engaged excluding the examination days)

198
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**33. Date of establishment of Internal Quality Assurance Cell (IQAC)**

IQAC: 01-07-2004
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**34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.**

AQAR 1: 2004-2005

AQAR 2: 2005-2006

AQAR 3:	2006-2007
AQAR 4:	2007-2008
AQAR 5:	2008-2009
AQAR 6:	2009- 2010
AQAR 7:	2010- 2011
AQAR 8:	2011- 2012

**35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/ descriptive information)**

- The college was awarded the status of excellence by M.P. State Government in 2002.
- M. L. B. Govt. College of Excellence is the only College accredited B++ by NAAC in the Gwalior Division.
- Post-accreditation, the college has established IQAC in July 2004.
- IQAC effectively works for the academic progress of the institution.

# CRITERION-WISE INPUTS

## **CRITERION I : CURRICULAR ASPECTS**

### **1.1 Curriculum Planning and Implementation**

#### **1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders:**

Setting higher standards in dissemination, extension and creation of knowledge as a matter of routine, we train our students for playing worthy role in nation building, meeting the challenges of times and leading the society. Simultaneously we initiate them to the best practices of ethics and humanitarianism. In all these endeavours, excellence is our baseline.

The Mission and Vision of the institution are communicated to all the stakeholders through:

- the Prospectus,
- Institutional Website ([www.mlbcollgegwaliar.org](http://www.mlbcollgegwaliar.org)),
- Through routine extension activities carried out by the respective committees and groups.

#### **1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).**

The Department of Higher Education, Govt. of M. P. provides academic calendar to all Govt. colleges. It is mandatory for the institution to implement the academic calendar.

- At the beginning of the session, staff-council meeting is held to formulate the mechanism for effective implementation of the academic calendar.

- The main time-table committee frames the main time-table of the college.
- Teachers prepare teaching plan and regularly maintain detailed teacher-diary and student attendance register. This is regularly monitored by the respective HoD and the Principal.

**1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/ or institution) for effectively translating the curriculum and improving teaching practices?**

- The College has very good infrastructure and other facilities for effective imparting of knowledge skills to the students. There are state-of-the-art audio-visual facilities for effective teaching. Internet connectivity is available in the college.
- Apart from the Central Library of the College, (with 1.6 lakh books) every P.G. Department of the college has its own library with all the latest books and journals available for faculty and students.
- The Head of the Institution supports the faculty in accomplishing their duties.
- The college administration provides conducive environment, making it easier for the faculty to build and maintain a knowledge environment in the institution.
- There is transparency in the disbursement of aid received from the UGC.

**1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the curriculum provided by the affiliating University or other statutory agency.**

- The institution strictly adheres to the curriculum and academic calendar provided by the affiliating university and the M.P. State Government.
- The College organizes regular workshops for the students for the effective curriculum delivery. The workshops focus on skill development and skill management in specific areas, benefitting the students in their careers and otherwise.
- The faculty members organize special classes for advanced learners as well as weak students in order to cope with the diverse capabilities of the students.
- The Principal of the Lead College, Gwalior and Additional Director Higher Education, Gwalior Division conducts surprise inspections.

**1.1.5 How does the institution networks and interacts with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum.**

The institution networks and interacts with beneficiaries such as:

- **Industry:** The students of the management department undergo for training in various local industries and companies.

The institution interacts with the industry through Vivekanand Placement Cell which organizes Skill Development Programs and holds campus interviews.

- **Research Bodies:** MHRD (Delhi), UGC, ICSSR, ICHR have provided financial and research assistance to faculty members of the Institute.

Central Indian Historical Research Foundation, Gwalior (M.P.) organizes its seminars in the College.

Students from Department of Psychology visit Government Mental Health Institute, Gwalior to learn psychological counseling.

- **University:** Faculty members who are chairman and members in Board of Studies provide academic inputs.

Faculty members interact with the University as Chairman and members in various committees of the University. Following are the details:

**Chairman BoS:** Dr. D. K. Shitole (S&DS), Dr. Savita Rastogi (Sanskrit), Dr. S S Tomar (Geography), Dr. Archana Agrawal (English), Dr. Vijay Laxmi Gupta (Philosophy).

**Members BoS:** Dr. Neerja Verma, Dr. Savita Verma, Dr. A K Sharma, Dr. Jitendra Shrivastava (Library Science), Dr. Suniti Shrivastava (Sociology), Dr. N S Chauhan, Dr. Vibha Doorwar, Dr. Alka Bhargava (Political Science), Dr. V K Sharma, Dr. R K Vaidya (S&DS), Dr. N K Chauhan, Dr. V K Shrotriya (Law), Dr. Sudhir Sharma (Economics), Dr. S P Pauranik (Hindi), Dr. Anita Tiwari (Psychology).

**Members Examination Committee:** Dr. Neerja Verma, Dr. Sarita Verma, Dr. Alka Bhargava, Dr. A K Chaturvedi, Dr. R C Gupta (Commerce).

**Research Committee:** Dr. K Ratnam (History), Convener, Ph.D., Research Committee.

**Inspection Committee:** Dr. D K Shitole, Dr. R C Gupta, Dr. Sarita Verma, Dr. P V Rao.

**Selection Committee:** Dr. R C Gupta (For Management and Commerce Department), Dr. Sarita Verma (For Library Science), Dr. Suniti Shrivastava, Dr. Mamta Dubey (Sociology), Dr. Vibha Doorwar (Political Science).

**Vice-Chancellor Nominee in College Development Council:**

Professor Representative, – Dr. R C Gupta (2011), Dr. M K Vaidya (2013).

**NSS Advisory Committee:** Dr. Ravikant Adalatwale

**1.1.6 What are the contributions of the institution and/ or its staff members to the development of the curriculum by the University? (No. of staff members/ Departments represented on the Board of Studies, Student feedback, teacher feed-back, stakeholders feedback provided, specific suggestions etc.)**

The Faculty members of the College, who are the members of the Board of Studies in the Universities, help in designing curriculum through their expert inputs which involve the students more practically in their courses, like projects involving contemporary and live issues.

The students give feedback at the end of every semester. Their views and wants are taken into account and promptly incorporated into the next year programme.

The following staff members have contributed as the members on Board of Studies as Chairpersons of Board of Studies of their respective departments:

- Dr. D K Shitole, Chairman, BOS, Strategic and Defense Studies, Jiwaji University
- Dr. Savita Rastogi, Chairperson, BOS, Sanskrit, Jiwaji University
- Dr. S S Tomar, Chairman, BOS, Geography, Jiwaji University
- Dr. Vijaylakshmi Gupta, Chairman, BOS, Philosophy, Jiwaji University
- Dr. Pushpa Thakur, Chairman, BOS, Law, Jiwaji University



- Dr. Archana Agrawal, Chairman, BOS, English, Jiwaji University

The following staff members have contributed as the members on Board of Studies:

- Dr. Krishna Jain – Sanskrit
- Dr. Neerja Verma – Library Science
- Dr. Suniti Shrivastava – Sociology
- Dr. N S Chouhan – Political Science
- Dr. Vibha Doorwar – Political Science
- Dr. Alka Bhargava – Political Science

**1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating University) by it? If ‘yes’, give details on the process. (Needs Assessment, Design Development and Planning) And the Course for which the Curriculum has been developed.**

Not Applicable

**1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?**

With the introduction of semester system, the institution has adopted and implemented:

- (i) Mechanism of continuous comprehensive evaluation.
- (ii) Project/Field work in the last semester at U.G. & P.G. level.
- As the institution is an affiliated college the measures taken by the M.P. State Higher Education Department for quality sustenance and quality enhancement are adopted and

implemented. After the accreditation by NAAC, the college has setup I.Q.A.C. to monitor quality of education.

- The placement cell, consultancy service, grievance redressal cell, personality development programs have contributed to sustenance and enhancement of quality of the institution. During the last five years, the institution has provided good impetus to research activities.

## **1.2 Academic Flexibility**

### **1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.**

The distinctive goals and objectives of the institution are reflected through excellence in learning and developing skills to equip students with professional expertise.

- The Vivekananda Placement Cell conducted various Skill Development short term courses for the students, such as:
- M S Office, Mobile Repair, Tele-course, two-month course in Career Guidance and Personality Development.
- The Cell organized career fair.

### **1.2.2 Does the institution offer programmes that facilitate twinning/ dual degree? If 'yes', give details.**

No.

### **1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and**

**improved potential for employability. Issues may cover the following and beyond:**

- **Range of Core / Elective options offered by the University and those opted by the college**

19 elective

- **Choice Based Credit System and range of subject options**

The Department of Higher Education does not provide credit system facility.

The students are given choice to choose subjects within a group. The groups offered are as follows:

- Subject Group First: English Literature/ Sanskrit/ Hindi Literature/ Functional English
- Subject Group Second: History/ Economics/ Philosophy
- Subject Group Third: Sociology/ Defence and Strategic Studies (Military Science), Psychology
- Subject Group Fourth: Political Science/ Maths/ Geography

- **Courses offered in modular form**

Not Applicable

- **Credit transfer and accumulation facility**

Not Applicable.

- **Lateral and vertical mobility within and across programmes and courses**

Lateral mobility: Not applicable.

Vertical mobility: Allowed to keep term facility

- **Enrichment courses**

B.Com with Computer and B.A. with Functional English

**1.2.4 Does the institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**

Yes. There are four self-financed and two partial self-financed programs offered by the institution. Self-financed programs are : B.B.A., M.B.A., B.Com. with Computer and LL.B. Honours. Partially self-financed programs are B.LI.Sc. and M.LI.Sc.

They are similar to other regular programs in all matters expect for admission procedure which is offline and fee structure which is higher than other regular programs.

**1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.**

Yes. The college offers following additional skill oriented programmes:

- B.Com with Computer. (The Institute believes that computer skills are necessary for Commerce students today in the job market and hence the B.Com students are provided the requisite education.)
- B.A. with Functional English. (Arts courses have generally been more concerned with literature. But looking at today’s needs, the institution believes that a working knowledge of English language is necessary and hence it provides Functional English training.)
- B.A. LL.B. (It is a five-year dual degree programme which saves a year and acquaints the students with law at the initial stage.)

- 1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?**

Not Applicable.

### **1.3 Curriculum Enrichment**

- 1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?**

The Institution incorporates theory with practicals, work projects, internships, seminars, extension lectures, workshops etc. to supplement University curriculum.

- 1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?**

The College being an affiliated institution follows the curriculum/ academic rules and regulations of the University and the M.P. State Higher Education Department.

The IQAC of the College regularly takes feedback from the students. The feedback received is analyzed by the respective departments and necessary steps are taken to enrich and organize the curriculum.

To cater to the needs of the dynamic employment market, computer skill as a paper in foundation course at the graduation level is included. The college also offers B.Com with Computer, B.L.I.Sc. M.L.I.Sc. B.B.A, M.B.A, B.A.LL.B.

**1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?**

The efforts made by the institution to address following issues are:

- **Gender:** For gender sensitization, the college strictly follows Vishakha guidelines.

To maintain healthy and safe environment for women in the campus, the college has set up anti-sexual harassment cell. Dr. Suniti Shrivastava (HoD Sociology) is presently its Convener.

To promote bright girl students, 'Gaon Ki Beti' and 'Pratibha Kiran' schemes of M.P. State Govt. are effectively implemented. Dr. Shushil Kumar is the convener of 'Gaon Ki Beti' scheme. Dr. Geeta Shrivastava is the convener of 'Pratibha Kiran' scheme.

- **Climate Change:** The NSS unit of the college has adopted hi-tech plantation technique in the campus.

The college also has a water-harvesting system.

- **Environmental Educational:** To create awareness, among students regarding environment, students of U.G. study one compulsory paper as 'Environment Studies' (III & IV Sem.)
- **ICT:** To develop effective ICT skill in students. The undergraduate final year students study a paper – Computer Education in the F.C. The college has four well-equipped Computer-Labs. One language Lab with thirty consoles. Dr. Gopal Ghosh (English) is in charge of Language Lab. Dr. Jitendra Kumar Shrivastava (Library and Information Sc.) is Professor in-Charge of Computer Lab, The Computer Learning Centre for Computer Literacy. It provides an additional opportunity to college students to undertake diploma course.

**1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?**

- **Moral and ethical values:** The co-curricular and extensions activities of the College focus on the moral and ethical values. The courses offered in the College are value added courses.
- **Employable and life skills:** B.B.A, M.B.A B.L.I.Sc, M.L.I.Sc., and B.A.LL.B programs.
- **Better career options:** Short term courses and Campus Placement.
- **Community orientation:** Campaigns and Activities conducted by the NSS and NCC wings of the College, regarding social issues, such as blood donation camp, anti-drugs campaign, Red Ribbon Club, Health Camps, Environment Protection Awareness activities etc.

**1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?**

On the basis of feedback received from the students and faculty, teachers who are members in Board of Studies communicate and try to incorporate inputs received for the benefit of the students.

**1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?**

The institution monitors and evaluates the quality of its enrichment programmes by time to time revision and by the continuous evaluation of the performance of the students, opting for the enrichment programmes. The performance of the students is also monitored by the Head of the Department, the faculty and the college administration.

## **1.4 Feedback System**

### **1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?**

As per the rules of the M.P. Higher Education Department, the College follows the syllabi framed by the Central Board of Studies, Bhopal in Graduation.

**Chairman BoS:** Dr. D. K. Shitole (D&SS), Dr. Savita Rastogi (Sanskrit), Dr. S S Tomar (Geography), Dr. Archana Agrawal (English), Dr. Vijay Laxmi Gupta (Philosophy).

**Members BoS:** Dr. Neerja Verma, Dr. Savita Verma, Dr. A K Sharma, Dr. Jitendra Shrivastava (Library Science), Dr. Suniti Shrivastava (Sociology), Dr. N S Chauhan, Dr. Vibha Doorwar, Dr. Alka Bhargava (Political Science), Dr. V K Sharma, Dr. R K Vaidya (S&DS), Dr. N K Chauhan, Dr. V K Shrotriya (Law), Dr. Sudhir Sharma (Economics), Dr. S P Pauranik (Hindi), Dr. Anita Tiwari (Psychology).

### **1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If ‘yes’, how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?**

Yes:

- The College regularly seeks feedback from students on the prescribed proforma provided by IQAC.
- Guidance is taken from Alumni through interaction in annual meetings of the association.
- Views of parents are sought in the parents-teachers meetings.
- Experts from industries and service-sector are regularly invited to guide students. Their advice and comments are taken into consideration in formulating policy.



- The Janbhagidari Committee meetings are held at regular intervals. The members of Janbhagidari Samiti who come from different walks of life are eminent members of the society. They provide their valuable suggestions in initiating changes in new programs.

**1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)**

Nil.

## **CRITERION II: TEACHING – LEARNING AND EVALUATION**

### **2.1 Student Enrollment and Profile**

#### **2.1.1 How does the college ensure publicity and transparency in the admission process?**

The Department of Higher Education, Madhya Pradesh Government has adopted online admission process to ensure transparency in the admission process.

To publicize admissions, the prospectus of the College is printed annually. Institutional website is operational and updated regularly.  
[www.mlbcollegegwalior.org](http://www.mlbcollegegwalior.org)

#### **2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.**

- Merit: The minimum percentage of admission in the College of Excellence is 60%.
- Admission in MBA is through selection by MP MET.
- In the self-financed programs, admission is on merit basis at college level counseling.

#### **2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.**

##### **Minimum and Maximum Percentage of marks for admission (2013-14)**

<b>UG</b>	<b>Programme</b>	<b>Minimum %</b>	<b>Maximum %</b>
	B.A.	60%	86%

	B.Com.	60%	80%
	B.Com. (Computer)	60%	80%
	B.B.A.	60%	85%
	B.A.LL.B.	45%	79%
	L.L.B.	45%	66%
	B.L.I.Sc.	60%	73%
<b>P.G.</b>	M.A. in English	60%	71%
	M.A. in Hindi	60%	68%
	M.A. in Sanskrit	60%	69%
	M.A. in Pol. Sci.	60%	70%
	M.A. in Sociology	60%	68%
	M.A. in Economics	60%	69%
	M.A. in History	60%	70%
	M.A. in Geography	60%	66%
	M.A. in Philosophy	60%	67%
	M.A. in Psychology	60%	71%
	M.A. in Defence & Strategic Studies	60%	65%
	M.A. in Int. Relations	60%	62%
	M.Com.	60%	68%
	M.B.A.	60%	65%
	L.L.M.	60%	63%
	M.L.I.Sc.	60%	64%

**2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If ‘yes’ what is the outcome of such an effort and how has it contributed to the improvement of the process?**

The college strictly follows the rules laid down by both the University and the Government of Madhya Pradesh to ensure transparency in the admission procedure. Duly filled-in application forms are scrutinized. Admission committees of the college and of the departments prepare the admission list on the basis of merit. These lists are displayed on the notice board. The administrative office uses computers and specially designed softwares for carrying out the admission process. From 2011-12, the M.P. Government has initiated online admission (registration) process followed by the college level council.

The positive outcome of the online admission process has resulted in the increase in number of students.

**2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.**

The college being a government institute, follows all the reservation norms of the M.P. State Higher Education Department, which are as follows:

- SC/ST – 16% seats are reserved for the SC students and 20% for the ST students.
- OBC – 14% seats are reserved for the OBC candidates.
- Women – 30% reserved in each category.
- Differently-abled – 3% are reserved.
- Wards of Freedom Fighters/ Ex-servicemen/ Armed Forces – 3%
- Wards of Employees of Higher Education, M.P. – 2%

**2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.**

Programmes	Number of Applications	Number of Students Admitted	Demand Ratio – Seats: Applications
<b>Year 2009-10</b>			
<b>U.G.</b>			
B.A.	238	203	1:1.17
B.Com	569	505	1:1.12
B.Com (Computer)	86	72	1:1.19
B.B.A.	90	60	1:1.50
B.A.LL.B.	125	80	1:1.56
L.L.B. (3Ydc)	198	133	1:1.48
B.LISc.	28	19	1:1.47
<b>P.G.</b>			
M.Com	29	21	1:1.38
M.B.A.	30	27	1:1.11
M.LISc.	17	13	1:1.30
L.L.M.	65	30	1:2.16

M.A. in English	29	25	1:1.16
M.A. in Hindi	13	13	1:1
M.A. in Sanskrit	13	11	1:1.18
M.A. in Pol. Sci.	09	07	1:1.28
M.A. in Sociology	13	09	1:1.44
M.A. in Economics	03	03	1:1
M.A. in History	06	06	1:1
M.A. in Geography	18	16	1:1.12
M.A. in Philosophy	01	01	1:1
M.A. in Psychology	11	06	1:1.83
M.A. in Defence and Strategic Studies	06	06	1:1
M.A. in Int. Relations	00	00	NA
<b>Ph.D.</b>			
All Subjects	232	232	1:1

Year 2010-11

Programmes	Number of Applications	Number of Students Admitted	Demand Ratio
<b>Year 2010-11</b>			
<b>U.G.</b>			
B.A.	241	220	1:1.09
B.Com	589	526	1:1.11
B.Com (Computer)	81	70	1:1.15
B.B.A.	70	59	1:1.18
B.A.LL.B.	135	80	1:1.68
L.L.B. (3Ydc)	276	218	1:1.26
B.LISc.	32	24	1:1.33
<b>P.G.</b>			
M.Com	58	51	1:1.13
M.B.A.	30	29	1:1.03
M.LISc.	68	41	1:1.65
L.L.M.	70	30	1:2.33
M.A. in English	18	15	1:1.20
M.A. in Hindi	16	16	1:1
M.A. in Sanskrit	12	11	1:1.09
M.A. in Pol. Sci.	11	08	1:1.37
M.A. in Sociology	16	12	1:1.33
M.A. in Economics	07	04	1:1.75
M.A. in History	08	06	1:1.33
M.A. in Geography	08	05	1:1.60
M.A. in Philosophy	03	03	1:1
M.A. in Psychology	23	14	1:1.64
M.A. in Defence and Strategic	06	06	1:1

Studies			
M.A. in Int. Relations	00	00	NA
<b>Ph.D.</b>			
All Subjects	264	264	1:1

Year 2011-12

Programmes	Number of Applications	Number of Students Admitted	Demand Ratio
<b>Year 2011-12</b>			
<b>U.G.</b>			
B.A.	208	152	1:1.36
B.Com	341	341	1:1
B.Com (Computer)	70	70	1:1
B.B.A.	60	56	1:1.07
B.A.LL.B.	133	80	1:1.66
L.L.B. (3Ydc)	183	121	1:1.51
B.LISc.	27	20	1:1.35
<b>P.G.</b>			
M.Com	34	34	1:1
M.B.A.	19	16	1:1.18
M.LISc.	40	33	1:1.21
L.L.M.	72	30	1:2.40
M.A. in English	23	15	1:1.53
M.A. in Hindi	16	15	1:1.06
M.A. in Sanskrit	16	14	1:1.14
M.A. in Pol. Sci.	08	07	1:1.14
M.A. in Sociology	05	04	1:1.25
M.A. in Economics	10	07	1:1.42
M.A. in History	00	00	NA
M.A. in Geography	06	05	1:1.20
M.A. in Philosophy	00	00	NA
M.A. in Psychology	12	06	1:2
M.A. in Defence and Strategic Studies	06	06	1:1
M.A. in Int. Relations	00	00	NA
<b>Ph.D.</b>			
All Subjects	345	345	1:1

Year 2012-13

Programmes	Number of Applications	Number of Students Admitted	Demand Ratio
<b>Year 2012-13</b>			
<b>U.G.</b>			

B.A.	239	239	1:1
B.Com	271	271	1:1
B.Com (Computer)	70	70	1:1
B.B.A.	33	31	1:1.06
B.A.LL.B.	142	80	1:1.77
L.L.B. (3Ydc)	350	258	1:1.35
B.LISc.	21	21	1:1
<b>P.G.</b>			
M.Com	61	61	1:1
M.B.A.	26	24	1:1.08
M.LISc.	15	15	1:1
L.L.M.	75	30	1:2.50
M.A. in English	29	25	1:1.16
M.A. in Hindi	15	15	1:1
M.A. in Sanskrit	13	11	1:1.18
M.A. in Pol. Sci.	09	08	1:1.12
M.A. in Sociology	09	07	1:1.28
M.A. in Economics	09	05	1:1.80
M.A. in History	09	08	1:1.12
M.A. in Geography	06	06	1:1
M.A. in Philosophy	04	04	1:1
M.A. in Psychology	11	06	1:1.83
M.A. in Defence and Strategic Studies	05	05	1:1
M.A. in Int. Relations	01	01	1:1
<b>Ph.D.</b>			
All Subjects	314	314	1:1

Due to online admission policy of the government the number of admissions has increased in most of the programs. Good infrastructure, highly efficient and dedicated faculty and good governance delivered by the college is one of the reason for the increase in number of admissions.

## **2.2 Catering to Student Diversity**

### **2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?**

- At the time of admission, three percent of total seats are reserved for differently-abled students.

- The college has a committee for ‘differently-abled students’ to address their needs and problems. Dr. Alka Bhargava is presently the convener of this committee.
- For comfortable mobility, ramps are constructed.
- The college provides writers to visually impaired students during examination.
- Total number of differently-abled students who received financial assistance are:

2009-10: 04 students

2010-11: 07 students

2011-12: 17 students

2012-13: 13 students

2013-14: 19 students

**2.2.2 Does the institution assess the students’ needs in terms of knowledge and skills before the commencement of the programme? If ‘yes’, give details on the process.**

- The college has a student counseling committee to guide the students in choosing streams and subjects.
- At the beginning of each semester in U.G., the college conducts ‘Bridge Classes’ and ‘Zero Classes’. These classes are conducted to develop language skills and to acquaint students with historical, cultural, social and constitutional concepts.
- For the holistic development of the second year students, inter-stream knowledge of banking, e-governance, computer, electoral process, human rights etc. is imparted through ‘Bridge Classes’.



**2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?**

To bridge the knowledge gap of the enrolled students:

- On the basis of the performance of the students in class, weak and bright students are identified. ‘Special classes for weak students’ are conducted.
- Remedial classes for students from weaker sections of the society (SC/ ST/ OBC) are conducted in every session.
- Students from SC and ST community are given books and stationary every year.
- To enhance language skills, ‘Aao Angrezi Seekhein’ (English Learning Program) and ‘Bhasha Sudhaar Kaaryashaala’ (Language Workshops) are conducted. ‘Sukti Sangrah’ (Inspiring Quotes) is displayed.
- The institution thrusts on Personality Development.

**2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?**

To sensitize the students and staff members the college organizes special lectures, special programs, slogan writing, debates, discussions, skits, poster-making etc.

- **Gender:** Save Girl Child Campaign was organized for social awareness and programs on Women Empowerment were conducted.
- **Inclusion:** Human Rights Day, Sadbhavna Divas and Ekta Divas were celebrated. On Youth Day, Surya Namaskar is also organized.

- **Environment:** High-tech tree plantation, 'Save Water Campaign'. Prohibition of polythene in the campus, water-harvesting in the campus is done.

**2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?**

- For advanced learners, the college conducts special classes.
- Faculty provides advance study material to them. The college has a Language Lab & Computer Lab facility for their use.
- The college holds NET preparation classes and provides study material to students. 08 students from Library Science and 05 from Geography have cleared NET.

List of the students who cleared UGC-NET:

- Ravindra Kumar Dubey (Library and Information Science)
- Neeta Mahor (Library and Information Science)
- Nutan Joshi (Library and Information Science)
- Neetesh Dubey (Library and Information Science)
- Akash Babu Jain (Library and Information Science)
- Sonal Garg (Library and Information Science)
- Sugandha Saxena (Library and Information Science)
- Rishu Kumar Suman (Geography)
- Punjab Singh (Geography)
- Pradeep Sharma (Geography)

List of students who cleared UGC-NET and JRF:

- Deepa Soni (Library and Information Science).
- Saurabh Singh Kushwah (Geography)
- Ram Asre Singh (Geography)

List of students who were awarded Rajiv Gandhi Fellowship:

- Mukesh Garg (Geography)
- Rashmi Mathur (Geography)

**2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?**

The academic performance of the students at the risk of drop-out rate is measured by the faculty through Classroom interactions and CCE (Continuous Comprehensive Evaluation). This data is used to make policies for the improvement of the performance of the students of the above mentioned categories.

Extra care is taken for differently-abled students.

**2.3 Teaching-Learning Process**

**2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)**

The College follows academic calendar provided by the Higher Education Department. This is published in the Prospectus of the College.

- Faculty prepares teaching schedule for the semester. This is implemented through weekly teaching plan.

- Faculty maintains Teacher's Diary regularly which is monitored by the HoD & Principal.
- Students are evaluated twice through Continuous Comprehensive Evaluation followed by the Semester Exam. (Annexure 08, 2013-14.)

### **2.3.2 How does IQAC contribute to improve the teaching –learning process?**

Post-accreditation IQAC was established under NAAC norms in July 2004. IQAC effectively monitors the academic performance of the institution.

- The Cell has a formal mechanism to receive feedback from all its stakeholders. These feedbacks are examined and analyzed for the improvement in teaching-learning process.
- IQAC motivates faculty and students to learn emerging technologies and make use of ICT facility available in the institution.
- To enhance practical learning, Department of Geography, Psychology, Management conduct field visits.
- A seminar on excellence in teaching and quality improvement was organized in the college by the Department of Higher Education, M.P.
- The Department of Higher Education M.P. declared year 2011-12 as 'Quality Management Year' and 2012-13 as 'Extension Year for Quality Management'.
- A state-level quality improvement cell has been constituted in the college. Dr. Savita Rastogi (HoD, Sanskrit) is the Convenor of the Cell. The guidelines provided by the Government are strictly followed and its annual report is duly submitted to the Government.

**2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

- To make learning interesting for students, the whole teaching mechanism of the institution is student-centric.
- The institution has state-of-art infrastructural facilities such as audio-visual aids, ICT updated departmental libraries, Language Lab etc.
- Along with traditional teaching methods, faculty use modern methods for teaching.
- To ensure the development of skills like interactive learning, collaborative learning modern methods such as group discussions, mock interviews, seminars, poster-making, discussions on contemporary issues, class-teaching by students etc. are implemented and practiced.

**2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

- To develop creative thinking in students, the institution conducts literary activities like debates, essay writing and extempore competitions, mock parliament etc. The students of the college have represented the University in Mock Parliament at the national level competition.
- To enhance creative skills in students, the cultural activities, slogan writing, clay modeling, poster-making, cartoon making, skits competition etc. are organized by the institution.
- To nurture scientific temperament among students the departments organize special and extension lectures.

- In the discussion forum, book-club, NSS, NCC etc. issues like AIDS awareness, female foeticide, drive against superstitions, environment protection, water conservation etc. are discussed and debated.

**2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.**

Virtual Laboratories: 1) 04 Computer Labs with more than 45 terminals

2) Central Computer and Language Lab with 30 consoles

E-learning Resources: 1) INFLIB-NET (proposed)

2) Television Sets for Educational Programs (IGNOU, UGC, Lok Sabha channels etc.)

Open Educational Resources:

1) Computer Learning Center for Optional Computer Education for Students from Bhoj Open University

**2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?**

- For advanced exposure to knowledge and skill faculty and students are motivated to participate and contribute in seminars/ conferences/ workshops.
- No. of conferences attended: 917

<b>Department</b>	<b>No. of Conferences Attended</b>	<b>No. of Faculties</b>
History	79	05
Library and Information Science	48	04
Sanskrit	30	03
Defence & Strategy Studies	28	05
Hindi	103	07
Political Science	105	08
English	105	10
Mathematics	04	01
Philosophy	26	02
Psychology	07	01
Geography	44	04
Economics	29	05
Sociology	65	05
Commerce	221	16
Law	23	06
Total	917	82

- Department of Geography organized a national seminar on Water Conservation (03-04 March, 2012).
- All the P.G. Departments organize seminars, group discussions, extensions lectures throughout the session.
- Imminent academicians are invited to share their knowledge and expertise.
- To acquaint students with industrial environment, student of management visit companies and local manufacturing units.
- National and regional newspapers, magazines, journals in Hindi and English are available for students in college library.
- Inter-disciplinary programs (Bridge classes are conducted) to widen the horizon and sharpen the critical thinking of students.

**2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?**

In the beginning of the session, the ‘Students Counseling Committee’ helps students in choosing streams and subjects.

Employment Guidance Cell provides information to students about employment opportunities. The college plans to develop the cell into a vital agency for imparting academic and career counseling as follows:

1. To gather information on job avenues and placements in different institutions and concerns related to the course that the college offers.
2. To analyze information, its relevance and utility for the students in their placement and on job training.
3. To organize seminars and guidance workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market risk and implementation of national and economic policies and to impart training in soft skills.

Mentors allotted under teacher guidance scheme, provide information, personal guidance to students regarding stress management, adjustability and behavioral issues and help in the preparation for the competitive/professional exams.

The college conducts NET preparation classes for students aspiring for teaching career in Higher Education. The college also conducts ‘Coaching for Entry in Jobs’ classes for other competitive examinations.

**2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**



For a student-centric and effective teaching, the institution makes sure that the professors substitute their lectures with creative techniques like group discussions, project studies, field studies and interactive sessions in the classroom.

1. In subjects like Functional English, innovative techniques like role plays, group discussions, listening comprehensions and other response enhancing techniques are used.
2. State-of-art audio-visual aids like overhead projectors are used in daily classes.

The M.P. Higher Education Department has provided detailed guidelines regarding innovative teaching mechanism under 'Navachar Yojana'. The college strictly follows these guidelines.

The semester cell of the college has organized two-day workshop on CCE for teachers to update and upgrade their evaluative skills.

#### **2.3.9 How are library resources used to augment the teaching-learning process?**

The library of the college plays a major role in enhancing teaching learning process.

- 1.The central library is well-quipped with 1.6 lakh books. About 50 journals are subscribed by departmental libraries of the college.
- 2.In the beginning of the session, the library staff provides information to the students regarding the rules and facilities available in the library.
- 3.The library provides books to students under 'Book Bank Scheme'.
- 4.Students belonging to SC/ ST categories are provided books and stationary through libraries.
- 5.Library displays newspapers and magazines in its reading room.
- 6.The library also displays, 'Thought of the Day' on its blackboard.

**2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If ‘yes’, elaborate on the challenges encountered and the institutional approaches to overcome these.**

The college completes its curriculum within the timeframe despite following challenges.

- 1.Delay in the declaration of results by the affiliating University.
- 2.Frequent re-scheduling of the exam time-table by the University.
- 3.Exams of one program and classes of the other are simultaneously conducted. It is very challenging for the faculty to co-ordinate teaching schedule with examination duty.

For timely completion of syllabus the institution ensures that faculty engages extra classes, provide personal guidance and take remedial classes.

**2.3.11 How does the institute monitor and evaluate the quality of teaching learning?**

To evaluate the quality of teaching and learning:

- 1.The College follows the mechanism of CCE of the students. Marks are communicated to the students.
- 2.The IQAC regularly receives feedback from the stakeholders which is comprehensively analyzed and evaluated by the HoD, IQAC and the Principal of the College.
- 3.Academic audit by the external expert is conducted.

Monitoring of the teaching and learning process is done by the HoD of respective departments, the Principal, Management Committee (Jan Bhagidari Committee) and Higher Authorities of Higher Education and Local Administration as well.

## 2.4 Teacher Quality

### 2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

The details are already furnished in the Institutional Profile of the College at Point no. 21. Please refer to the same for the details.

The college is a M.P. State Government Institution, regular teachers are recruited by the State Govt. through MPPSC as per UGC qualification. When new programs are introduced, new teaching positions are created. The college appoints visiting faculty through Janbhagidari-committee.

At present the number of guest faculty in the college in 2013-14 is:

- a. Under Self-financed programs: 16
- b. Against the Post: 02

For retention of the faculty, government policies are properly implemented.

### 2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

To cope with the growing demand and scarcity of qualified senior faculty, the Institution appoints Guest Faculty. From 2010-11, the Department of Higher Education has initiated the online process of registration and recruitment of guest faculty.

	2010-11	2011-12	2012-13
<b>Self-Finance Program (by Janbhagidari)</b>	16	17	16
<b>Against the Post (by Government)</b>	02	02	02

**2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

**a) Nomination to staff development programmes**

<b>Academic Staff Development Programmes</b>	<b>Number of faculty nominated</b>
Refresher courses	04
HRD programmes	00
Orientation programmes	08
Staff training conducted by the university	06
Staff training conducted by other institutions	04
Summer / winter schools	00
Workshops	82

Most of the faculty members of the college have already attended required number of Orientation and Refresher courses. For enhancing teacher quality the college is very supportive. Teachers are given duty leave and financial assistance as per government rules.

**b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning**

- **Teaching learning methods/approaches** – Programmes and Lectures conducted by IQAC established under NAAC guidelines. Programmes conducted by the SLQAC under Vision Document of Excellence in Higher Education Year (2011-12) and extension year, 2012-13.
- **Handling new curriculum** – The college conducted programmes such as ‘Aao Angrezi Seekhein’ and workshops on language under ‘Bhasha Sudhaar Kaaryakram’. The college conducted Bridge classes for first semester students and Zero classes for second and third year students.

- **Content/knowledge management** – To increase knowledge data-base of the students, the college conducts classes on inter-disciplinary contents.
- **Assessment** – Semester Cell conducted two days workshop. .
- **Cross cutting issues** – Lectures, programs and activities regarding gender-issues, environmental problems, water conservation, drug abuse, AIDS awareness, SVEEP (to encourage voting) were conducted.
- **Audio Visual Aids/ Multi-media** – To encourage faculty members to use ICT facility available; the Professor in-charge of Computer and Language Lab conduct programs.
- **OERs** – ‘Gynodaya Computer Education’ Center affiliated to Bhoj Open University

**c) Percentage of faculty**

- Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies – **37%**
- Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies – **98%**
- Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies – **92%**

**2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

The policy of the college administration is to encourage and support teachers in enhancing their academic competence. 28 teachers have received grants for research projects. The college provides study leave for doctoral and post-

doctoral research as per government policy. Seven teachers have attended orientation programs. Faculty members of the college take classes and provide research guidance for dissertation to students of Sanskrit College and Jiwaji University.

**2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

The college provides healthy and conducive academic environment to keep abreast with latest advances in academics and research. Dr. D K Shitole, Dr. M K Vaidya, Dr. Rajeev Baijal, Dr. Anita Tiwari, Dr. Sarita Verma, Dr. Madhubala Kulshreshtha, Dr. K Ratnam have received awards and recognition for their contribution in teaching from 'Gwalior Vikas Samiti, Prabhat Welfare Society etc.

**2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

Yes, the students of the college regularly give their feedback about the teachers and their teaching skills on the prescribed proforma provided by the IQAC. The inputs given by the students are used for quality enhancement. The excellent result constantly achieved by the students of the college confirms the quality of the teaching-learning process.

**2.5 Evaluation Process and Reforms**

**2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

- The institution ensures that the students receive prior intimation of Continuous Comprehensive Evaluation CCE (Mode and Dates).

- Teachers inform students in classrooms about the syllabus, the pattern of question-answers and the marking system.
- Test papers and marks of CCE are displayed in the department. Students are given opportunity to improve their performance.
- Parents of the students are informed about their performance in parents-teacher meeting.

**2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

The affiliating University and the Department of Higher Education has introduced semester system. The college strictly follows all the instructions received from the University and the Government from time to time regarding the evaluation reforms.

**2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

Being a government institution, the college has to follow the rules laid by the affiliating university and the Department of Higher Education.

All the queries and doubts of the students regarding evaluation of their test-papers are discussed.

**2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.**

To measure students' achievements in academic and co-curricular activities following formative and summative evaluation approaches are adopted by the Institution:

- **Academics** – As per M.P. State Higher Education Department guidelines, CCE is conducted in each Semester, carrying 15% of total marks. Special test is organized for the students who cannot appear in

due time. Students are given a chance to improve their performance in CCE.

- **Co-curricular activities** – The college organizes ‘Yuva Utsav’ (as per Literary and Cultural Calendar provided by the Higher Education Department) every year to encourage students to take part in co-curricular activities. Students participate in 22 events, such as debate, extempore, essay writing, drama, music etc. Details are submitted in AQAR reports.

**2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.**

To ensure transparency in Continuous Comprehensive Evaluation, marks are displayed; test papers are shown to the students. The students are satisfied. The students are also guided and encouraged for better performance in future. Weightage assigned for the overall development of the student takes into consideration: regularity, punctuality and performance in the class; behavior with the fellow students and teacher; participation in co-curricular and sports activities and level of social awareness.

**2.5.6 What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?**

The objective behind imparting U.G. level education is to ensure that the students develop on academic level and also on personal level. The students are made to go through various courses, enabling them with skills necessary for higher education. It is taken care that the students are provided with education, overseeing their holistic development.

**2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**



Students' grievances with reference to evaluation at the college level are addressed by the subject teacher, the Head of the Department, the Dean of the Faculty and finally the Principal of the College. Though the issues get resolved at the primary level in most of the cases. With reference to the grievances redressal at the University level, the College is very supportive towards students. Their applications are duly forwarded to the University.

## **2.6. Student performance and Learning Outcomes**

### **2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?**

Academic records are maintained regularly and meticulously. The college website ([mlbcollegegwalior.org](http://mlbcollegegwalior.org)) was updated regularly until 05-05-2014. The academic performance of the students is examined and evaluated in the academic council of the college. This information is made available on the college website.

### **2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/ programme? Provide an analysis of the students results/ achievements (Programme/ course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/ courses offered.**

**Monitoring and Communication** – Information regarding students' results is furnished in detail in the Evaluative Reports of the Departments.

**Analysis of the Result** – The institution maintains the record of the progress and performance of the students. The results are communicated to the students in their respective classes and parents are also informed about the performance of their wards in parents-teacher meeting. The students constantly achieve excellent result. After closely analyzing the performance of the students, it has been observed that the drop-out percentage is more in the first semester, but as the students pass the threshold of the first semester the result percentage

improves with every semester and by the final semester the result is almost 100%. Thus the result of the college averages between **93% to 96%**.

**2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

- The institution maintains a conducive atmosphere through interactive sessions in classes and by providing extra tutorial classes and making sure that the students attend the college regularly.
- The students are encouraged to consult books for their regular class work and hence broaden their intellectual horizons.

**2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?**

- The students are sent on internships in student projects specifically designed to enhance the social and economic relevance of the courses offered by the institution.
- The Employment Placement Cell organizes trainings, Skill Development Programs, Lectures and Short-term courses for students.
- Job fairs are also organized to help achieve the above stated outcome.
- The Committee for Coaching for Entry in Services conducts classes to prepare students for competitive examinations for banking services, insurance services, police, state administration, railway recruitment etc. Around 35 students have benefited from the program.
- The college magazine gives the opportunity to the students to develop their creative writing skills.

**2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?**

The students of the college regularly give their feedback about the teachers and their teaching skills on the prescribed proforma provided by the IQAC. The inputs given by the students are used for quality enhancement for planning and overcoming barriers of learning.

**2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?**

The institution monitors and ensures the achievement of learning outcomes through IQAC; through students' performance in classroom; through interactive participation in curricular and co-curricular activities.

**2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.**

The teachers use markers like: Students' performance in CCE; participation in extra-curricular activities; awards and recognitions received by students in academics and sports activities; through communicative skills. For the achievement of learning objectives and planning.

### **CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION**

#### **3.1 Promotion of Research**

##### **3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?**

Yes, the college is one of the oldest research centers of this region. It is recognized research center for 14 disciplines with 1.6 lakh of books and research journals. The college library is open for students from 9 AM to 6 PM daily. Presently there are 264 research scholars registered at this center.

##### **3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.**

Yes, the institution has a research committee to facilitate and monitor research activities. Seven faculty members under the chairmanship of the Principal are in the committee. This committee promotes research activities. It conveys research related schemes/ information to the faculty.

##### **3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?**

This institution follows UGC guidelines in accordance with the M.P. state government and provides all facilities for the implementation of research schemes and projects.

- Autonomy to the principal investigator

Yes, there is full autonomy.

- Timely availability or release of resources

Yes, the college follows the UGC guidelines.

- Adequate infrastructure and human resources

The central library has 1.6 lakh books and 14 departmental libraries supplement the central library.

- Time-off, reduced teaching load, special leave etc. to teachers

Special leave is provided according to M.P. State Govt. norms.

- Facilitate timely auditing and submission of utilization certificate to the funding authorities

Yes, the administration of the College promptly releases research grants and facilitates timely auditing and provides utilization certificates.

**3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?**

Though the institution is a College of Arts, Humanities, Commerce, Law and Management but it constantly tries to instill scientific approach and temperament among its students. Science is not limited to technical disciplines. It is an attitude in which a person strictly follows causal relationships instead of indulging in guesses and surmises. Even in humanities this approach brings certain and long-lasting results. This has been the goal of the institution and it has been successfully pursuing it.

Seminars and workshops are organized by the college in which experts from different disciplines are invited to give the students of the college a knack of scientific attitude.

**3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.**

There are 43 research supervisors in 14 disciplines in the College.

S.No.	Discipline	No. of Research Supervisors
1.	Commerce	08
2.	Law	02
3.	English	04

4.	Hindi	03
5.	Sanskrit	01
6.	Geography	01
7.	Political Science	04
8.	Military Science	03
9.	Economics	02
10.	Library Science	04
11.	Sociology	04
12.	History	04
13.	Philosophy	02
14.	Psychology	01

21 Minor Research Projects have been completed. All the faculty members are actively involved in research activities like participation in research seminars and research paper writing.

**3.1.6 Give details of workshops/ training programmes/sensitization programmes conducted/ organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.**

To keep abreast with the research going on all over the world and the country, the institution organizes workshops and extension lectures to focus on capacity building and imbibing research culture among the staff and students.

**List of Guest Lectures and Seminars (2009-13)**

<b>Department</b>	<b>Speaker</b>	<b>Topic</b>
Political Science	Dr. A P S Chouhan	Gender Sensitization
Political Science	Dr. D K Singh	Federalism
Political Science	Dr. Dharmendra Kumar	Excellence in Higher Education
Political Science	Dr. Kavita Agrawal	Gandhivaad
Political Science	Dr. G P Sharma	Human Rights
English	Dr. H C Gupta	Shakespeare's Tragic Heroes
English	Dr. Ashak Kamal	Development of English Fiction
English	Dr. A K Chaturvedi	Overview of Lawrence Durrell's Egyptian Tetralogy
Defence and	Dr. V W Wagh	Internal Security

Strategic Studies		
Defence and Strategic Studies	Dr. O P Sharma	National Security
Hindi	Dr. P C Tandon	Sahitya or Cinema
Hindi	Dr. Gita Nayak	Tulsi Sahitya mein Paryavaran Chetna
Hindi	Dr. Harimohan	Rojgaar ke Kshetra mein Hindi ki Prayojaniyata
Sanskrit	Dr. Krishna Jain	Jain Darshan: Ek Adhyayan
Geography	Dr. S K Shukla	Bhaugolik Shodh ke Naveen Aayam
Geography	Dr. Jagdish Singh	Urban Settlement
Geography	Dr. Praveen Rath	Paryatan Ki Sambhavnaayein
Psychology	Dr. Shashi Bala Birla	Use of Statistics in Psychology
Psychology	Dr. S B Joshi	Stress and Life
Psychology	Dr. Madhubala Verma	Mental Disability and Rehabilitation

**3.1.7 Provide details of prioritized research areas and the expertise available with the institution.**

The prioritized research area and the expertise available with the institution are humanities, law, commerce and languages.

- In literature, the researchers focus on bringing out the similarities of Indian literature in Hindi, Sanskrit and vernaculars with the world literature.
- In other disciplines like sociology and political science the focus is more people oriented research which brings out the sensibilities of the marginalized and the downtrodden.
- The Department of Defence and Strategic Studies pursues frontier areas in research regarding national defense and strategies and art of war.
- The Department of Law pursues research on socio-legal topics which are increasingly becoming more relevant as the need and role of law is increasing in everyday life in the country.

**3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?**

Being an eminent research in its region, the college attracts researchers and scholars of the highest caliber. The institution facilitates their research activities with huge infrastructural and library support. This in turn attracts more professors and hence the college has become a hub of research studies. The college boasts a large number of research supervisors – 43, which automatically makes it a great research centre.

**3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

Nil.

**3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community. (lab to land)**

The college takes the research from the lab to land by organizing many activities, involving teachers as well as eminent personalities from around and all over India, campaigning for socially relevant issues bearing imprint on a better and more tolerant future.

The country is going through a very rapid industrialization phase which creates a lot of economic problems. The Commerce Department of the college tries to tackle some of these problems by focusing on some premier problems that the country faces today.

In the field of language, linguistics and literature, the research findings are popularized in context of vernacular languages and local cultures, enabling the students and the local community to have a sense of place and culture.

**3.2 Resource Mobilization for Research**

**3.2.1 What percentage of the total budget is earmarked for research? Give details of**



**major heads of expenditure, financial allocation and actual utilization.**

The UGC provides funds for research all the academic and research activities of the College. Following are the details of funds received from the UGC for research in 11<sup>th</sup> Plan.

Items	Amount Allocated	Utilized
Books and Journals	2200000/-	1989611/-
Equipments	6100000/-	4457762/-
Maintenance of Equipment	100000/-	11590/-
For Competence Building	2,00,000/-	18220/-
Field Work Study Tour	150000/-	50187/-
Assistance to PG Departments	17,50,000/-	17,50,000/-
Additional Grants	-	-

**3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?**

No, being a government institution, the college has no such provision to provide seed money.

**3.2.3 What are the financial provisions made available to support student research projects by students?**

Being a government institute, the college has no such provision.

**3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.**

Though the college has different language departments like English, Hindi, Sanskrit, it does not confine itself to these three languages. Translations of great literature in other languages are taken in studies and cross-interaction between these three disciplines is also a common feature. Great literary works like Panchatantra, Abhigyan Shakuntalam of Sanskrit; Oedipus Rex of Greek; War and Peace of Russian; and works from many other world literatures are taken under study for a global and comprehensive perspective.

Many research projects connect literary and vernacular cultures with their anthropological underpinnings, focusing on tribal cultures and their inputs to mainstream and classical languages.

Departments of Political Science and Sociology regularly conduct interdisciplinary research, while connecting this research to social activism issues like women empowerment, gender consciousness etc.

**3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

The college ensures that its well-equipped library, computer lab, ICT facilities and other infrastructure is always available with an amenable staff so that researchers and students are encouraged to engage in research activities. The library is open from 9 AM to 6 PM.

**3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.**

No.

**3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.**

**Grant received from 2009-13**

Nature of the Project	Duration Year From To	Title of the projec	Name of the funding agency	Total Grant		Total grant received till date
				Sanctio	Received	
Minor projects	Details furnished in next table			1,440,000 /-	1,069,500/-	1,069,500/-
Major projects	Nil	Nil	Nil	Nil	Nil	Nil
Interdisciplinary projects	Nil	Nil	Nil	Nil	Nil	Nil

Industry sponsored	Nil	Nil	Nil	Nil	Nil	Nil
Students' research projects	Nil	Nil	Nil	Nil	Nil	Nil

### Minor Projects 2009-13

	Professor	Title of the Project	Duration Year	Received	Allocated
1.	R. K. Vaidya	Dhanurveda: Pracheen Bhartiya Yuddh Darshan	2009-10	60,000/-	60,000/-
2.	S. S. Tomar	Aushadhi: Krishi Ki Sambhavnaayein	2010-11	140,000/-	100,000/-
3.	M. P. Singh	Fourier Analysis and Approximation	2010-11	150,000/-	115,000/-
4.	A. K. Singh	Gandhi Chintan Mein Maanavvaad	2009-10	150,000/-	115,000/-
5.	Sudhir Sharma	Sahariya Janjaati Par Samajik-Aarthik Prabhavon ka Adhyayan	2009-10	145,000/-	95,000/-
6.	K. Ratnam	Mahatma Gandhi ke Ahinsa Darshan Ka Bhartiya Swatantrata Andolan Par Prabhav	2009-10	75,000/-	47,500/-
7.	Sandhya Bohre	Aswasthata Evam Mrityu Dar Mein Sambandh	2009-10	80,000/-	80,000/-
8.	Ravikant Adalatwale	Dalit Andolan Ke Vikas Mein Dalit Sahitay Ki Bhoomika	2009-10	110,000/-	75,000/-
9.	B. K. Sharma	Negotiating Amitav Ghosh Fiction within Post-colonial premises	2009-10	50,000/-	35,000/-
10.	U. N. Shukla		2010-11	125,000/-	102,000/-
11.	Mamta Dubey	Gwalior Shehar Ki Gandi Bastiyon Kia Samajik-Aarthik Adhyayan	2009-10	120,000/-	80,000/-
12.	S S Bhadoria		2010-11	85,000/-	50,000/-

### Minor Research Projects Completed

S. No.	Name of the Faculty	Name of the Topic
1.	B. K. Sharma	Negotiating Amitav Ghosh's Fiction within Post-colonial premises

2.	Pushpalata Singh	Manavtavaad Ke Samsamayaik Saarokaron ke Sandarbh mein Tulsi Sahitya
3.	Mamta Goyal	Nagarjun ke Kaavya mein Loktantrik Chetna
4.	R. K. Singh	Tulsi Sahitya mein Chitrit Janjatiyaan
5.	Satish Joshi	Stri Vimarsh Mein Mahila Sashaktikaran aur Vartmaan Paripeksha
6.	Sumar Sikarwar	Ramcharitmanas Mein Prakartik Darshan
7.	S. S. Tomar	Aushadhiya Krishi Ki Sambhavnaayein: Morena Jile Mein
8.	Vibha Doorwar	U.P.A. Government: A Study of Coalition Politics in India
9.	Sushil Kumar	Chambal Sambhag ke Swatantrata Aandolan Mein Nimna va Madhyam Varg Ki Bhoomik
10.	Madhubala Kulshreshtha	Gwalior Nagar Ke Aitihaasik Sthalon Ka Sarveshanatmak Adhyayan
11.	K Ratnam	Mahatma Gandhi ke Ahinsa Darshan Ka Bhartiya Swatantrata Andolan Par Prabhav
12.	Suniti Shrivastav	Grameen Samaj par Aadhunikikaran ka Prabhaav (Gwalior Zila)
13.	Mamta Dubey	Gwalior Shehar Ki Gandi Bastiyon ka Saamajik-Aarthik Adhyayan And Madhya Pradesh Sarkaar Dwara Sanhalit Janani Suraksha Yojana mein Mahilaon ka Swasth Sudhaar evam Aatm Nirbharta
14.	Geeta Shrivastav	Gwalior Nagar ke Paryavaran ka Saamajik Evam Aarthik Vikas Par Prabhaav
15.	R. K. Vaidya	Dhanurveda: Pracheen Bhartiya Yuddh Darshan
16.	V. K. Sharma	Pratiraksha Ke Prati Jagrukta
17.	N. S. Chauhan	Grameen Vikas Mein Naveen Panchayati Raj Ki Bhumika
18.	A. K. Sharma	Krishi Vikas Mein Zila Sahkari Bank Ka Yogdaan
19.	Sudhir Sharma	Sahariya Janjati Ka Saamjic-Prabhaav Ka Adhyayan
20.	Archana Dubey	Employment Saturation under the Present Wave of Globalization in Gwalior Region
21.	Krishna Jain	Jain Aachar-Mimansa: Aadhunik Sandarbh
22.	Ravikant Adalatwale	Dalit Andolan Ke Vikas mein Dalit Sahitya ki Bhoomika
23.	M P Singh	Fourier Analysis and Approximation

### **3.3 Research Facilities**

#### **3.3.1 What are the research facilities available to the students and research scholars within the campus?**

The college ensures that its well-equipped library, computer lab and other infrastructure is always available with an amenable staff so that researchers and students are encouraged to engage in research activities. The library is open from 9 AM to 6 PM.

Internet facility is available in the college, freely available to students. Teachers are very co-operative and help in creating a conducive research environment which is helped by the state-of-art facilities of the computer lab.

#### **3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?**

All the grants received from the UGC and the Government are used efficiently to upgrade the infrastructural facilities.

#### **3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments / facilities created during the last four years.**

No. as it is a government college; there is no provision for receiving grants from the industry. But research funding is provided by the UGC and MHRD.

#### **3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?**

The students are encouraged to visit libraries of other colleges and the University. The Departments with field studies send the students on field studies to Madhya Pradesh and other states. The Department of Geography sent a research tour to Dwarika, Gujarat in 2012-13.

**3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?**

The college has a huge central library with 1.6 lakh books spread in an area of 6000 sq. feet. There is a reading room of 800 square feet with a sitting capacity of 30 students. Supplementing the central library are 14 departmental libraries which constantly update themselves with the latest research works.

**3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.**

The college receives budget annually earmarked for purchasing books, journals and other study material, from the government and the UGC. The college has a state-of-art Language Lab with 30 consoles which are helping the students to enhance their language skills. The College also has 04 Computer Labs with around 50 operational consoles. The Central Library has more than 1.6 lakh books supplemented with department libraries.

**3.4 Research Publications and Awards**

**3.4.1 Highlight the major research achievements of the staff and students in terms of**

- Patents obtained and filed (process and product)

Nil

- Original research contributing to product improvement

Not applicable.

- Research studies or surveys benefiting the community or improving the services

The research done in the college focus on socially relevant issues

which is then used by the students along with the help of the faculty for social activism causes like: water conservation, gender consciousness etc. The history department encourages historical tourism. The faculty of the Psychology Department visit Mental Health Department to study and analyze the behavioral problems. The faculty of the Philosophy Department visit Old Age Homes and Orphanages to analyze the relevant social and philosophical aspects. The Department of Political Science has done research on Panchayati Raj, Local self-government and Government and Politics of India.

- Research inputs contributing to new initiatives and social development

Students of the college undertake internships and projects which are relevant to socio-economic problems of the region.

**3.4.2 Does the Institute publish or partner in publication of research journal(s)? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?**

The Institute does not have a research journal, but it publishes College Magazine, ‘Veerangana’, having sections in Sanskrit, Hindi and English, giving platform to the artistic and scientific capabilities of the students and the faculty. The college also publishes a quarterly e-newsletter.

**3.4.3 Give details of publications by the faculty and students:**

- Publication per faculty
- Number of papers published by faculty and students in peer reviewed journals (national / international)

DEPARTMENT OF ENGLISH				
Dr. Archana Agrawal				
S.No	Title Of the Journal/Book	ISSN No.	National/International	Name Of The Paper
1.	Research Scholar	2320-6101	International	Cognizance Of Multi Culturism in Bharati Mukherjee’s Novels

2.	Ruminations	2229-6751	National	Human Relationships And Elation In Chitra Banerjee, Diwakar Karuni's Sister Of My Heart
<b>Dr. Bharati Karnik</b>				
3.	Ruminations	2229-6751 Vol.2 June 2012	International	The World is What it is: Naipaul's Vision Beyond Ideological Boundaries
4.	The Literary Musing	0976-4976 July 2012	National	Literary Consciousness in V.S. Naipaul's An Area Of Darkness
5.	Research Link	0973-1628 August 2012	National	Faithless In Mecca: Aatish Taseer's Journey To The Land Of The Prophet in Stranger to History
6.	Glimpses	2250-0561 December 2012	International	Deconstruction of Language in the Theatre of the Absurd Plays
7.	Research Link	0973-1628 Vol.XI (4) June 2012	National	Rebellion and Individuality in V.S. Naipaul's Magic Seeds
8.	Research Link	0973-1628 Vol.XII (6) January 2013	National	Inculcating Multi-Cultural Values Through Indian Mythology: An Analysis of 'The Immortal of Meluha' and 'The Secret of the Nagas' of Amish Tripathi
9.	Literary Insight	0975-6248 Vol.IV January 2013	International	Religion and Rebellion in the Islamic Republic of Iran: An Analysis of Aatish Taseer's 'Stranger to History'
10.	Contemporary Discourse	0976-3686 Vol.IV (1) January 2013	International	Science Vs Ideology – Direction of Feminism in India
11.	Thematics – Sahitya Anand	2320-5075 Vol.I (7) October 2013	International	'Burning Denmark in Damascus: Taseer's Journey through the Heart of the Fundamentalist Syria'
12.	Research Link	0973-1628 Vol.XII August 2013	National	Religious Rebels in Secular Turkey: Aatish Taseer's observation of Turkey's Socio and Religious Scene
<b>Dr. B K Sharma</b>				
13.	Research Link	0973-1628	National	Dalit Womanism: A Critique From Socio-Cultural Economic Perspective



14.	Creative Writing And Criticism	0975-2390	International	The White Tiger: A Journey From The Darkness of Destitution to the Tricky light of Economic Resurgence
15.	Rock Pebbles	0975-0509	International	Chinua ACHEBE'S Fictional Art: A Critical Overview
16.	Research Link	0973-1628	National	Delineation Of Multiculturalism in Bharati Mukherjee's Narratives of Diaspora
17.	Creative Writing And Criticism	0975-2390	International	Rediscovering Man-Woman Relationship in The God of Small Things
18.	Poetcrit	0970-2830	International	The Inheritance of Loss: Kiran Desai's Exploration of Multi Culturism, Globalization, Post-Colonial Chaos And Despair
19.	Labyrinth	0976-0814	International	Constructing And Reconstructing Individual And Social Self In Tony Morrison's Beloved
20.	Journal	2320-610	International	Sense Of Place And Post Colonial Perspective In The Fiction Of V.S. Naipaul: Half A Life And Magic Seeds
	<b>Dr. Sadhana Agrawal</b>			
21.	Literary Musings	0976-4976	National	Emerson And Ramayana And Mahabharata
22.	Literary Musings	0976-4976	National	Crisis Of Identity In Mahash Duttani's Tara
23.	The Criterion	0976-8165	International	The Portrait Of The Visionary: Girish Karnad's Tughlaq
24.	The Criterion	0976-8165	International	The Christian, Hindu And Buddhist Philosophy In The Cocktail Party
25.	The Dawn Journal	2277-1786	National	Liturgy And Preparation Of Advent In The Journey Of Magi
	<b>Dr. D K Gupta</b>			
<b>26.</b>	Shodh Dhara	0975-3664,	National	Womanly Wantonness in

		2012		King Lear
27.	Indian Ethos	2249-4324 2012	National	Love, Sex and Shakespeare
28.	Beyond Labyrinth	178-93-80801- 95-7	National	Nature and Humanistics Concern in Ramayana and Mahabharata
29.	Beyond Labyrinth	178-93-80801- 95-7	National	Humanism in P.B. Shelley and Keats
<b>DEPARTMENT OF GEOGRAPHY</b>				
<b>Dr. S. S. Tomar</b>				
30.	Knowledge News	2231-0150	International	Krashi mai Shichai ki Samshaye evam Sambhavnye
31.	Research journal of Arts, Management & Social Sciences	0975-4083	National	Jalvayu Parivartan ka Manav Swasthya par prabhav
<b>DEPARTMENT OF HISTORY</b>				
<b>Dr. I. D. Gupta</b>				
32.	Itihaas Sansodhan	2277-5609	National	Bundelkhand Mein Tatya Tope Ki Gatividhiya
<b>Dr. Madhubala Kulshreshtha</b>				
33.	Itihas Sanshodhan, Vol.2-3, 2013	2277-5609	National	Gwalior – Mewad Sambandh Tomar Raja Ram Singh Ke Sandarbh Mein
34.	Madhya Pradesh Itihas Parishad	2231-2749	National	1920 Ki Madhya Prantiya Jagriti Mein Patrakarita: Ratona Kasai Ghar Ke Sandarbh Mein
35.	Chhattisgarh Vivek, Vol.28 Jan. 2010	0972-9909	National	Balikao Ka Ghathta Anupat: Paristhitiya, Karan Evam Parinam
36.	Madhya Pradesh Itihas Parishad Vol.23, 2010	2231-2749	National	1857 Aur Gwalior
37.	Madhya Pradesh Itihas Parishad, Vol.25, 2012	2231-2749	National	Tomar Kalin Gwalior Ka Khaan- Paan Evam Bhojya Padart
38.	Madhya Pradesh Itihas Parishad Vol. 26, 2013	2231-2749	National	Maharajpur Yuddh Ke Avashesh, 1843 Ke Sandarbh Mein
39.	Itihas Sanshodhan Vol.1, 2012	2277-5609	National	Noorabad Ki Garhi Ek Aetihisik Adhyayan
<b>Dr. Sushil Kumar</b>				
<b>S.No</b>	<b>Title Of the Journal/Book</b>	<b>ISSN No.</b>	<b>National/Int ernational</b>	<b>Name Of The Paper</b>
40.	Itihaas Sansodhan, July 2013	2277-5609	National	Historiography of 1857

41.	Itihaas Sansodhan	0973-5577	National	Book Review on 'The Quit India Movement in Bihar And Jharkhand, Author – Jawaharlal Verma
42.	MUHA Vol.14, 2009	0973-5577	National	Bhamauri Firing, Jallianwala Of Meerut, UP, 1942
<b>DEPARTMENT OF PHILOSOPHY</b>				
<b>Dr. Vijay Laxmi Gupta</b>				
43.	Anusandhan	0975-3443	National	Samata Mulak Samaj Ke Sutradhar
<b>DEPARTMENT OF PSYCHOLOGY</b>				
<b>Dr. Anita Tiwari</b>				
44.	Research Link	0973-1628	National	Balak ke vyktitv nirmman mai mata pita ki abhivyti ki bhumika : ek adhayan
45.	Research Journal of Social And life Sciences	0973-3914	National	Positive Thinking and Psychological Health
<b>DEPARTMENT OF DEFENCE &amp; STRATEGIC STUDIES</b>				
<b>Dr. V K Sharma</b>				
<b>S.No .</b>	<b>Title Of the Journal/Book</b>	<b>ISSN No.</b>	<b>National/International</b>	<b>Name Of The Paper</b>
46.	Journal Of MP Itihaas Parishad, Bhopal	2237-2749	National	Antari Ki Gadi Evam Jaagir
<b>DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE</b>				
<b>Dr. Neerja Verma</b>				
47.	DESIDOC Journal Of Library Science And Information Technology Vol.9;6 2009	0971-4383	National	Analysis Of Contributions To Defense Science Journal
48.	Granthalaya Vigyaan Vol.40 2009	0973-5640	National	Drashtibadthikon Ke Liye Suchna Purnarprati Ke Sansadhan
49.	Granthalaya Vigyaan Vol.41 2010	0973-5640	National	Bharat Mein Paryavaran Suchnatantra: A Parichay
50.	Granthalaya Vigyaan Vol.42 2011	0973-5640	National	Sementic Search: Internet Khoj Ka Bhavishya
51.	SRELS Journal Of Information Management Vol.49;4;2012	0972-2467	National	Use Of Electronic Resources By Faculty Of GLAITM Library, Mathura: A Case Study
<b>Dr. Arvind Sharma</b>				
52.	Journal of Library and Information Science, Vol.34, June 2009	0970-7140	National	Status of manuscripts in Indological libraries of Madhya Pradesh
53.	Gramin Vikas Samiksha, Vol.45, Dec. 2009	0973-564	National	Doorasth Shiksha Evam Gramin Granthalaya

54.	Granthalaya Vigyaan Vol.40, 2009	0973-564	National	Niscare Eak Parichaya
55.	Gyan Vimarsh, Vol.2, Jan. 2000	0975-4849	National	Sarv Shiksha Mein Pustakalayan Ki Bhoomika Eak Vishleshan
56.	Granthalaya Vigyan, Vol.41, 2009	0973-5640	National	Soochna/Gyan Ankeshan Evam Granthalaya
57.	Granthalaya Vigyan, Vol.42, 2011	0973-5640	National	Aakda Soochna Evam Gyan Ka Tulnatmak Adhyayan
58.	Library Herald, Vol.50, March 2012	0024-2292	National	Network of Rural Libraries in Madhya Pradesh
59.	Granthalaya Vigyan, Vol.43, 2012	0973-5640	National	E - Adhigam
<b>Dr. Jitendra Shrivastava</b>				
60.	Indian Journal of Information, Library And Society Vol.3-4	0971-4286	National	Redefining Library And Information Science Education In An Information technology Environment
61.	Granthalaya Vigyaan Vol.40 No.1-2	0973-5640	National	Network Environment And Managerial Issues In Academic Libraries
62.	ISST Journal Of Advances In Librarianship Vol.1 No.1 35-40	0960-9021	National	Role Of National Institute Of Technologies And Quality Assurance Of Engg. Education In India
63.	Indian Journal of Information, Library And Society no.3- 4.358-276	0973-4286	National	Engg. Libraries Network: A Proposed Model For India
64.	Granthalaya Vigyaan Vol.41, 2010. 137-147	0973-5640	National	WINISIS: Fundamentals Of Library Management Software
65.	Granthalaya Vigyaan Vol.42, 2011. 113-119	0973-5640	National	Evaluation Of Internet Information Resources
<b>Dr. Sarita Verma</b>				
66.	Wisdom: Journal of Vishveshwariya School of Business Management Vol.1 No.1, March 2009	0976-9123	National	Quality Control and Collection Development in Academic Libraries
67.	IIST, Vol.1 No.1, Jan- June 2011	0976-9021	National	Copyright Scenario in the Digital Environment
<b>DEPARTMENT OF SOCIOLOGY</b>				
<b>Dr. Mamta Dubey</b>				
68.	The International Research Journal of Social Sciences and	2320-4702	National	The Changing Dimensions of Rural Livelihoods on India (co-author)

	Humanities Vol.1, Jan. 2013			
	<b>DEPARTMENT OF COMMERCE</b>			
	<b>Dr. Sanjeev Gupta</b>			
69.	Journal of IPM, meerut	0976 – 0873 Volume 12 January-June 2011	NATIONAL	Customer Satisfaction in Banking Services : A Comparative Study of Public and Private Sector Banks
70.	Journal of IPM, meerut	0976 – 0873 Volume 10 July - Dec. 2009	NATIONAL	Branding Through Quality Services : Key to Success in Hospitality (with special reference to Taj-Group of Hotels)
	<b>Dr. A. K. Sharma</b>			
71.	Shodh Samikcha Aur Mulyankan	0974-2832	International	Co-operative Movement in Madhya Pradesh
	<b>Dr. R. C. Gupta</b>			
72.	Jagran Journal Of Commerce And Economics	2249-9512	National	Efforts towards Bringing Back the Overseas Black Money : An Impact On Indian Economy
73.	Shodh Anusandhan Samachar	2230-8822	National	E-Accounting Problems & Prospects
	<b>DEPARTMENT OF HINDI</b>			
	<b>Dr. Pushpalata Thakur</b>			
	<b>Research Paper</b>	<b>Journal/ Chapter in Book</b>	<b>ISSN /ISBN</b>	<b>National/ International</b>
74.	अज्ञेय – व्यक्तित्व एवं विचारधारा	लोकमंगल पत्रिका	2250-0448	National
	<b>Dr. Mamta Goyal</b>			
75.	अज्ञेय के काव्य में व्यक्तित्व एवं स्वातंत्र्य की खोज	लोकमंगल पत्रिका	2250-0448	National
	<b>Dr. R. K. Singh</b>			
76.	तुलसी का श्रृंगार व सौंदर्य बोध सामाजिक स्वास्थ्य के भाव से अनुप्रमाणित	विश्व भारती )ओस्मनाबाद (	०९७५-९८८३	अंतर-राष्ट्रीय
77.	एक निष्ठता मन की निर्मलता व दृष्टि की पवित्रता के ध्वजवाहक	शोधार्नव अंतर्राष्ट्रीय शोध पत्रिका ,उरई	०९७३-५३८९	अंतर-राष्ट्रीय

	तुलसी			
78.	रघुवीर सहाय के काव्य में जन चेतना	सामाजिक स्वास्थ्य के भाव से अनुप्रमाणित	०९७३-५३८९	अंतर-राष्ट्रीय
79.	लोकतांत्रिक मूल्यों के स्थापना में तुलसी साहित्य की भूमिका	रयुमिनेशन ,मेरठ	२२२९-६७५९	अंतर-राष्ट्रीय
80.	मानस रोगों के शमन में तुलसी साहित्य की भूमिका	शोधार्नव ,उरई	०९७५-५३८९	National
81.	साहित्य सिनेमा में सामाजिक प्रतिबद्धताएं	सद्रश्य ,नयी दिल्ली	२२३०-८९९७	National
82.	अज्ञेय का काव्य और व्यक्ति स्वातंत्र्य	लोकमंगल	2250-0448	राष्ट्रीय
	<b>Dr. Shashi Prabha Pauranik</b>			
83.	अज्ञेय का भाषावैशिष्ट्य	लोकमंगल पत्रिका – कवी शमशेर एवं अज्ञेय के काव्य शिल्प पर केन्द्रित , राष्ट्रीय शोध संगोष्ठी खंड , जीवाजी विश्वविद्यालय , ग्वालियर	2250-0448	
	<b>Dr. Shraddha Saxena</b>			
84.	सौंदर्य की अवधारणा	सहृदय	२२३०-८९९७	National
85.	प्राचीन बाल साहित्य का नया स्वरूप :माया वर्मा का बाल साहित्य	लोक मंगल पत्रिका	२२५०-४४८	National
86.	माया वर्मा के साहित्य पर गांधी का प्रभाव	लोक मंगल पत्रिका	२२५०-४४८	National
	<b>Dr. Sumar Sikarwar</b>			

87.	अज्ञेय और उनका जीवन दर्शन	लोकमंगल पत्रिका	ISSN 2250-0448	National
<b>DEPARTMENT OF SANSKRIT</b>				
<b>Dr. Savita Rastogi</b>				
88.	महाकवि भवभूति की वैश्विक दृष्टि	सुर-भारती	०९७५-५६८३	

### DETAILS OF BOOK CHAPTERS WRITTEN

<b>DEPARTMENT OF ENGLISH</b>				
<b>Dr. Bharati Karnik</b>				
S.No	Title Of the Chapter	ISBN No.	Publisher	Name Of The Book
1.	Water Conservation and Management Ed. Professor S.S. Tomar, Radha Publication	978-81-7487-842-7	National	Geographical Parameters of Civilization: A Study of Aquatic Dimension
<b>Dr. B. K. Sharma</b>				
2.	Recritiquing Women's Writing in English Vol.1 Ed. M.F. Patel (Anthology)	0978-81-906067-8-3	International	Narrative Techniques, Symbols And Myth Pattern In The Shorter Fiction Of Shashi Deshpande
3.	Recritiquing Women's Writing in English Vol.1 Ed. M.F. Patel (Anthology)	0978-81-906067-7-6	International	Delineation Of Filial Bonds In Kamla Markanday's: Handful Of Rice
4.	New Ruminations Of Indian Literature Vol.1 Ed. M.F.Patel (Anthology)	0978-93-80207-06-3	International	A Critical Analysis Of Multi Culturism In Bharati Mukherjee's Narratives Of Diaspora
5.	New Ruminations Of Indian Literature Vol.2 Ed. M.F.Patel (Anthology)	0978-93-80207-7-0	International	Construction And Deconstruction: A Feminist Interpretation in The Text Of Paro: Dreams Of Passion
6.	New Ruminations Of Indian Literature Vol.3 Ed. M.F.Patel (Anthology)	0978-93-80207-08-07	International	Conflict Of Tradition And Modernity In The Feministic Perspective: A Study In Shahsi Deshpande's Shorter Fiction
7.	Book Publisher: Swaroop And Sons	0978-81-7625-718-3	International	A Fiction Of Amitabh Ghosh: A Post Colonial Perspective
<b>Dr. Sadhana Agrawal</b>				
8.	Critical Responses To Anita Desai Ed. M.F. Patel	978-93-80207-12-14	International	Uma's Pathetic Night In Fasting, Feasting
9.	Critical Responses To	978-93-80207-	International	Study Of Form And

	Anita Desai Ed. M.F. Patel	12-14		Technique In Anita Desai's Novels
10.	Feminine Fragrance: Reflections On Women's Writings In English Ed. Cp. Arvind Nawale	978-93-81030-28-8	National	Human Relationships In The Novels Of Anita Desai
11.	Indian Economy And International Perspective Ed. Vasudha Agrawal (Indus Valley Publications)	0978-81-906067-8-3	National	Literature, Culture And Capitalism
12.	Water Conservation And Management Ed. Dr. S.S. Tomar (Radha Publications)	978-81-7487-842-7	National	Study Of Water In Literature
13.	Water Conservation And Management Ed. Dr. S.S. Tomar (Radha Publications)	978-81-7487-842-7	National	Water Pollution
<b>DEPT. OF DEFENCE AND STRATEGIC STUDIES</b>				
<b>Dr. V. K. Sharma</b>				
14.	Gwalior Evam Pashchami Bundelkhand Ke Durg Evam Gadiya	978-81-7977-499-1	Prakash Book Depot, Bareilly, U.P.	Prakash Book Depot, Bareilly, U.P.
<b>DEPARTMENT OF GEOGRAPHY</b>				
<b>Dr. Jagat Singh</b>				
15.	Ch in Book - Jal Sanrakshan evam Prabandhan	81-7887-843-2	National	Gwalior nagar mai jal pradaye vyavashth ka vikas
<b>Dr. S. S. Tomar</b>				
16.	Ch in Book - Environmental Imbalance and Global Warming	81-902565-8-0	National	Climate Change Researchable Issues And Adaptation Strategies For Agriculture
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18.	Ch in Book - Climate Change Problems Solutions of Increasing Temperature	978-93-820770-1-5	National	Jalvayu Parivartan Ka Tatvartiy Chhetra Par Prabhav
19.	Ch in Book - Climate Change Problems Solutions of Increasing	978-93-820770-1-5	National	Jalvayu Parivartan – Mosham Parivartan se krashi par padane vala



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23.	Ch in Book – Jal Sanrakshan evam Prabandhan	81-7887-843-2	National	Jal Sanshadhan evam Usaka Sanrakshan (Guna Jile Ke Vishesh Sandarbh mai )
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32.	Special Themes Of	81-89740-18-4		Historical Heritage Of

	Indian And World History			Gwalior And Growth Of Tourism
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	Conference Proceedings)			
49.	Emerging Technologies In Managing Library And Information Services By Tripathi, Raghvendra And Others, DPS Publishing House 2012	978-93-80388-69-4	National	Library And Information Professionals In The Digital Environment Challenges And Oppurtunities
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90.	ग्लोबल वार्मिंग एवं पर्यावरण असंतुलन का समाज पर प्रभाव	जलवायु परिवर्तन – बढ़ते तापमान की समस्या एवं निदान (पुस्तक का चैप्टर)	राधा पब्लिकेशन	९७८९३८२०७७०१५
91	जल संरक्षण एवं संवर्धन – प्राचीन सन्दर्भों में	जल संरक्षण एवं प्रबंधन (पुस्तक का चैप्टर)	राधा पब्लिकेशन	८१७४८७८४३२
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• Books Edited

	Book	ISBN	Type	Editing
<b>Dr. Sanjeev Gupta</b>				
1.	ग्रामीण गरीबी उन्मूलन	978-81-7555-342-2	National	Edited Book
<b>Dr. S. S. Tomar</b>				
2.	Water Conservation And Management	81-7487-842-4	National	Edited Book
3.	Ch in Book – Jal Sanrakshan evam Prabandhan	81-7887-843-2	National	Edited Book

• Books with ISBN/ISSN numbers with details of publishers

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8	Gwalior Evam Pashchami Bundelkhand Ke Durg Evam Gadiya	978-81-7977-499-1	National	Prakash Book Depot, Bareilly, U.P.

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9	Environmental Studies (Translation)		National	Laxmi Narayan Agrawal Publications
10	Cultural History of		National	Eastern Book

	Medieval State of Datia			Publisher, Delhi
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11	Radha Publications, Ansari Road, Dariyaganj			Beesvi Shatabdi Mein Naari Ka Shashaktikaran Edition 2010
	<b>Dr. R. K. Singh</b>			
12	तुलसी साहित्य में उल्लेखित जन-जातियाँ और वर्तमान परिप्रेक्ष्य	978-93-81692- 17-2.		Gaurav Books, 2013
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13	Char Dham Yatra Mahatm		B.S. Praminder	
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14	Human Rights	9788184842142	New Delhi	
	<b>Dr. R. K. Singh</b>			
15	तुलसी चिंतन के नूतन आयाम	978-93-81692- 27-1	National	Gaurav Books.2013
	<b>Dr. Arvind Sharma</b>			
16	An Encyclopedic Dic. Of Communication	978-81-7000- 619-9	National	E S S Pub.2010
17	Dic. Of Lib.& Inf.Sc.	978-81-7000- 624-4		E S S Pub. 2010
18	ई सूचना-स्रोत एवं सेवाएं	978-81-7000- 678-7		E S S Pub. 2010
	<b>Dr.B.K.Sharma</b>			
19	A Fiction Of Amitabh Ghosh: A Post Colonial Perspective	0978-81-7625- 718-3		Swaroop & Sons
20	New Aspect Of Indian Writing In English			: Sunrise, Jaipur

- Citation Index – Nil
- SNIP – Nil
- SJR – Nil
- Impact factor – Nil
- h-index – Nil

#### 3.4.4 Provide details (if any) of

- **Research awards received by the faculty**

Though the faculty has not received any research awards, but the faculty members are subject experts in different universities of India.

- **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**

Nil

- **Incentives given to faculty for receiving state, national and international recognitions for research contributions.**

As per government norms.

### **3.5 Consultancy**

#### **3.5.1 Give details of the systems and strategies for establishing institute-industry interface?**

The students of the Management Department visit local industries and companies to learn managerial skills. The students of the college undertake internship in various newspapers and go to Aakashvani for programs; they go to Municipal Corporation Office for data collection and also visit schools, colleges and other universities for various research projects and also for enhancing their industry skills.

#### **3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

The institution provides consultancy free of cost with reference to managerial skills, financial management and marketing to the neighbourhood industry and business establishment.

**3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

The college provides legal consultancy to the needy through free of cost Legal Aid Clinic and teachers from the Department of Sociology and Psychology are invited as counselors in their respective fields.

**3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.**

The broad areas of consultancy are in the fields of Management, Law, Mental Health Care and Social Welfare. As the consultancy services are free of cost, no revenue is generated.

**3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

Not applicable.

**3.6 Extension Activities and Institutional Social Responsibility (ISR)**

**3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

The college organizes extension and outreach programs through two units of NSS, three NCC naval units and one unit of NCC Army Wing (Army). The college organizes awareness camps like Blood Donation, Tree Plantation, Water Conservation, AIDS awareness. The students carry out Anti-Drug Campaigns through Anti-Drug rallies. The students spread awareness of the adverse effects of polythene and plastic on environment. The college also runs SVEEP drive for voting awareness. The students work for better awareness about female foeticide, gender discrimination and safety for women. All of these activities are aimed at the holistic development of the students and for community benefit.

**3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?**

The mechanism of the institute to track students' involvement in various social movements and activities is governed through its NCC, NSS and Red Cross units. NCC and NSS officers are members of the local voluntary organizations. They collaborate to carry forward various community development programs.

**3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

The views of students, faculty, parents and alumni are solicited through direct interaction and formal feedback received from them. The Grievance Redressal Cell, the Student Welfare Committee receive grievances and complaints from the students and provide prompt redressal. The Staff Council meetings held periodically help in provide platform for the staff to express their views on quality enhancement.

**3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.**

The College organizes its extension and outreach programs as per the academic calendar provided by the Madhya Pradesh Government and University. The College receives 12,000 Rs. per year for extension activities under NSS.

**3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?**

The participation of the students is mandatory in the NSS and the NCC units. Keeping in with the holistic philosophy of the institution, the students are continuously encouraged to take part in social activities pertaining to socially

relevant issues which develop and expand their intellectual horizons and make them more responsible individuals.

In 2012, the NSS organized High-tech plantation campaign to acquaint its students of the importance of trees and how technology can make it better.

In 2011, the NSS wing organized essay competition on the topic of 'Female Feticide'. It also organized SWEEP program to make students aware of the importance of voting.

In 2010, the students of the college, under the guidance of the NSS unit of the college, formed Red Ribbon Club for AIDS Awareness. The students of the college also organized Blood Donation Camp, under the guidance of Red Cross. On 2<sup>nd</sup> October, 2010 on the Birthday of Mahatma Gandhi, lectures on Bad Effects of Drugs were organized.

In 2009, the students of the college, under the aegis of the NSS wing of the college organized camp from 24<sup>th</sup> to 30<sup>th</sup> March, focusing primarily on Water Conservation. The wing also ran campaigns against the use of polythene and plastic. They also spread awareness about the bad effects of tobacco. The students also organized Tree Plantation Campaigns thrice in this academic year. The NCC cadets helped the Traffic Police in Traffic Control.

**3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?**

The college is very sensitized towards the students coming from the under-privileged class. The departments of the college are committed towards the cause of uplifting these sections and make them more aware about their rights.

- The NSS unit, under Dr. Ravikant Adalatwale and Dr. Sanjay Gupta organized Polio Awareness Campaign in order to prevent the resurfacing of the deadly disease.
- The program officers of NSS, Dr. Sanjay Gupta and Dr. Ravikant Adalatwale were honoured by the Bharat Vikas Parishad and Gayatri

Parivar for their exceptional contribution in social services.

- The College was felicitated by Bharat Vikas Parishad and Gayatri Parivar for providing facilities to organize health camps and community services.
- The Department of Psychology, under Dr. Anita Tiwari go the Mental Health Clinic and Amar Jyoti Charitable Trust for helping the physically and mentally challenged persons.
- The Department of Philosophy under Dr. Vijaylakshmi Gupta, organizes regular visits of its faculty to Old Age Home and Orphanages in order to both help the residents of these places and also to develop understanding about their plight so to be better able in future to help them.
- The Department of Sociology, under Dr. Suniti Shrivastava organizes Anti-Dowry Campaign.
- The Department of Geography, under Dr. S S Tomar organizes Water Conservation Campaigns for better harvesting of the most important resource for human beings.

**3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.**

As a result of the extension activities organized by the various departments of the college, the students of the college are more aware of the social issues and national problems. These extension activities give them a wider horizon and a better worldview with harmonious relationships with individuals and communities. It also expands their intellectual horizons as during their social activities they come across case studies and also regional and national problems.

**3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community**

**participation in its activities?**

The extension activities of the college help establish better connection between the institution and the community. Due to these activities, the college is not an isolated ivory tower of research but a contributing part of the community around it. Organizations like Bharat Vikas Parishad, Red Cross Society, Sanskar Bharati, Amar Jyoti Charitable Trust, Alumni Association, Madhav Andhashram, Mercy Home and other eminent persons from the society contribute to community development.

- The college Red Cross Society organizes Blood Donation Camps with the help of the students.
- Bharat Vikas Parishad organizes Tree Plantation Camps in which the students also come out with great learning experience.
- Through the activities of Amar Jyoti Charitable Trust, the members of the community are sensitized towards the issues of the physically challenged people.
- Eminent personalities are invited to deliver lectures on human rights and women empowerment.

**3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.**

Being conscious of its social responsibility, the college organizes various extension activities and in the process it also interacts with other institutions of the locality.

- Faculty members of English Department, like Dr. Sadhana Agrawal go to K.R.G. Govt. Girls College for enhancing language skills of the girl students.
- Dr. K Ratnam of History Department visits Jiwaji University and spreads awareness about the important but obscure historical and



archaeological places in and around Gwalior city.

- The members of the Political Science department spread awareness about the Right to Vote, gender issues and basic fundamental rights of every citizen.

**3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.**

Nil.

**3.7 Collaboration**

**3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc. regarding Local bodies/ community, the college organizes awareness campaigns and voluntary service.**

- As it is a government institution so it does not have the provision of staff exchange. Dr. Sadhana Agrawal of English Department was selected as Ambassador Professor to impart knowledge to students studying in rural colleges.
- The faculty of the college from various departments works with institutions like UGC, MHRD and various Universities on various research projects.

**3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/ Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.**

The institution has collaboration with Bhoj Open University. This University has established Gyanodaya Computer Center for the students of the college.

This offers PGDCA diploma to the students of the college who are admitted to the PGDCA.

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/ up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology / placement services etc.**

The Guidance and Placement Cell of the College interacts with industry and other establishments for the benefit of the students.

In 2012, two students Saurav Chaturvedi, Harshnandan Sharma were selected by Infosys in Campus Recruitment.

A three days workshop was organized to encourage students for encouraging small-scale industry.

**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

The college organized 1 national seminar in Geography. Following are the eminent professors of Geography graced the seminar.

Dr. R B Singh from Delhi University, New Delhi, Dr. Jagdish Singh from BHU, Dr. S K Shukla from Central University, Sagar, Dr. B S Tomar, Dr. Manju Mitra from Raipur, Chhattisgarh, Dr. Praveen Rath, Goa, Dr. K S Sengar from Sheopur.

5 national workshops of Madhya Bharat Itihaas Parishad were organized in the College. Following eminent professors attended the workshops:

Dr. Devendra Choubey from JNU, Dr. Pooran Sahgal, retired Hindi professor from Ujjain, Dr. Salil Mishra from Ambedkar University, Dr. Kapil Kumar from IGNOU, Dr. Sanjay Kumar from Lansdowne College, Uttarakhand, Dr. Aruna Soni from Rajasthan, Dr. Ashutosh Kumar from Uttarakhand, Dr. N M

Kansal from Gwalior, Dr. Kumkum Mathur from KRG College, Gwalior, Dr. Jawaharlal Verma from Bihar.

**3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -**

Not applicable.

**3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.**

The institution has collaboration with Bhoj Open University. This University has established Gyanodaya Computer Center for the students of the college. This offers PGDCA diploma to the students of the college who are admitted to the PGDCA.

**CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 Physical Facilities**

**4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?**

The college already has a vast campus and spacious buildings sufficient for its present needs. However, keeping in view the long-term planning, the college administration with the help of Jan Bhagidari Samiti and grants has embarked upon massive construction activities.

To keep pace with global challenges and competition, the college has vast resources of ICT.

For effective teaching and learning, the college has adopted modern methods of teaching, involving procedures like group discussions, seminars and it uses computer and language labs.

#### 4.1.2 Detail the facilities available for curricular and co-curricular activities:

The college is located in the heart of the city. The college has a vast campus of approximately 22 acres. The facilities available for:

##### a) Curricular and co-curricular activities

Classrooms/ Tutorial Spaces	80
Lecture Halls	02
Laboratories	Psychology Lab
	Geography Lab
	Strategic and Defence Studies Lab
	Computer Labs – 04
	Language Lab
Facilities/ equipment for teaching	Overhead Projects
	Audio-Visual Aids
	Televisions
	Computers (in Labs and Departments)
	Xerox Machines
	V.C.Rs
	Cameras (Still and Video)
	Audio Players
	Smart Class
	Multimedia Projector
Learning and Research	INFLIB-NET (in process)
	Department Facility
Seminar Hall	02

The college has 71 classrooms; 4 computer labs; 1 language lab; 3 seminar halls; 3 laboratories in the Department of Military Science, Geography and Psychology. The college has Vivekananda Hall for conducting public speeches, extempore, debates etc. and other programs. Cultural activities are organized in Hari Singh Darshan Singh Hall. Painting competition, poster-making competition, arts and fine arts competitions are held in Ranganathan Hall.

##### b) Extra-curricular activities

Sports, Outdoor and Indoor Games Lecture Halls	Football Ground
	Sports Ground for Athletic Competitions

Laboratories	Indoor Badminton Court
	Cricket Ground
	Basketball Court
	Table Tennis Court
	Indoor Stadium
	Sports Complex
Public Speaking/ Cultural Activities	Ranganathan Hall for Activities
	Harisingh Darshan Singh Hall for Cultural Programs
	02 NCC Rooms and 01 NSS Room

The college has a sports complex, an indoor stadium, a badminton hall. The college also has enough sports equipment and an auditorium. The institute also has 3 NCC rooms and 1 NSS room. Students' Security Insurance Scheme operates by New India Insurance Company Ltd. The scheme is compulsory. The college has a Language Lab for Communication Skills Development.

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).**

The institution has adopted the usage of computers in its academic activities. Computerized Admission System and Maintenance of Academic Records is done. The faculty is motivated to prepare computer-aided teaching/ learning materials. The students are given e-study material. For interactive learning audio-visual methods are used. For optimum utilization of the building and infrastructure, the College runs in three shifts from 8 A.M. to 6 P.M.

(Enclosed Map in Annexure. 07)

The major sources of funding are:

- Funds from government.

- Grants received from UGC.
- Funds through self-finance courses.

Government funding is adequate enough to meet the day-to-day expenses of the institution.

In 2010, the College was upgraded to the status, equivalent to Premium National Institute. For this, the College has received financial aid for the construction of:

- Central Library – 90.90 lakh
- Administrative Block – 76.28 lakh
- Four Classrooms in A Block – 82.55 lakh
- Six Classrooms in B Block – 84.14 lakh
- Student Welfare Cell – 74.49 lakh
- Seminar Hall – 39.43 lakh
- NCC Complex – 40 lakh
- Construction of the Main Gate – 14 lakh
- Lightning Conductor in Main Building of the College – 1.55 lakh

All the development work is in full swing. Construction of the main gate is completed and the NCC and Central Library are under construction.

**4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

All the buildings in the premises have ramps for easy mobility of differently-abled students.

**4.1.5 Give details on the residential facility and various provisions available within them:**

- **Hostel Facility** – One (Hostel Building under renovation by PWD)
  - Recreational facilities – Nil
  - Computer facility including access to internet in hostel – Nil
  - Facilities for medical emergencies – Nil
  - Library facility in the hostels – Nil
  - Internet and Wi-Fi facility – Nil
  - Recreational facility-common room with audio-visual equipments – Nil
  - Available residential facility for the staff and occupancy
  - Constant supply of safe drinking water
  - Quarters for warden and other officials are available – Three Official Quarters – Occupancy 02
  - Security

**4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?**

For students there is Students' Security Insurance Scheme operated by New India Insurance Company Ltd.

For staff, there is Group Insurance Scheme.

**4.1.7 Give details of the Common Facilities available on the campus spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

**IQAC:** There is a separate room with computer and internet facility.

**Grievance Redressal Unit:** It is situated in Defence & Strategic Studies Department.

**Women's Cell:** In B-Block.

**Legal Aid Clinic:** In Main Building

**Sports Amenities:** Sports Block, Main Building and Indoor Stadium.

**Girls Common Room:** Near Administrative Block

The college has four water coolers for safe drinking water. The college has above mentioned recreational facilities.

## **4.2 Library as a Learning Resource**

### **4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?**

Yes. There is a Library Advisor Committee, which works under the supervision of the Principal in co-ordination with the librarian. The committee plans development activities of the library including maintenance, expansion, purchase and library reforms. Dr. K. S. Rathore is the Convener of this Committee.

### **4.2.2 Provide details of the following:**

- **Total area of the library (in Sq. Mts.)** – 6000 sq. ft. in addition to the Departmental Libraries.
- **Total seating capacity** – 30
- **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)** – From 9 AM to 6 PM on working days.
- **Layout of the library (individual reading carrels, lounge area for**



**browsing and relaxed reading, IT zone for accessing e-resources) –**

The library has a lounge area. The aisles provide a good browsing experience.

**4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.**

Library holding	2009-13		
	Number		Total Cost
Text books	93,647		1989611
Reference Books	62,791		
Journals/ Periodicals	70		
e-resources	Nil		
Newspapers	Daily	06	33,600/-
	Weekly	02	2,080/-

The institution purchases books according to the M. P. Government norms and UGC grants.

**4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?**

- OPAC – Nil
- Electronic Resource Management package for e-journals – Nil
- Federated searching tools to search articles in multiple databases – Nil
- Library Website – Nil
- In-house/remote access to e-publications – Nil
- Library automation – Nil
- Total number of computers for public access – Nil

- Total numbers of printers for public access – Nil
- Internet band width/ speed – Nil
- Institutional Repository – Nil
- Content management system for e-learning – Nil
- Participation in Resource sharing networks/consortia (like Inflibnet) – Proposed

**4.2.5 Provide details on the following items:**

- Average number of walk-ins: More than 100
- Average number of books issued/returned: 60 (Card System)
- Ratio of library books to students enrolled: 53:1
- Average number of books added during last three years: 8,127
- Average number of login to (OPAC): Nil
- Average number of login to e-resources: Nil
- Average number of e-resources downloaded/printed: Nil
- Number of information literacy trainings organized: Nil
- Details of “weeding out” of books and other materials: Nil

**4.2.6 Give details of the specialized services provided by the library**

- Manuscripts - No
- Reference - Yes
- Reprography – No
- ILL (Inter Library Loan Service) – No

- Information deployment and notification (Information Deployment and Notification) – Yes. Important notices are displayed on the notice board.
- Download – No
- Printing - No
- Reading list/ Bibliography compilation - Yes
- In-house/remote access to e-resources - No
- User Orientation and awareness – In the beginning of the session, new students are acquainted with the rules. There is also a mechanism for issuing books.
- Assistance in searching Databases – Yes
- INFLIBNET/IUC facilities – Proposed

**4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.**

- Specific days are fixed for the UG students for issuing books.
- Books and stationary from the book bank are distributed to the SC/ST students by the library staff.
- Open Access facility is a facility which provides supports to teachers.
- Library staff informs the teachers about the new arrivals in the library.

**4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**

The library staff helps physically challenged students and staff members in selecting books and issuing them on priority basis.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed**

**and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)**

There is no separate provision to receive feedback from the students, regarding library services, but the feedback is received by IQAC incorporates the demands and suggestions of students. The advisory committee of the library manages it through its interactions with students and staff members to make the services more prompt. Matters regarding purchase of books and increase in infra-structural facilities are addressed in the meetings of Library Committee and the Principal.

#### **4.3 IT Infrastructure**

**4.3.1. Give details on the computing facility available (hardware and software) at the institution.**

- **Number of computers with Configuration (provide actual number with exact configuration of each available system)** – The College has 80 functional computers. Many departments have their own computers.

<b>Department</b>	<b>No. of Computers</b>	<b>Processor</b>	<b>Hard Disk</b>	<b>RAM</b>	<b>OS</b>
Computer Lab (Law)	11	Pentium 4 (Ten), Dual Core (One)	80 GB	512 MB, 1 GB	Windows XP
B.Com (Computer Lab)	10	Pentium 2	10 GB	256 MB, 128 MB	Windows XP, Windows 98
Computer/ Language Lab	31	Intel i3	500 GB	2 GB, 4GB	Vision-Net, Digital
Management Lab	30	Intel i3	500GB	2GB	Windows
Library and Information Science Dept.	10	Dual Core	500 GB, 320 GB, 250 GB	1 GB, 512 MB	Windows XP

There are 05 Computers in Administrative Block; 01 in IQAC Centre; 01 in Examination Control Room.

- **Computer-student ratio** – 01:31
- **Stand alone facility** – No
- **LAN facility** – Yes. LAN Networking in all four Computer Labs.
- **Wi-fi facility** – Yes
- **Licensed software** – Yes
- **Number of nodes/ computers with Internet facility** – 40

**4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

All the computer labs offer computer facilities to the staff as well as students.  
For details about the facilities available to the students please refer to 4.3.1

**4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

The college works continuously for the up gradation of IT resources. New computers are added according to the need of the students and staff.

**4.3.4 Provide details on the provision made in the annual budget for procurement, up-gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

Special funds received from the government are allocated for the maintenance, up-gradation, procurement of computers, at the campus.

**4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

The students and staff members are motivated to make better use of ICT resources. They are encouraged to make projects involving the use of ICT resources, such as making PowerPoint Presentations etc. Facilities like OHPs are available to the faculty for use.

**4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**

The approach of the institution is student-centric. The faculty make use of learning activities involving computer skills and internet in order to prepare the student for the soft-wave age.

**4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

No.

**4.4 Maintenance of Campus Facilities**

**4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

a.	Building – 15,000/-
b.	Furniture – 20,000/-
c.	Equipment – 11590/-
d.	Computers – 21,000/-
e.	Vehicles – Nil
f.	Any other – Sports Playground – 50,000/-

**4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?**

Government agencies like Public Works Department and ASI have major responsibility of maintaining the infrastructure. It is maintained through the regular budgetary provisions allocated by the state government. With the

increase in infrastructure assistance is sought from UGC and Jan Bhagidari Samiti.

**4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?**

The college undergoes need-based upgradation and calibration in the laboratories of Geography, Defence and Strategic Studies and Psychology.

**4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?**

The college has installed stabilizers. Water coolers are constantly maintained and with the help of Water Borings, it is ensured that water is always available. There are four Boring in the campus premises.

## **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

### **5.1 Student Mentoring and Support**

#### **5.1.1 Does the institution publish its updated prospectus/handbook annually? If ‘yes’, what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

Yes. The college prospectus gives detailed information regarding overview of the college, academic courses, number of seats, fee structure, admission process, government rules and schemes, code of conduct, academic calendar, and facilities for students, library, sports, NSS, NCC, Student Security Insurance Scheme, Cultural and Literary Activities, Student Charter, Employment Guidance Cell, Scholarship and Financial Assistance etc.

For, commitment and accountability:

- Transparency in admission process is maintained.
- RTI and Student Charter are operational.
- Citizen Charter ensures timely implementation of the process.
- Admission committees comprising faculty members for different classes work meticulously.
- Important and relevant information is displayed on the notice boards as well as on college website.
- Admission in the college is purely on merit basis as per state government rules and regulations. The process is done online.

#### **5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?**

About 60% of the students enrolled in the college, belong to SC/ST and OBC categories. These students receive scholarships/ freeships either from state



and central governments under various schemes. Institution provided financial aid to the poor and needy students of the college, not belonging to the above mentioned categories. The ‘Student Welfare and Financial Assistance Committee’ is designated to disburse the aid in time.

<b>2009-10</b>			
Scholarship	Category	Students benefitted	Amount
Post-metric Scholarship	SC/ ST	450	3,114,425/-
Post-metric Scholarship	OBC	716	4,770,285/-
Vikramadiktya	General	12	57,084/-
Gaanv Ki Beti	All	07	35,000/-
Differently-abled	All	04	6,140/-
<b>2010-11</b>			
Post-metric Scholarship	SC/ ST	484	4,078,318/-
Post-metric Scholarship	OBC	811	5,774,559/-
Vikramadiktya	General	15	3,000/-
Gaanv Ki Beti	All	09	45,000/-
Differently-abled	All	07	8,750/-
Minority	Minority	02	3,700/-
Shyama Prasad Mookherjee	General	01	1,207/-
Hindi Research	SC	01	3,300/-
<b>2011-12</b>			
Post-metric Scholarship	SC/ ST	455	4,704,438/-
Post-metric Scholarship	OBC	824	6,345,080/-
Gaanv Ki Beti	All	10	50,000/-
Differently-abled	All	17	24,090/-
Minority	Minority	02	Amount transferred by government into students' accounts
Shyama Prasad Mookherjee	General	02	Amount transferred by government into students' accounts
Poor Student Welfare	General	10	15,000/-
Student Welfare	-	120	600,000/-

(UGC)			
<b>2012-13</b>			
Post-metric Scholarship	SC/ ST	511	5,330,635/-
Post-metric Scholarship	OBC	832	6,773,637/-
Gaanv Ki Beti	All	12	60,000/-
Differently-abled	All	12	15,600/-
Shyama Prasad Mookherjee	General	02	Amount transferred by government into students' accounts
Poor Student Welfare	General	09	3,500/-

**5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?**

Approximately, 60% of the enrolled students receive financial assistance under government's schemes. Refer to the table furnished in question no. 5.1.2.

**5.1.4 What are the specific support services/facilities available for students from SC/ST, OBC and economically weaker sections?**

- The college strictly follows reservation policy of the government.
- Post-metric scholarship and financial assistance to poor students are provided.
- Free books worth Rs. 1500 and stationary of Rs. 500 per year are provided.
- Remedial and special coaching classes are conducted
- Research scholarship worth Rs. 8,000/- per month (1,00,000/- per year) for students belonging to SC/ ST category is provided.

**Students with physical disabilities**

- Ramps are constructed for comfortable mobility.

- In exams, writer-facility is provided.
- Their needs are address on priority basis.
- Scholarship from State Government for Higher Education and Research is available.
- 13 students benefitted in 2012-13.

#### **Overseas students**

- No overseas students are enrolled.

#### **Students to participate in various competitions/National and International**

- Sports – Due weightage in admission, sports kits, coaching, TA/ DA for out station participation is provided.
- Literary and Co-curricular Activities – TA and DA for out station participation, accompanists, costumes and instruments are provided, according to need.

#### **Medical assistance to students: health centre, health insurance etc.**

- First-aid facility is available.
- Student Security Insurance Scheme operated by New Indian Insurance Company Ltd. Bhopal.
- Medical Check-up Camps organized by NSS, NCC and Red Cross Committee of the College from time to time.

#### **Organizing coaching classes for competitive exams**

- Classes for preparation of National Eligibility Test (NET) and State-level Eligibility Test (SLET)
- Coaching classes for students, preparing for various services, such as:

bank, insurance, UPSC, PSC etc.

**Skill development (spoken English, computer literacy, etc.)**

- Language Lab for Communicative English
- Computer Labs and Computer Education Center under CEDMAP
- Short-term training programs on Tally, MS Office, Computer Hardware organized by Employment Placement Cell.

**Support for “slow learners”**

- Special classes are conducted.
- Provision of improving performance in internal exams.
- Personal counseling by mentor.

**Exposures of students to other institution of higher learning/ corporate/ business house etc.**

- Students are motivated to visit libraries and reputed centers of learning.
- Students of final semester, undergo internship in educational institutes, radio station, NGO, local offices and business houses.
- Students of management undergo training in industries, business houses and corporate.
- Students of Library Science have received training in Libraries in other institutions.

**Publication of student magazines**

- College Magazine “Veerangana” is published every year.
- Quarterly e-news letter – The college publishes a quarterly news letter, comprising achievements of the students and faculty members. It

emphasizes on innovations adopted and practiced in dissemination of knowledge. The aim is to record achievements and encourage students and teachers to perform better.

**5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

- The curriculum of the U.G. has a compulsory paper of entrepreneur skill.
- The placement cell organizes programs to develop entrepreneur skill.
- Commerce students undertake part-time jobs in marketing.

The positive impact of the above mentioned activities is that when students complete their program, they are well trained and ready for self-employment.

**5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**

To promote participation of students in extra-curricular activities and sports, the College makes extra efforts:

- additional academic support, flexibility in examinations
- special dietary requirements, sports uniform and materials

**5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE/ CAT/GRE/ TOFEL/ GMAT/ Central/ State services, Defense, Civil Services, etc.**

- Coaching classes for the preparation for competitive exams are conducted and study material is provided.

- UGC-NET – 20 appeared and 13 passed in the last four years.
- 04 Students of the College received Junior Research Fellowship (JRF) in this period.
- 25 students of the college have qualified for Police, Home Guard, State Judiciary, State PSC etc.
- Around 30 students of the college have been recruited as teachers in school education.
- Around 20 students of the college are working as visiting faculty in various colleges of the region.

**5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)**

The information has already been furnished in 2.3.7. Please refer to the same.

**5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If ‘yes’, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).**

Yes. The Vivekanand Employment Guidance Cell of the college provides information to students about employment opportunities and thus helps them in choosing their career. The cell works as a vital agency for imparting academic and career counseling. It gathers information on job avenues and placement in different institutions. It organizes training courses, seminars, lectures, and job fairs for students.

The workshops organized by this Cell inform students about the emerging professional trends and events.

The Management Department has organized Campus interviews for the recruitment of students. And two students were selected.

**5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.**

Yes, there is a Student Grievance Redressal Cell in college. It receives all the complaints and ensures the redressal of the grievance. The problems regarding student indiscipline, mutual student conflict, ragging and shortage of drinking water etc. are addressed and speedy redressal is ensured by the committee.

Apart from Grievance Redressal Cell, the following committees address the problems of the students:

- Anti-Ragging Committee
- Discipline Committee
- Student Welfare Committee
- Committee To Prevent Harassment Of Women At Workplace
- Bhrishtachaar Nivaaran Samiti
- Minority Cell
- Student Problem and Redressal Committee headed by Dr. R K Vaidya looks after the problems regarding students

**5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?**

Women Welfare and Sexual Harassment Redressal Committee headed by Dr. Suniti Shrivastava works for the welfare of women in the college. It ensures a congenial atmosphere for girl students and women employees. The committee takes speedy action against the problem and deliver due justice.

**5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

Yes, there is an anti-ragging committee in the college. As an addition, there

are also three Anti-Ragging Squads to monitor all the three shifts.

The college received complaints from students regarding but after enquiry complaints were found false. They were not of ragging but were cases of student indiscipline. All the complaints and students were given warning to prevent indiscipline in future.

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**

- Student Welfare and Financial Assistance Committee headed by Dr. R K Jain.
- Scholarship under Gaanv Ki Beti Policy
- Scholarship under Pratibha Kiran Policy
- Scholarship under Vikramaditya Policy Cell
- Scholarships – Post-metric scholarship for SC/ ST and OBC students.
- Education, Training and Rehabilitation of Differently-abled students.
- Conveyance Allowance Scheme for Girls
- Free Books and Stationary Scheme for SC/ ST students.
- Financial assistance for research for SC/ ST students.

**5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?**

The college has an alumni association. The registration of the association is in process. Dr. Shri Ram Sharma, alumnus of Political Science department donated books to the college.



## 5.2 Student Progression

### 5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student progression	%
UG to PG	60%
PG to M.Phil.	NA
PG to Ph.D.	30%
Employed Campus selection Other than campus recruitment	65%

Most of the students who pass out opt for teaching career. After PG who do not pursue PhD prefer BEd. In the last few years M.P. Government has recruited a large number of primary and secondary school teachers under Sarva Shiksha Abhiyaan. Most of the students from our institution have been recruited in M.P. State Government Schools.

Students from Commerce faculty prefer jobs in private sector or get absorbed in their family business.

### 5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Following are the details of the program-wise percentage and completion rate for the last 4 years

Program	2009-10	2010-11	2011-12	2012-13
B.A.	87%	86%	94%	92%
B.Com.	96%	95%	98%	96%
BBA	84%	81%	82%	86%
B.A.LL.B	80%	82%	80%	83%

B.Lib.	98%	99%	98%	99%
LL.B. 3Ydc	85%	83%	88%	90%
M.Com.	100%	99%	99%	99%
LL.M	90%	91%	90%	91%
MBA	82%	85%	86%	86%
M.Lib.	100%	99%	98%	98%
M.A. in Hindi	99%	100%	100%	99%
M.A. in English	84%	80%	90%	93%
M.A. in Sanskrit	100%	100%	100%	100%
M.A. in Sociology	100%	100%	100%	100%
M.A. in Political Science	100%	100%	100%	100%
M.A. in Economics	86%	88%	84%	88%
M.A. in Geography	100%	100%	100%	100%
M.A. in History	88%	92%	100%	100%
M.A. in Defence and Strategic Studies	100%	100%	100%	100%
M.A. in Philosophy	100%	100%	100%	100%
M.A. in Psychology	100%	100%	100%	100%

Ours is the only College of Excellence in the Gwalior Division, Madhya Pradesh. The minimum eligibility percentage in College is 60%, hence the parameter for comparing the past percentage of the students with other colleges in the city is not applicable.

### **5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?**

As the college is the oldest research centre in 14 subjects for doctoral and post-doctoral degree:

- To facilitate research the college has a state-of-art library, upgraded ICT facility, around 43 research supervisors, who contribute in pursuing higher standard of research. Following is the list of research supervisors:

S.No.	Name of Supervisor	Subject	No. of Students
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1.	Dr. M K Vaidya	Commerce	02
2.	Dr. A K Sharma	Commerce	04
3.	Dr. R C Gupta	Commerce	08
4.	Dr. D S Rana	Commerce	06
5.	Dr. P V Rao	Commerce	05
6.	Dr. Sanjay Gupta	Commerce	06
7.	Dr. A K Vajpayee	Commerce	08
8.	Dr. Sanjeev Gupta	Commerce	08
9.	Dr. N K Chauhan	Law	06
10.	Dr. Subhash Sharma	Law	03
11.	Dr. Archana Agrawal	English	04
12.	Dr. Sadhana Agrawal	English	05
13.	Dr. Bharati Karnik	English	02
14.	Dr. B K Sharma	English	06
15.	Dr. Satish Joshi	Hindi	04
16.	Dr. Shraddha Saxena	Hindi	05
17.	Dr. R K Singh	Hindi	03
18.	Dr. Savita Rastogi	Sanskrit	05
19.	Dr. S S Tomar	Geography	06
20.	Dr. N S Chauhan	Political Science	05
21.	Dr. Alka Bhargava	Political Science	04
22.	Dr. Anupam Gupta	Political Science	01
23.	Dr. V K Sharma	S&DS	04
24.	Dr. R K Vaidya	S&DS	04
25.	Dr. K S Rathore	S&DS	02
26.	Dr. Sandhya Bohre	Economics	06
27.	Dr. Sudhir Sharma	Economics	08
28.	Dr. Neerja Verma	Library Science	06
29.	Dr. Jitendra Shrivastava	Library Science	08
30.	Dr. Arvind Sharma	Library Science	03
31.	Dr. Sarita Verma	Library Science	05
32.	Dr. Suniti Shrivastav	Sociology	05
33.	Dr. Ayub Khan	Sociology	03
34.	Dr. Mamta Dubey	Sociology	03
35.	Dr. Geeta Shrivastav	Sociology	03
36.	Dr. Sushil Kumar	History	04
37.	Dr. K Ratnam	History	04
38.	Dr. I D Gupta	History	06
39.	Dr. Padma Saxena	History	02
40.	Dr. Vijaylaxmi Gupta	Philosophy	04
41.	Dr. A K Singh	Philosophy	05
42.	Dr. Anita Tiwari	Psychology	06

43.	Dr. Shubha Shrivastav	Political Science	01
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The Employment Guarantee Cell Committee for NET/ SLET coaching and the Committee for Entry and Services provide guidance in selecting career options and conduct career options, conduct programs to help student in preparing for jobs.

**5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?**

To prevent drop-out and failure special support provided by the college is:

- Extra classes, remedial classes and special coaching for weak students.
- Personal Counselling by mentor
- Subject guidance by the subject teacher
- Provision to improve performance in CCE by providing more than one chance.

**5.3 Student Participation and Activities**

**5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.**

Range of activities available to the students are:

- **Sports** – athletics, football, volleyball, badminton, cricket, boxing, martial arts, kabaddi, kho-kho, handball, basketball, chess, wrestling, carom, table tennis, lawn tennis, swimming, soft ball.
- **Extracurricular activities** – Mock Parliament, NCC (Army and Naval Units), NSS (two units with 210 volunteers), Red Cross Club, Legal Aid Clinic, Literary and Cultural Activities, Swami Vivekanand Employment Guarantee Cell, Book Club, Creative Writing Club.

- **Activities under Youth Festival** – Story writing, Essay Competition, Poetry Writing and Recitation, Extempore, Elocution, Debate, Salad Decoration, Flower Arrangement, Mehendi, Cooking, Gift Packing, Fancy Work, Cartoon making, Clay modeling, Spot Painting, Poster Making, Rangoli, Collage, Semi-classical singing, Classical Singing, Quiz, Classical Dance (Solo), Folk Dance (Group).

**5.3.2 Furnish the details of major student achievements in co- curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.**

- In 2009-10 Students of the college represented the Jiwaji university in inter-university tournaments in basketball, handball, kho-kho and various sports events. Gita Rajput represented the college in Tennis tournament; Narendra Yadav in softball; Pankaj Gandotia in Kabbadi; Komal Singh Jat in Cross Country Race; Amit Shrivastava in softball. The college organized division level badminton tournament.

Hemant Yadav and Brijesh Uchharia participated in RDC. Sanjay Jarolia and Ranjana Chaudhari as well as Rajani Singh represented college in National Integration Camp held in Karnataka.

- In 2010-11, students of the college represented the Jiwaji university in inter-university in different tournaments: Deepak Sharma in Football, Jatin Shahane in Khokho, Devesh Gupta in Hockey, Yatindra Singh in Cricket, Saurabh Dhariwal in Cricket, Madhuri Nikhra in Tennis and Bankey Bihari in Boxing.

Amit Singh Kataria won district level debate tournament held on National Voters Day. Ravishekhar Sahu won state level debate competition. Harshnandan Sharma won mimicry competition. Devesh Gupta represented Jiwaji University in All India Cricket Tournament. Sonu Sharma got Gold Medal in Jiwaji University in Sanskrit.

- In 2011-12, Saurabh Parashar won first prize in Inter-University debate

and Elocution Competition. Ankita Shandilya won first prize in Inter College in Poster-making competition at the state level. Anoop Pachauri won second prize in All India Bhavbhuti Debate Competition. Cadet Jai Pathak was selected for Youth Exchange Program to go abroad.

- In 2012-13, Kumari Priya Chaahar, NSS volunteer participated in India-China Youth Exchange program in Beijing. Cadet Tej Pratap Singh Parihar represented M.P. in RDC, Kumari Anubhuti Gupta came first in Inter College Classical Dance Competition. Volunteer Santosh Sharma won first prize, in M.P. State Debate Competition. Saurabh Dhariwal led West Zone Cricket Team in All India Toyota Cup Cricket Tournament. Cricketer Saurabh Dhariwal, Yatindra Singh and Manvendra Singh represented Jiwaji University in Inter-University Cricket Championship held at Vadodara. The Team was runner-up in the tournament.

**5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?**

IQAC collects feedback on prescribed proforma provided by NAAC. The inputs received are analyzed and used for the improvement of the quality of the institution.

**5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.**

The college magazine Veerangana is published annually. Following are the details of student publications in the last four years:

Year	No. of Articles by Students (Hindi)	No. of Articles by Students (English)	No. of Articles by Students (Sanskrit)	Total No. of Articles
2009-10	24	12	05	41
2010-11	24	14	06	44

2011-12	38	26	05	69
2012-13	42	24	00	66
Total	128	76	16	220

**5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

The college had Student Union till 2011. Class representative were elected on the basis of merit. They in turn, elected four office-bearers: President, Vice-President, Secretary, Joint Secretary.

Posts for girls were reserved alternatively. After 2011 Government of Madhya Pradesh discontinued the election of Student Union in all the Colleges of Excellence in Madhya Pradesh.

**5.3.6 Give details of various academic and administrative bodies that have student representatives on them.**

Student representatives are in IQAC committee presently. Abhishek Sarawat is the member.

**5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.**

Alumni and formal faculty members are invited on special occasion to deliver lectures and give their valuable suggestions to the students.

**CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 Institutional Vision and Leadership**

**6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?**

Leadership ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the Nation.

**Mission Statement** – While setting higher standards in dissemination, extension and creation of knowledge as a matter of routine, we train our students for playing worthy role in nation building, meeting the challenges of times and leading the society. Simultaneously we initiate them to the best practices of ethics and humanitarianism. In all these endeavors, excellence is our baseline.

Institution follows the guidelines issued by the government mentioned in the prospectus. Its vision and mission ensures that the institution will continuously strive:

- To achieve excellence in and to keep up the honour and ideal values of higher education.
- To prepare the students for various competitive examinations.
- To prepare the students for admission to the educational institutions of national and international standard.
- To prepare the students for successfully entering every walk of life.
- To inculcate in the student an in-depth understanding of the subject.
- To develop the power of reasoning and scientific outlook in the student.
- To facilitate continuous growth of the student's aptitude for and curiosity about the subject of his / her study.

The institution translates its vision statement into activities through curriculum designed by the college.

#### **6.1.2 What is the role of top management, Principal and Faculty in design and**



### **implementation of its quality policy and plans?**

The Principal is the administrative and academic head of the institution who acts on the behalf of the government. He is the authority responsible for the implementation of policies of the government. He co-ordinates with all the stake holders for effective administration of the college.

#### **6.1.3 What is the involvement of the leadership in ensuring:**

- **The policy statements and action plans for fulfillment of the stated mission**

The Principal being the Head of the Institution apprises the faculty about the vision and mission of the college at the beginning of the academic session. He informs the new policies, projects and process of the Government and makes effective plans for implementation.

- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**

The action-plan is formulated to meet the academic and co-curricular betterment of the students. The academic calendar provided by the government is strictly followed.

- **Interaction with stakeholders**

The institution being an affiliated college of Jiwaji University, has very limited and indirect role in planning of the academic programs. Feedback received from stake holders is used in framing the syllabi at the University and state level through the members of the teaching staff, who are in the Board of Study.

Regarding implementation and evaluation faculty and students involve themselves through various bodies like Staff council, Student associations, Departmental committees, Alumni association meetings etc. which review the performance of the

different programs of the institution.

The curricular and co-curricular transactions are made effective through the close and consistent co-operation of faculty, students and administrative staff. Various committees of the institution discuss and evaluate programs and policies pertaining to overall development of the students.

- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

The members of Janbhagidari committee, IQAC, Alumni association, Advisory committee of NSS, NCC and Red Cross committee etc. get an opportunity to air their views regarding academic programs and co-curricular activities. Their suggestions are considered by the college management for effective functioning.

- **Reinforcing the culture of excellence**

The feedback received from students are examined by the faculty and conveyed to the decision making bodies. They take in account these suggestions to meet future educational needs and challenges. The institution ensures good relations with students:

- a. To attract and retain students : By students centric approach of the college, the vast infrastructure, and experienced faculty
- b. To enhance students performance: Through innovative method in teaching & learning. Continuous evaluation of students, personal guidance, special coaching and tutorials etc.

- c. To meet their expectations of learning: With the help of computer and online education facility, updated library, audio-visual aids etc.

- **Championing organizational change**

IQAC plays crucial role in championing organizational change. SWOC analysis received from all the departments are closely examined. Weaknesses and strengths are identified. Accordingly, steps are taken to improve the performance for the larger interest of the institution.

**6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?**

The Head of the Institution, with Heads of Departments and with IQAC, plans and implements policies for betterment of the teaching-learning procedure. The institution also takes feedback of the students. Thus, the institution adopts a participatory approach and involves every stakeholder in shaping the future of the college. The college submits its performance report to the head office annually.

**6.1.5 Give details of the academic leadership provided to the faculty by the top management?**

The Principal is the Head of the Institution. He along with his Advisory Committee provides guidance and works cohesively for the enhancement of quality of education in the college. He informs the new policies, projects and process of the Government and makes effective plans for implementation.

**6.1.6 How does the college groom leadership at various levels?**

The college grooms leadership by delegation of power and by building team-spirit. There are around 75 committees dealing with the different aspects of the functioning of college. The faculty members, the librarian, the sports officer, the registrar are the members of different committees who work

responsibly for the institution. The participation of the faculty and the Heads of the Departments in decision making processes groom them for leadership role.

**6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?**

The Principal is the administrative head of the institution. The administrative, and managerial issues of the college are decided by the Principal through Janbhagidari committee. The functions of the institution are carried out through committees (eg. Advisory committee, Planning committee, Discipline committee, Purchase committee etc.) in a participatory manner. The major administrative decisions are taken in the meetings of Janbhagidari committee and staff council.

Teaching, evaluation and feedback system are initiated by individual departments with the help of IQAC to enhance the quality of education.

**6.1.8 Does the college promote a culture of participative management? If ‘yes’, indicate the levels of participative management.**

Yes, the college promotes a culture of participative management. Major decisions are taken in Staff Council Meetings. There are 80 committees to regulate different administrative activities of the college. Faculty is widely represented in these committees. The advisory committee of the Principal and Heads of the Departments discuss and implement policy decisions. Following is the flow-chart of various administrative committees of the college.

- **Administrative Committees**
  - Staff Council
  - Principal’s Advisory Committee
  - Amalgamated Fund Committee
  - Finance Committee of JanBhagidari Samiti
  - Purchase Committee
  - Regular Physical Verification Committee

- Write-off Committee
- Quest Faculty Committee
- Judicial Cases Committee
- Pay fixation Committee
- Internal Accounts and Audit Committee
- Anti-corruption Committee
- Administrative Cell
- RTI Cell
- Website Upgradation Cell
- Minority Cell
- SC/ ST Scheme Implementation Committee
- Women Welfare Committee
- Online Help Centre
  
- **Academic Committees**
  - Internal Quality Assurance Cell (IQAC)
  - State-level Quality Assurance Cell
  - UGC Cell
  - NAAC Coordination Committee
  - Time-table Committee
  - Library Committee
  - Semester Cell
  - Examination Committee
  - Tuition Prohibition Committee
  - Network Resource Centre
  
- **Student Support Committees**
  - Admission Committees
  - Discipline Committee
  - Anti-ragging Committee
  - Vigilance Committee to Prevent Ragging
  - Faculty Deans
  - Gaanv Ki Beti Scholarship Committee
  - Pratibha Kiran Scheme Committee

- Vikramaditya Scheme Cell
- Student Grievance and Redressal Cell
- Legal Aid Clinic
- Student Welfare and Financial Assistance Committee
- Scholarship Committee
- Girls Common Room Committee
- Committee for Training and Rehabilitation of Differently-abled
- Sports Committee
- Vivekananda Employment Guarantee Cell
- Special Coaching for NET Classes Committee
- Middle Classes Committee
- Entry in Services Coaching Committee
- Parents-teachers Committee
- Prospectus and Magazine Committee
- **Extension and Outreach Programs Committees**
  - NSS
  - NCC
  - Literary and Cultural Activities Committee
  - Red Cross Committee
  - Red Ribbon Club
- **Infrastructure Committees**
  - Committee for Premium National Institute
  - Planning Committee
  - Garden and Beautification Committee
  - College Development Committee
  - College Construction Works Committee
  - Cycle Stand Committee
  - Water and Electricity Committee

## **6.2 Strategy Development and Deployment**

### **6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?**

The fundamental policy is laid down by the Department of Higher Education, Madhya Pradesh. The college being a government institute strictly adheres to the policies laid down by the Government.

The Principal is the administrative and academic head of the institution who acts on the behalf of the government. He is the authority responsible for the implementation of policies of the government. He co-ordinates with all the stake holders for effective administration of the college.

The advisory committee comprising of all the Heads of the Departments play an important role in effective implementation of policy and plans. The IQAC of the college formulates strategy to enhance the performance of the students and faculty.

### **6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.**

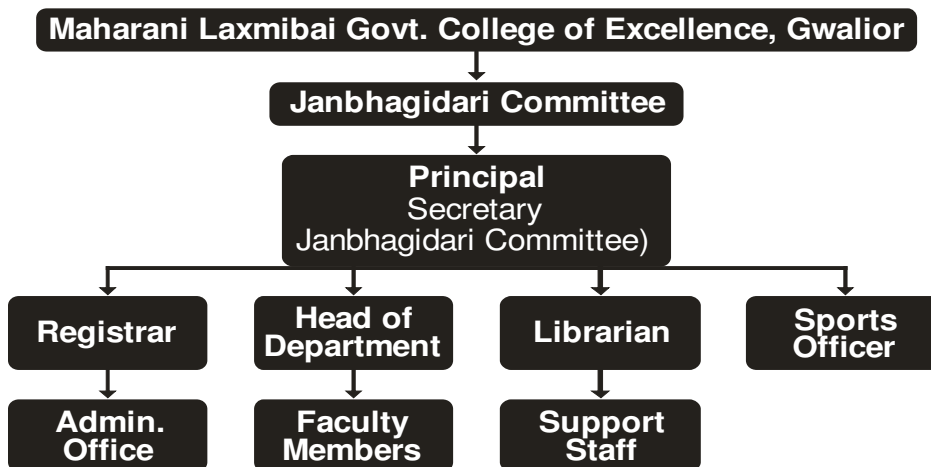
Yes. To upgrade college to the status equivalent to Premium National Institute, the College is already working on the plan. There is plan to upgrade infrastructural development:

- Central Library
- Administrative Block
- Ten Classrooms
- Student Welfare Cell
- Seminar Hall
- Facility of Fresh Drinking Water
- NCC Complex

- Main Gate of the College
- Lightning Conductor for the Main-Building

**6.2.3 Describe the internal organizational structure and decision making processes.**

**STRUCTURE**



The college administration is carried out by the Principal with the help of various bodies such as Janbhagidari Committee which comprises of (a) General Council – A thirteen member body headed by the President appointed by the Government. Principal is its secretary. Representatives of local administration, Member of Parliament, MLA and prominent members of society are its members. (b) Finance committee – A five member body with the Principal as its President. District Treasury Officer / Representative and Professors are its members. (c) Management committee – A ten member committee presided by The Janbhagidari Chairman and Principal is the Secretary.

For effective administrative functioning the Janbhagidari Committee monitors the college.

The staff council and advisory committee help the Principal in his academic and administrative function.



Registrar with his office helps the Principal in dealing with financial matters.

The performance evaluation of the staff is done annually (ACR) by the Principal.

**6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following.**

For the quality improvement the strategies followed by the Institution are:

- **Teaching & Learning** – The innovative and interactive teaching methods such as Group Discussion, Mock Interviews, Seminars etc. are implemented under Navachaar Yojana.

The progress of the students is monitored through Continuous Comprehensive Evaluation System.

To upgrade and update knowledge, faculty members are motivated to participate in academic activities, training programs, faculty development programs etc.

- **Research & Development** - The College is a recognized Research Centre for Doctoral and Post-doctoral research in 14 subjects. Workshops and seminars are organized regularly and faculties are also encouraged to participate in research activities organized by other institutions.

The UGC cell of the college is active in formulating and monitoring research initiatives. Following are the research activities undertaken by the college in last four years.

- Number of Research Supervisors in the College – **43**
- Number of Research Scholars Registered – **314**
- Number of Research Papers of Faculty Published -**183**
- Number of Books Published - **20**

- Number of Research Projects - **30**
- Number of Faculty participating in Seminars – **82**
- Number of Faculty Engaged in Active Research – **83**
- **Community engagement** – It is done through two units of NSS with 210 volunteers and 4 units of NCC comprising of 180 candidates, Red Cross Club and Red Ribbon Club of the College. All the activities are organized according to the calendar provided by Department of Higher Education Madhya Pradesh and NCC Office.
- **Human resource management** – Guest Faculty is appointed to meet the teaching requirement of the college. The Management Committee (JanBhagidari Committee) appoints skilled and unskilled manpower to meet administrative requirement. Through the Legal Aid Clinic law students are also trained.
- **Industry interaction** – To ensure Skill Development and Campus Recruitment the Vivekanand Placement Cell and Management Department interacts with local industrial units.

**6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?**

The feedback received from all stake holders is discussed in the academic meetings of the departments and college. The outcome is in turn communicated to the management in Janbhagidari committee meetings which are held periodically. The College sends periodic and annual reports regarding academic and administrative activities to the higher authorities. The information is communicated through video conference and in Samiksha Baithak (Assessment Meeting) organized by the M P Higher Education Department at regular intervals. The records are systematically maintained and are available in the Office for review by higher authorities.

**6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?**

The Principal and senior members of faculty interact, encourage and guide the staff to ensure the effective growth of the college. The needs, problems and requirements for educational and infrastructural reforms are discussed in staff council meetings.

**6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

In the last management council meeting, the agenda was to purchase furniture for classrooms. The permission was granted by the government to purchase, but due to Model Code of Conduct it will be purchased after the elections.

**6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If ‘yes’, what are the efforts made by the institution in obtaining autonomy?**

Yes. The Institution has not applied for autonomy.

**6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?**

The Grievance Redressal Cell of the College receives grievances/ complaints and takes prompt actions to redress. There is also a Women Welfare Committee. The grievances of employees are redressed through committees formed for the specific grievances. These are working consistently, effectively and efficiently. The record is available for review.

**6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?**

There had been no court case filed by or against the institution. As the college is an M.P. State Government Institute, all the legal cases are addressed directly to the Department of Higher Education, Madhya Pradesh.

**6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If ‘yes’, what was the outcome and response of the institution to such an effort?**

Yes, the College received feedback from students regarding institution. The general perception of students was positive. Some complaints regarding drinking water facility, furniture maintenance and cleanliness were addressed and solved accordingly.

**6.3 Faculty Empowerment Strategies**

**6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?**

The institution promotes professional development of the faculty to the greatest possible extent. The plan fund is utilized for professional development. Faculty members of the institution actively participate in national and international seminars and conferences within India. The institution encourages faculty members to enroll for and provide resources for training programs and workshops. Twenty-seven faculty members worked and are working on major and minor research projects. For accounts section, special computer training and account training are organized by the department at regular intervals.

**6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?**

For faculty empowerment the Institution motivates the staff to undertake Faculty Development Programs (Orientation Course, Refresher Course, Accounts Training, Computer Training etc.) NSS and NCC officers are sent

for special trainings and camps. Mr. P R Pandey, Mr. Narottam, Dr. Sadhana Agrawal attended orientation course.

Dr. Vijaylakshmi Gupta, Dr. Archana Dubey attended accounts training. Dr. Sanjay Swarnakar attended training for Professor-in-charge UGC. Mr. P R Pandey attended computer training program.

**6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.**

To evaluate performance it is mandatory for the staff to submit duly filled appraisal forms. The Annual Confidential Report is a record of the employees' commitment towards their duties and commitment towards the institution.

To evaluate the performance of teaching faculty the 'Annual Self Assessment' for the Performance Based Appraisal System (PBAS, recommended by the UGC) is followed. It takes into account all the information on multiple activities of the individual.

**6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?**

The review of the Performance Appraisal is a 'three-tier process'. The duly filled forms are appraised by the Head of the Institute followed by the evaluation, done by Additional Director, Higher Education at the Divisional Level. These forms are finally examined by the Commissioner Higher Education, Madhya Pradesh.

The promotions and annual increments are based on the annual performance report.

**6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

The Welfare Schemes adopted by the Department of Higher Education and Government of M.P. are implemented in the College. The teaching and non-teaching staff is entitled to the following welfare schemes.

- G P F advance and G P F Part-final facility.
- Grain advance for non-teaching staff.
- Reimbursement of Medical Bills, Medical Leave and Earned Leave. Study Leave under Career Advancement Scheme, Group Insurance Scheme, Government Uniform for the Class Four Employees.
- Maternity and Paternity Leave, Child Care Leave.
- Festival Advance for non-teaching staff.

#### **6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?**

The college is governed by the M.P. State Higher Education Department in accordance with the UGC norms and conditions. Under the rules laid down by the state government, members are selected by the M.P. Public Service Commission through competitive exam. The college recruits guest faculties through Jan Bhagidari Committee as per UGC norms of qualifications. To retain faculty, all the career advancement schemes of UGC are implemented effectively and proper research facilities are provided. Being an M. P. State Government Institution, the Faculty and Staff is transferable as per transfer policy of the M. P. State Government.

### **6.4 Financial Management and Resource Mobilization**

#### **6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?**

There is a well-established mechanism for efficient use of financial resources.

To efficiently monitor the financial administration of the institution, there is a post of Registrar to assist the Principal of the College. Following are the committees/ mechanisms:

- **Amalgamated Fund Committee** – It is a ten member committee headed by the Principal to allocate budget for organizing various activities of the college and deposit the remaining amount in the reserve fund of the college.
- **Finance Committee of Janbhagidari Samiti** – The Committee formulates plan to utilize Janbhagidari Fund. It prepares budget, monitors expenditures and ensures compliance of audit observations.
- **Planning Committee** – It prepares plan for the development of the College and takes initiatives to mobilize funds for development.
- **Purchase Committee** – The Committee is authorized to invite tenders and to purchase the requisites as per M. P. Government rules.
- **UGC Cell** – To disburse and utilize grants received from the U.G.C.

**6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

The internal audit of the college is carried out by the ‘Internal Accounts and Audit Committee’. The committee ensures regular and proper maintenance of cashbook, receipt books, P.D. Passbook and internal audit.

The college being a government institution, the external audit is carried out by the Higher Education Department, Accountant General of M. P. and Accountant General of India. The last audit was done by A.G.M.P. in 24-08-2013.

The major objections in the last audit were: discrepancies in general maintenance of cash registers and bill registers; amount received for EDUSAT was un-utilized.

The office staff is making efforts to remove all the above stated objections.

**6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.**

The major sources of funding are:

- Funds from government.
- Grants received from UGC.
- Funds through self-finance courses.
- Fee from students.

In 2010, the College was upgraded, equivalent to Premium National Institute. For this, the College has received financial aid for the construction of:

- Central Library – 90.90 lakh
- Administrative Block – 76.28 lakh
- Four Classrooms in A Block – 82.55 lakh
- Six Classrooms in B Block – 84.14 lakh
- Student Welfare Cell – 74.49 lakh
- Seminar Hall – 39.43 lakh
- NCC Complex – 40 lakh
- Construction of the Main Gate – 14 lakh
- Lightning Conductor in Main Building of the College – 1.55 lakh

All the development work is in full swing. Construction of the main gate is completed and the NCC and Central Library are under construction. The copy



of audited income and expenditure statement is in the annexure.(10).

**6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).**

Being a government institution, the College does not receive any kind of donation or receive any financial help.

**6.5 Internal Quality Assurance System (IQAS)**

**6.5.1 Internal Quality Assurance Cell (IQAC)**

- a. Has the institution established an Internal Quality Assurance Cell (IQAC)? .6 If ‘yes’, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

The college has established IQAC in 2004. It is fully operational and strives to maintain quality in teaching, learning and research. It has evolved a feedback mechanism from all its stakeholders for effective implementation and development of government policies. Our policy with regard to quality assurance is:

- To sustain and enhance quality of the teaching-learning process.
- To identify the strengths and weaknesses of the institutions and work accordingly.
- To promote research environment and research activities in the campus.
- To prepare students for the soft-age of Internet revolution and live in the 21<sup>st</sup> century society.

- b. How many decisions of the IQAC have been approved by the**

**management / authorities for implementation and how many of them were actually implemented?**

IQAC is committed towards the holistic development of the students and growth of the institution.

- The IQAC ensures Academic Audit.
- The IQAC has evolved mechanism to receive feedback and critical analysis for the benefit of the Institution.
- The IQAC examines the self-appraisal forms of the faculty at the end of the session. It ensures that the information submitted by the faculty is correct which helps the faculty and the college in sending accurate API scores.
- The IQAC committee motivates the faculty members to engage in research and enter in conversation with other researchers in other institutions and universities to ensure a mutually evolving research environment.

Most of the decisions of the IQAC have been implemented. The staff and the faculty members are always cooperative with the IQAC.

**c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**

Yes, the IQAC has three external members on its committee. These three experts provide timely guidance and review the work already done, all the while giving precious insights.

**d. How do students and alumni contribute to the effective functioning of the IQAC?**

The IQAC committee interacts with the students and the alumni to get suggestions for improving the academic and co-curricular activities. The alumni of the college are a talent pool, which the IQAC committee harvests efficiently. Keeping in sight the student oriented philosophy of

the institution, the IQAC always tries to incorporate the view of the students and the alumni in making and implementing schemes for the curricular, extra-curricular and administrative activities of the institution.

There is one student representative in the IQAC committee. The college has a distinguished records of well-placed alumni. The ex-Prime Minister of India, Atal Bihari Vajpayee is an alumni of the College.

**e. How does the IQAC communicate and engage staff from different constituents of the institution?**

There are time-to-time meetings with the staff members for efficient and flawless execution of the decisions taken and schemes implemented.

**6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If ‘yes’, give details on its operationalisation.**

Yes, the institution has an integrated framework for quality assurance of the academic and administrative activities.

The continuous comprehensive evaluation of students, the feedback received from students, self appraisal by faculty, evaluation of feedback in departments and college meetings are some of the mechanisms developed by the institution. For quality assurance, the college has an Internal Quality Assurance Cell, UGC-network resource cell, Personality development cell, special coaching for weaker students, Remedial coaching cell etc.

All academic and administrative issues are discussed and reviewed by the staff council meetings. The academic activities, utilization of development funds, discipline and co-curricular activities are conducted and monitored by respective committees within the administrative framework.

The IQAC monitors quality initiatives of the Teaching departments to evaluate the Teaching / learning practices. The UGC committee looks after the research activities within the institution.

The College has initiated several mechanisms to add value to the quality enhancement of students. Legal-aid clinic provides free legal counseling. The extension lectures organized by the Personality Development Cell have helped in building confidence among the students. Placement Cell provides information regarding job opportunities and prepares students interviews and jobs.

Co-curricular activities organized by NCC, NSS, Literary club, Committee for cultural activities and sports activities work for the holistic development of students.

The option of Functional English at the UG level provides job opportunity to the students.

**6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If ‘yes’, give details enumerating its impact.**

For quality assurance, the IQAC motivates its staff to undergo training programs:

- regarding computer literacy
- to use new ICT technology.

Computer literacy has increased and the staff is very efficiently using the tools available like PowerPoint Presentations and other Audio-Visual aids.

**6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If ‘yes’, how are the outcomes used to improve the institutional activities?**

Yes, the institution undertakes academic audit. The performance of the students is evaluated through class tests, their classroom performance and

university exams. The result of the students has been more than excellent, exhibiting the improved performance of the students.

The Academic Council and the IQAC analyzes the results and make further plans to improve the performance.

Remedial classes are arranged for weak students.

**6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?**

The external regulatory authorities are:

- Jiwaji University
- Department of Higher Education

The Institute aligns with these agencies according to the needs.

**6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?**

The IQAC, the College Academic Council review the teaching learning process.

The Head of the Department make regular assessment of the students with the help of teachers, based on the attendance, participation in the class, marks received in class tests and interaction with the parents.

Parents-teacher meetings are regularly held to assess the performance. The College has a Student-Mentor scheme for the benefit of the students.

**6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

The institution communicates its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders through parents-

teacher meetings, alumni meet, annual reports, the College Magazine and the College Prospectus.

## **CRITERIA VII: INNOVATIONS AND BEST PRACTICES**

### **7.1 Environment Consciousness**

#### **7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?**

Yes the institute conducts a Green Audit of its campus and facilities. Ratio of students: trees is 8:1

- The College has a vast campus with 350 trees and 9 gardens.
- The College has a water harvesting system.
- There is no chemical pollution in the college.
- The College has prohibited the use of polythene in the College precincts to ensure a greener environment.
- As all the classrooms and other buildings are well ventilated, there is less need of electricity, reducing the overall cost on the environment.
- The students are encouraged and made aware of the ecology and environmental issues.

#### **7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?**

- **Energy conservation** – The architecture of the college buildings with proper ventilation results in energy conservation as less electricity is required to run the day-to-day activities. The college uses only CFL technology in order to reduce the consumption of electricity. The use of air conditioner is not allowed anywhere in the college except the computer labs where there is a fall ceiling which necessitates control in temperature.

- **Water harvesting** – Yes, the College uses the technology of water harvesting in two of its blocks.
- **Check dam construction** – There is no natural source of water in or near the precincts of the College to make a check dam.
- **Efforts for Carbon neutrality** – Students and faculty are encouraged to use eco-friendly ways in transportation, contributing to carbon neutrality.
- **Plantation** – The College has adopted the method of high-tech plantation. Thrice a year, tree plantation is carried on the campus.
- **Hazardous waste management** – The College does not produce any hazardous waste.
- **e-waste management** – The e-waste like CDs and DVDs are disposed of as instructed by the Government.

## **7.2 Innovations**

### **7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.**

Following innovative practices have been undertaken over the past four years:

- The college has given supreme importance to the propagation of ICT technology.
- Computerization of the labs and the administrative blocks was given preference in the past four years.
- Three Generators have been set up in the college.
- Four Water Coolers have been installed for fresh and safe water.
- Girls Common Room was constructed in the period mentioned above.

- The college introduced the ‘M P Anthem’ in order to foster a feeling for the people of the state. At 12:30 PM the College faculty and students assemble for National Anthem and ‘M.P. Anthem’, because it is a time when all three shifts of the college are present.
- The College has created its own ‘College Anthem’ to propagate the history, philosophy and prestige of the institute. It is written by Dr. R S Pawar, the ex-principal of the college. It is sung during functions and programs conducted by the college. The anthem is available on YouTube.
- Post-accreditation, the institution ensured that regular student feedback was gathered and their suggestions put into action.
- Innovative Evaluation Methods were introduced.
- Language Lab was set up for increasing the language proficiency of the students.
- The college implemented ‘Collective Surya Namaskar’ on the birth anniversary of Swami Vivekanand.
- The college has set up an online health center, recognized by M.P. State Government for online admission, filling online examination forms and for B.Ed. counseling.

### **7.3 Best Practices**

A number of best practices are practiced by the Institution for the holistic development of the students.

- The college has adopted a student-centered philosophy in which the entire machinery is geared towards the solution to the needs and problems of the students.
- Community Orientation Activities are sincerely pursued by the Institution through its NSS and NCC wings. The NSS unit selects rural



areas as their venues and community development as the theme.

- The college conducts remedial classes for slow learners and extra-classes for advance learners.
- All national festivals and national days are celebrated by the entire faculty and staff with the students.
- For physical fitness and overall well-being of the students, the sports department organizes physical fitness activities and sports events.
- Legal Aid Clinic provides free legal counselling.

**7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.**

#### **Best Practice 1**

**1. Title of the Practice:** Community Service

**2. The Context:** Though the College is situated in urban locality, but there is ample need for community development in the region. In this context, the College plans and executes programs for community development to support the neighbourhood through NCC and NSS wings of the college.

**3. The Goal:** The Goal of community service is:

- To provide opportunities for students to develop leadership and social networking skills thus making them responsible citizens.
- To Support neighbourhood community.
- To sensitize the society.
- To create awareness among students and community.

- To protect environment and future generations to enable students to play an important role in nation-building by active participation in social work.

**4. Practice:** The activities undertaken in this practice are classified in four categories:

- Environment Protection
- Sensitization Programs
- Awareness Campaign
- Special Programs

Following are the details:

**Category 1: Environment Protection**

<b>Date</b>	<b>Activity</b>	<b>Participants</b>	<b>Beneficiary</b>
15-08-09	Plantation by Scientific Technique	136	College Campus
20-08-09	Plantation by Scientific Technique	54	College Campus
02-10-09	Plantation by Scientific Technique	70	M.L.B. Hostel
05-11-09	Plantation by Scientific Technique	116	M.L.B. Hostel
26-07-09	Removal of Weeds	100	College Campus
06-11-09/ 07-11-09	Removal of Weeds	75	M.L.B. Hostel
25-09-09	Polythene Waste Removal	100	College Campus
08-11-09	Polythene Waste Removal	60	Trade Fair
22-12-10	Removal of Weed	143	M. L. B. Hostel
10-09-10	Plantation of Trees	47	Deendayal Govt. Hospital
21-09-10	Plantation of Trees	172	Silver Bells High School

15-08-10	Plantation of Trees	160	Employee Colony
26-07-11	Weed removal	110	College Campus
15-08-11	Plantation	185	16 <sup>th</sup> Battalion
09-08-12	Plantation of Trees	160	College Campus
06-11-12	Slogan Writing and Poster Making Competition on Plastic Pollution	180	College Campus
15-08-13	Plantation of Trees	101	College Campus
20-03-09 to 26-03-09	Water Harvesting Pit	100	M.L.B. Hostel

### **Category 2: Sensitization Program**

<b>Date</b>	<b>Activity</b>	<b>Participants</b>	<b>Beneficiary</b>
28-10-10	Slogan Writing and Poster-making against Female Feticide	211	College and Community
23-10-13	Seminar on Declining Sex Ratio	122	Students

### **Category 3: Awareness Campaign**

	<b>Activity</b>	<b>Participants</b>	<b>Beneficiary</b>
20-11-09	Seminar on Drug Abuse	84	College Students
25-11-09	Film Screening on Drug Abuse	150	College Students
04-10-11	Essay Writing	53	College Students
26-01-12	Prohibition of Smoking in Public Places	45	Community
02-10-10	Seminar on Drug Abuse	122	College Students
01-12-09	Rally Organized on anti-AIDS campaign	350	Gwalior City
17-08-13	SVEEP Program	170	Students

17-10-13	SVEEP Program	100	Residents of Scindhia Nagar, Gwalior
28-09-09	Traffic Control	50	Gwalior City
19-05-11	Save Girl Child Campaign	50	Gwalior City

#### **Category 4: Special Programs**

- Blood Donation Camp was organized by the NSS Unit in 07-09-13 and 24-11-12. In the camp 154 volunteers donated 54 units of blood.
- Voter Card Camp was organized on 28-09-12 and 10-10-12: Number of Voter Cards Made: **399**
- Aadhar Card Camp was organized on 20-09-12 and 28-09-12: Number of Aadhar Cards Made: **1370**
- Driving License Camp was organized: No. of Licenses Made: **25**
- Short films were made on Eye Donation like ‘Andhere Se Ujaale Ki Ore’. The movie was appreciated by Chief Minister and State Health Minister.
- Visit to Old Age Home and ‘Narayan Vridhashram’, ‘Sarvarth Siddhi’ and ‘Mercy Home’ for Differently-abled people.
- Women Empowerment: Tele-film ‘Ab Na Rahoongi Damini’ was screened.

#### **5. Evidence of Success**

- More than 1200 students have been benefitted by awareness campaigns.
- A large number of local community people have benefitted from sensitization campaign.

- 30 volunteers of NSS cleared B Certificate exam.
- Amit Katiyar and Sadhana Gujjar represented Jiwaji University in National Integration Camps held at Ujjain and Bangalore.
- Kumara Priya Chaahat represented Madhya Pradesh in India-China Youth Exchange Program, Beijing. She also received State Award for her brilliant services to NSS.
- Tej Pratap Singh Parihar represented Madhya Pradesh in RDC.
- Santosh Sharma received Best Orator Award from the Governor of Madhya Pradesh for his services to NSS.
- 17 students passed C Certificate in NSS exam.
- NCC Cadet Vartika Saxena participated and represented Madhya Pradesh in Republic Day RDC in 2010-11.
- 4 Cadets of NCC Army Wing participated in Integration Camp held at Anantpur, Andhra Pradesh.
- Surya Pratap Singh Chauhan was judged as best cadet in RDC camp in 2012-13.
- 67 cadets passed B Certificate Exam of NCC and 32 cadets passed C Certificate Exam.

#### **6. Problems encountered and Resources Required**

- The response that the College gets from Community is not what it expects it to be. The college needs to get the responsible citizens more involved in the process.
- There is need to involve the NGOs more deeply in the above mentioned activities. The college takes it as a challenge.
- Being a Government Institute there are some restrictions in the

absence of which more constructive and efficient work can get done.

- Being a Government Institution, the college cannot generate financial resources on its own.

## **Best Practice 2**

- 1. Title of the Practice:** Legal Aid Clinic
- 2. The Context:** The Supreme Court of India constituted National Legal Service Tribunal, and National Committee for Paralegal Training and Legal Aid Activities. In compliance with the Tribunal's directives the College has set-up Legal Aid Clinic (Centre for Legal Service and Practical Training) in 2002. As the M.P. High Court Bench is situated in Gwalior, the number of legal cases is continuously increasing and the College has the oldest Law Department in the region. The College is running Legal Aid Clinic under the rules framed by Bar Council of India and Government of M.P.
- 3. Goal:** The motto of this practice is "Justice for All". The goal of the Clinic is:
  - a. Provide legal counseling.
  - b. Provide practical legal training
  - c. To facilitate the information of law to economically deprived, socially backward, uneducated and marginalized communities, and to make them understand the legal nuances in simple language.
  - d. To help people understand the legal system and procedures.

- e. Fully realizing the institutional responsibility, the College has taken this initiative to empower students and communities, thus making them aware of human rights, consumer rights, environmental law etc.

**4. Practice:** The Legal Aid Clinic of the College is the only centre in the region that provides free of cost legal aid and service to the community. The Clinic is open for the people in two shifts: morning and evening. The coordinator of the Clinic is Dr. V. K. Shrotriya (HoD, Law Department). All the faculty members contribute in training, counseling and guidance. The center is providing training to law students pertaining to Human Rights Education and Environment Protection Education, in co-ordination with the Vivekanand Career Guidance Cell, the Clinic also provides legal counseling to the students of the college. The centre has provided: a. Legal Assistance. b. Legal Literacy.

The Centre has provided legal assistance to:

	Year	Number of Cases
	2009-10	25
	2010-11	41
	2011-12	53
	2012-13	55

The Clinic has provided legal training to:

	Year	Number of Students
	2009-10	169
	2010-11	247
	2011-12	300
	2012-13	296

The Cell organized lecture series on legal issues such as: Consumer Protection Act, Right to Education Act, Family Law, Environment Protection Act, Human Rights and Health Protection, Spiritual Health Protection etc. The Clinic conducted a symposium on ‘Reducing the Distance between a Common Man and Law’.

The Clinic helps students of L.L.M in undertaking research on socio-

legal issues. The Clinic celebrates days of national and international importance:

<b>Date</b>	<b>Day</b>	<b>Topic of Seminar/ Lecture</b>
24-10-11	U. N. Day	The role of U.N.O. in Human Rights Protection
09-11-11	National Legal Literacy Day	Legal Literacy and Social Justice
26-11-11	Constitution Day	Constitution of India and Human Rights
10-12-11	International Human Rights Day	Human Rights and Terrorism
12-01-12	National Youth Day	Contribution of Swami Vivekananda
08-03-12	International Women's Day	Women Rights
07-04-12	World Health Day	Law and Right to Health

On World Mental Health Day, awareness campaign was organized for sensitizing society about duties towards socially challenged people.

## **5. Evidence of Success**

- Most of the successful lawyers, public prosecutors and judges of Gwalior are alumni of this College.
- The legal training has enabled students to qualify in various competitive exams.
- Around 18 students have qualified for ADPO.
- Six students have qualified to become Chief Judicial Magistrate.
- The Legal Aid Clinic was honored under 'Access to Justice Program' by United Nations Development Program (UNDP).

## **6. Problems encountered and Resources Required**

To run the clinic the Department has to face following problems:



- At present, the strength of the faculty is less than required.
- There is lack of support staff.
- It is challenging to run the clinic in two shifts along with teaching and examination duties.

## **Post-accreditation Initiatives**

### **Criterion I: Curricular Planning and Development**

#### **NAAC Observations in Cycle 1**

- The college could also motivate its faculty to contribute in curriculum formation through their inputs and make sure that the goals and objectives of similar institutions are reflected in the curricula set by the University.
- The college could introduce could introduce modulatory as well as multi-disciplinary approach in teaching the courses.

#### **Post-accreditation initiatives taken by the Institution**

- The faculty members have contributed in curriculum designing as members in the Board of Studies at the University and Central Board of Studies at the State level. During the period about 20 faculty members have contributed in designing the syllabi.
- Job-oriented project work and internship have been introduced in the last semester of U.G. and P.G. programs.
- The Multi disciplinary approach in teaching is promoted through computer skill, entrepreneurship and environmental study (taught at U.G. level).
- The subject options available to students are mostly multi disciplinary in approach. B.Com. with computer, B.A. with functional English, B.A. LL.B., B.L.I.Sc. & M.L.I.Sc. are some of the interdisciplinary programs run in the college.
- The views and wants of students received as feedback are promptly taken into account.

## **Criterion II: Teaching, Learning and Evaluation**

### **NAAC Observations in Cycle 1**

- Introduction of AV and other teaching aids, organizing more faculty development programs as well as encouraging teachers to participate in such programs elsewhere, would further enhance its teaching – learning process.

### **Post-accreditation initiatives taken by the Institution**

- In teaching and learning process, college is making optimum utilization of well equipped 04 computer labs and 01 language lab (there are three computer labs in department of Law, B.Com. with computer and Library Science), audio-visual aids, projectors and internet available in the departments.
- Regarding faculty development programs, college has organized extension lectures in all departments. The college also organized a national seminar on Water Conservation. Four national workshops by Central Indian Historical Research Foundation were organized in the college. Semester Cell has organized two days workshops for faculty in 2012-13 and 2013-14. One seminar was also organized on Higher Education by the college. 08 faculty members have attended orientation and refresher courses during the last 04 years. 99% of teachers participated in workshops, conferences and seminars.
- College management always motivates faculty to participate in faculty development programs. Eight faculty members have attended orientation and Refresher courses in the last five years.

Majority of teachers participated in workshops, conferences and seminars.

No. of conferences/ seminars attended by the faculty: 917

## **Criterion III: Research, Consultancy and Extension**

### **NAAC Observations in Cycle 1**

- The college could offer consultancy services and thus generate funds to further its research output.
- The college provides free consultancy service through legal-aid clinic.
- The college could also establish national and international collaboration network

### **Post-accreditation initiatives taken by the Institution**

- The college being a government institution has constraints in establishing national and international linkages. The faculty members have received research grants for conducting research and publishing books. Some of the teachers are members of prestigious institutions.
- 30 minor research projects were undertaken and completed during the period. 99% of the faculty is in active research.
- 43 faculty members are research supervisors in their respective subjects.
- 314 research scholars are registered in the institution.
- A new research centre in Library and Information Science is established.

### **Criterion IV: Infrastructure and Learning Resources**

#### **NAAC Observations in Cycle 1**

- Increasing the timings of library and computer centre, Inter-library borrowing, installing reprography and Internet facilities in the library. Addition of AV cassettes and CDs and expediting computerization of the library would equip the College to perform its mission more efficiently. The College could make better use of services of inter-university centers like IUCAA, INFLIBNET etc.

#### **Post-accreditation initiatives taken by the Institution**

- The institution had adopted the usage of computers in its academic and administrative fields.
- There is online registration process for admission.
- The college has computerized admission system.
- The college has recognized online help centre for admission, examination and BEd. Counseling.
- Computer and Language Lab has been established in the period.
- Number of audio-visual aids has increased.
- Smart class has been established.
- INFLIBNET facility is in process.
- More than 10,000 books have been added in Central Library.

### **Criterion V: Student Support and Progression**

#### **NAAC Observations in Cycle 1**

- It could strengthen Employment Cell and have a more systematic way of imparting academic and career counseling.
- A system of feed from all the stakeholders could be strengthened.

#### **Post-accreditation initiatives taken by the Institution**

- An employment cell under Swami Vivekananda Career Counseling Scheme was established. To make students aware of the employment opportunities, experts from different sectors such as banking, insurance, computers etc. were invited. There were 30 programs organized under the scheme during 2009-13 from which 2730 students benefitted. The Cell organized career fair and Short Term Skill Development Courses for the students.

- After the establishment of IQAC, the college regularly invites feedback on the prescribed format of NAAC from the students.
- Grievance Redressal Cell is effectively addressing the grievances of the students and the staff.

## **Criterion VI: Governance, Leadership and Management**

### **NAAC Observations in Cycle 1**

- Very few staff members have any systematic knowledge of computers. The college could set up a system of ensuring use of computers for academic purposes.
- The college could utilize its resources better by inter-departmental collaborations.
- The college could do well to mobilize resources, organize association of past students and get assistance from society.

### **Post-accreditation initiatives taken by the Institution**

- After accreditation, the faculty has acquired computer application skills. Teachers provide e-material to students. There is online facility in computer labs, which is efficiently utilized by the faculty and the students. As the Department of Higher Education and the Jiwaji University have started functioning online in many areas, it is essential for the staff to remain connected.
- The departments in the college collaborate to enhance academic performance of the students. The Commerce department works in collaboration with the department of Management, Economics and B.Com with computer. Similarly, faculty of Sociology and Political Science helps the students in carrying out their project works on inter-disciplinary basis.
- Alumni association is actively participating in the development process of the college. Dr. Shri Ram Sharma has donated books to the Department of Political Science. Dr. M C Saxena has also donated books to the Department of Management.