The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.*(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1.Details of the Institution

1.1 Name of the Institution

> **MATA GUJRI MAHILA MAHAVIDYALAYA (AUTONOMOUS), JABALPUR**

1.2 Address Line 1

> **CIVIC CENTRE**

Address Line 2

> **MARHATAL**

City/Town

> **JABALPUR**

State

> **MADHYA PRADESH**

Pin Code

> **482002**

Institution e-mail address

> **matagujri@rediffmail.com**

Contact Nos.

> **0761-2410039**
> **0761-2410740**

Name of the Head of the Institution:

> **Dr. Vineeta Kaur Saluja**

Tel. No. with STD Code:

> 0761-2410039

Mobile:

> +91-9425803320

Name of the IQAC Co-ordinator:

> **Dr. Vandana Tiwari**

Mobile:

> **+91-9407851033**

IQAC e-mail address:

> **iqacmgmmjbp@gmail.com**

1.3 **NAAC Track ID**(*For ex. MHCOGN 18879*)

> **MPCOGN11363**

1.4 **NAAC Executive Committee No. &Date:**

> *(For Example EC/32/A&A/143 dated 3-5-2004.*
> *This EC no.is available in the right corner-bottom*
> *of your institution's Accreditation Certificate)*

> **EC(SC)/28/A&A/92.3**
> **dated 30-10-2017**

1.5 Website address:

> **http://matagujricollege.edu.in/**

Web-link of the AQAR:

> **http://matagujricollege.edu.in/wp-**
> **content/uploads/2017/04/AQAR-2017-18.pdf**

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.00	2004-05	5 Years 2004-2009
2	2nd Cycle	A	3.12	2011-12	5 years 2011-2016
3	3rd Cycle	A+	3.51	2017-18	7 years 2017-2024
4	4th Cycle	-----	-----	-----	-----

1.7 Date of Establishment of IQAC : DD/MM/YYYY   **01/07/2004**

1.8 AQAR for the year *(for example 2010-11)*   **2017-18**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i.   AQAR 2016-17 submitted to NAAC on 17/10/2017

1.10 Institutional Status

University ☐   State ☑ Central ☐   Deemed ☐   Private

   Affiliated College   Yes ☑   No ☐

   Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☑   No ☐

Regulatory Agency approved Institution   Yes ☑   No ☐

   (eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☐   Men ☐   Women ☑

   Urban ☑   Rural ☐   Tribal ☐

Financial Status Grant-in-aid   UGC 2(f) ✓   UGC 12B ✓

                           Grant-in-aid +Self Financing ☐   Totally Self-financing ✓

1.11Type of Faculty/Programme

    Arts ✓   Science ✓ mmerce ✓ aw   ☐   PEI(Phys Edu) ☐

    TEI (Edu) ✓   Engineering ☐   Health Science ☐   Management ☐

    Others(Specify) [.]

1.12Name of the Affiliating University *(for the Colleges)*   **Rani Durgawati Vishwavidyalaya, Jabalpur**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   ✓

University with Potential for Excellence [ ]   UGC-CPE [ ]

DST Star Scheme   NA

UGC-Special Assistance Programme   DST-FIST   NA

 UGC-Innovative PG programmes   [ ]

UGC-COP Programmes   [ ]

Any other (*Specify*)   **Autonomy by UGC**

2.IQACComposition and Activities

2.1 No. of Teachers   06

2.2 No. of Administrative/Technical staff   03

2.3 No. of students $\boxed{01}$

2.4 No. of Management representatives $\boxed{01}$

2.5 No. of Alumni $\boxed{01}$

2. 6 No. of any other stakeholder and

   community representatives $\boxed{02}$

2.7 No. of Employers/ Industrialists $\boxed{01}$

2.8 No. of other External Experts $\boxed{02}$

2.9 Total No. of members $\boxed{17}$

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. $\boxed{6}$ Faculty $\boxed{4}$

Non-Teaching Staff Students $\boxed{1}$ Alumni $\boxed{1}$ Others $\boxed{--}$

2.12 Has IQAC received any funding from UGC during the year?   Yes $\boxed{}$ No $\boxed{\checkmark}$

       If yes, mention the amount $\boxed{----}$

2.13 Seminars and Conferences (only quality related)

     (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

       Total Nos. $\boxed{}$ International $\boxed{}$ National $\boxed{1}$ e $\boxed{}$ titution Level $\boxed{}$

     (ii) Themes $\boxed{\begin{array}{l}\text{"New methodology of assessment to nurture quality enhancement in}\\ \text{higher educational institute". Sponsored by NAAC}\end{array}}$

2.14 Significant Activities and contributions made by IQAC

   Activities:

   1. Organized Induction programme for Fresher's, to orient them regarding Student support Service, Various cells, Student oriented Activities and   rules and regulations of the College.(1st Week of July 2017)

2. Faculty development program was Organized by-IQAC , on 27/10/2017 on Innovative Teaching Methods , Resource person-Professor Sangeeta Shahane ,Associate Dean & Dy Placement Coordinator ,Area Coordinator-Soft Skills & Business Communication IBS Business school -Gurgaon .

3. Awareness programme on Girls safety was organized on 21.11.17 in collaboration with Code RED Police, Jabalpur. IG Jabalpur region and his team oriented students on safety methods. Safety methods were demonstrated by WUSHU champions of the region.

4. Faculty Development Program (FDP) on "Teaching through Case Study" was conducted by IQAC for faculty members of Department of Commerce on **13/01/2018** , Resource person: Mrs. Fatima Abbas, PIBM Pune.

5. Faculty Development Program on Entrepreneurship Development was organized on 7th April 2018 by Department of Commerce. The resource person was the Regional Coordinator of CEDMAP Jabalpur Mr. Choudhary Shakeel Ahmed.

6. FDP on CBCS was organized by IQAC on 8th July 2017, resource person: Prof. P.K. Singhal, Dept. of Biological Sciences, RDVV, Jabalpur

7. On 29th 30th January 2018 **National seminar on "New methodology of assessment to nurture quality enhancement in higher educational institute"** organized by IQAC, sponsored by NACC.

8. On Women Day, Lecture by Dr Amrandera Pandey, Dermatologist on " Harmful effects of Ultraviolet rays and prevention from it" on 8/3/18.

Contributions:

IQAC Contribution towards Quality Initiative	*Date /Duration*	*Number of Participants/ Beneficiaries*
1. Revision of Institutional feedback system.	July 2017	All the departments.
2. Series of meetings were arranged for starting skill development courses in the institute and meetings were arranged to establish Industry-Institute linkage and collaboration.	July 2017 to June 2018	Contacted 8 Industry/ Institutes.
3. External Academic and Administrative Audit was carried out	31/7/2017	03 external members from Nagpur University, audited all the departments (

		Academic and Administrative) of the College.
4. Green Audit was carried out.	15/7/17	03 External members visited the institute.
5. Submitted data for National Institutional Ranking Framework.	December 2017	IQAC Office
6. Data for AISHE Portal was submitted to Ministry of Human Resource Development, Department of Higher Education, New Delhi.	January 2018	IQAC Office
7. Collaboration with more industries and institutes		Collaborations with regard to training, employment, field visit, internship and research and to establish Industry-Institute, Institute - Institute linkage, MOU was signed with - 1. Uday Skills, New Delhi, 2. Banasthali Vidyapeeth, 3. Pune Institute of Business Management, Pune. 4.Shivaji Science College, Nagpur 5. Women Empowerment Centre Run by Pandit Kanhaiya Lal Punj Trust, Delhi. 6. Narbada Gelatin Factory.
8. Orientation on CBCS	8/7/2017	All the teaching staff members.
9. Collection of Monthly reports from all the departments for Preparation of AQAR	1st week of every month.	All the departments send Monthly reports in format given by IQAC.
10. Introduction of digital diary for teachers.	8th March 2018	All the staff members.

2.15Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

    The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

      Attach the Academic Calendar of the year as Annexure.(Annexure :1)

Plan of Action	Achievements/Outcomes
1.Scheduled and planned Admission Process	Transparent admission was made as per guidelines of Higher Education and availability of seats per course.
2.Academic Calendar was prepared.	Strict adherence to academic calendar was ensured.
3.Induction programme for new students.	All the departments and support services successfully conducted the induction programme for new staff and students.
4.Meetings of all statutory bodies were scheduled.	All meetings were conducted as per schedule.
5.Conduct of Parents teachers Meeting	PTM was successfully organized and feedback from parents were taken.
6.Field / Industrial Visit for training and Interaction for internship of students.	College ensures student participation in terms of Seminar, field visit, Internship etc. Field visits as part of Internship was arranged. Students visited- Dumna Nature park, Organic farms, State forest research Institute, Sanchi Milk Scheme, Pune Institute of Business Management.
7. Alignment & Review of Curriculum: Strengthen and implement the Curriculum Design as per the industry requirement so as to prepare the students market ready.	Up to 30% modification in curriculum were made on the basis of feedback collected from students and employers. Topics of current relevance were added, that respond to emerging needs of market. New courses- certificate courses (6) and skill development courses (2) were initiated.
8. Sustaining Student enrolment and cutting out dropout rates. Enhancing rate of higher learning, and employability in students.	Efforts were made towards Comprehensive career counselling of students and guardians, in case required was done. They were motivated towards higher learning. Strengthening preview of financial assistance for Students through Scholarships. Strengthening the preview of free of cost Entry in Service class and Remedial Classes.

| | Strengthening the campus placements process to provide job opportunities for the students. Continuous trainings were organized for outgoing students. SDP were organized on Personality development/ Communication skill and soft skills for enhancing employability.

Outcome seen was -

Sustainable number of new first-year students enrolled.
Increase in ratio of student progression to PG, Ph. D Programmes.
Good number of students were placed. |
| --- | --- |
| 9.Towards Professional Learning Starting skill oriented courses with marked demand especially for girl students was targeted.

Encouraging Students towards Entrepreneurship development and promoting Earn while you Learn Scheme. | College collaborated with UDAY Skills, which is an international education consultant and a registered NSDC partner, to provide support in Vocational training, certification and employment to the students.

Increased activity of Entrepreneurship development Cell, through training, lectures on developing entrepreneurial skills.

Skill development programmes / career oriented technical training programmes for students are conducted to improve their technical acquaintance.

Incubation Centre for Fashion Technology was initiated, Students were given free of cost training of stitching and orders of Stitching Uniforms were arranged for which girls got remuneration.
Exhibition was arranged during National Seminar, in which students were given opportunity to put stalls and sell handmade items, such as decoration pieces, Paintings, bags, apparels, preserved food etc. it was a successful event. |
| 11. FDP | Faculty development program was organized on 27/10/2017 on Innovative Teaching Methods.

Faculty Development Program (FDP) on "Teaching through Case Study" was conducted on 13/01/2018. |

| 12. Adopting newer and innovative methods of teaching –learning. | Practice of E- Learning was adopted. Student Seminar, Group discussions have been made integral part of teaching- learning process.

Increase in practical based teaching- learning methods. Internship, Field visits is practiced by every department.
Good number of Student development programmes, Workshop, Lectures and Trainings were organized. |
|---|---|
| 13. Digitalization of all documentations | All the offices and student support services are digitalized. Teacher's diary is digitalized.

Practice of E governance in College. |

Weblink for Academic Calander http://matagujricollege.edu.in/?page_id=280

2.15 Whether the AQAR was placed in statutory body Yes   No ☐

Management ☑   Syndicate ☐   ☑   Any other body GB

Provide the details of the action taken

The members of the Managing Society approved the AQAR for submission

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	10	0	10	
UG	26	0	26	
PG Diploma	01	01	01	01
Advanced Diploma	0	0	0	0
Diploma	01	01	01	01
Certificate	08	05	08	08
Others				
Total	**46**	**07**	**46**	**11**

Interdisciplinary	10	07	10	
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06 UG + 11 PG
Trimester	Nil
Annual	5 UG

1.3 Feedback from stakeholders*Alumni ✓ Parents ✓ Employers ✓ Students ✓

(On all aspects)

Mode of feedback:Online ☑ Manual ☑ Co-operating schools (for PEI) ☑

Please provide an analysis of the feedback in the Annexure (Annexure 2)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Keeping in mind the need to ensure Global Competencies, all the departments make 20-30% modifications in their curriculum and got it approved by their respective BOS. Revision was proposed on the basis of feedback taken from students

Curriculum Development

- The design & development of the curriculum is, undertaken by each Board of Studies as its fundamental function. It is a carried on the basis of local needs of society and industry.

- Feedback is collected from internal & external stakeholders, viz-a-viz industry experts, alumni and students of the department. The collected and analyzed feedback, by subject experts and faculty members of the department, is deliberated upon during the Board of Studies meeting held prior to the commencement of every new academic session.

- The student's feedback, need assessment and their own feedback on the curriculum is tabled by the teachers.

- The Board of Studies follows the standard syllabi specified by UGC, Department of Higher Education, Government of Madhya Pradesh and the University; 20-30% need based modifications are made in the syllabus. Innovative practical and project are framed keeping in mind the employability for better learning and grasping of students.

- To meet the requirements of the business world, IT demands, the changes in the market and environmental issues, various new topics are introduced in the curriculum.

- Keeping in mind the need to ensure global competencies in the process of curriculum design and development, just as much as an updated knowledge base changes up to 20%-30% are made by the Board of Studies.

- The redesigned, developed curriculum as recommended by each Board of studies is put up to the Academic Council and Governing body for approval.

- The Academic Council, chaired by the head of the institution has University nominees, representative of society/industry (from education/law/engineering etc) all head of the departments and a senior teacher as Member Secretary. After due deliberation, the Academic Council approves or suggest changes to the recommendations of each Board of Studies.

- The minute of the Academic Council are then put up to the Governing Body, which is the final authority for curriculum design and development as in other matters of college governance.

- Focusing on employability, entrepreneurship, skill development 13 certificate and 1 diploma course have been initiated by various departments. The respective departments has developed its own curriculum for different skill based Certificate/Diploma courses, which are complementary to the curriculum of University.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

- Entrepreneurship Development Cell and Incubation Centre for fashion designing has been set up and is furnished with all latest and necessary equipments.

- E-Cell deals with identifying and preparing entrepreneurs from among the students. Plans activities and training sessions for identifying entrepreneurial skills in students.

- Incubation Centre for fashion technology provides training on stitching and designing.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
114	112	01	01	--

2.2 No. of permanent faculty with Ph.D.   60

2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
112	0	1	0	1	0	0	0	114	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   --   --   18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	68	01
Presented papers	01	68	01
Resource Persons	02	13	04

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- An innovative teaching learning module MOODLE has been introduced.

- DELNET facilities of the library are provided through which students can get latest information on any topic.

- Interactive methods are used, there is a free give and take of ideas in the class room. The sharing of views creates an interactive atmosphere which facilitates learning. Group discussion and Case Studies also create interactive atmosphere in classroom.

- Project based Training is a compulsory element of teaching and learning which provides a practical insight into the subject and its viability. The projects are either handled by the students alone or in the form of participation in the teacher's projects. Training

programmes are organized at appropriate intervals. 12 Training sessions were organized during the session.

- ICT learning- use of splitters, Power Point presentations, CDs, DVDs, frequent use of internet, online references etc are resorted to as a part and parcel of the teaching –learning process. You tube videos on communication skills, soft skills, subject related topics such as animal dissections and so on are shown. Use of computer simulation technique for exhibition of experiments. Use of MATLAB.

- Experiential learning- 'State of Art' laboratories provide ideal atmosphere for experimentation and practical learning. Moreover, the students are provided with maximum exposure with real life situations to learn through experience gained vide assignments on live projects, internships and on job trainings of the students. Wide use of Specimen, Models, Excursion tours and educational trips for students.

- Class seminars and Workshops are conducted frequently to upgrade the knowledge of students. In all 51 Student development programme were organized by the departments. During 2017-18, twelve workshops on varied topics were organized for students. Encouraging Participation in National and International Seminars for competitive edge by PG students. The PG students participate in micro teaching.

- Students are taken on academic tours and field and Industrial visits to expose them to real life application of their subject knowledge. During the session 09 Field visits were organized for students.

- Book lovers and Movie lovers club, in linguistic departments followed by group discussion and review writing.

- Continuous Comprehensive Evaluation of students through Semi surprise Tests are taken by faculty members.

- Entry to service classes, Question banks, Bridge classes, Literary Quiz supports academic growth of learner. Study circles of the departments provide a platform to share knowledge and learning strategies.

- For overall development of students, Departments and Clubs/ Committees organize competition are on special occasions, such as celebration of Birth anniversary great leaders, academicians or on National/ International days of relevance. During this academic session 25 such events were organized by various departments. Road shows for public awareness are also done by NSS students.

- Guest Lectures by eminent academicians from India and abroad. 17 Guest Lectures were organized during this session.

2.7 Total No. of actual teaching days
during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by
the Institution(for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

- Views from Examiners are invited on the performance of students and the feedback on the syllabus from paper setters.
- Paper printing and typing is strictly done inside examination cell of the College to maintain confidentiality of question papers.
- Mobile phones of everyone entering in examination cell, including employees, are prohibited within the examination cell, in order to maintain discipline and confidentiality of record.
- All data related to examination cell are centrally stored and digital copies of it is kept in a separate Hard Disk of the Examination Cell.
- Additional CCTV Cameras have been placed in all Examination Halls to keep strict vigilance.
- Additional responsibilities are given to Examination Flying Squads/ Observer to provide vigilance for the entire three hours of examination.
- Provision of revaluation/observation/ re- totalling of answer book.
- Internship is introduced for final year students at UG and PG level.
- Term- end viva is introduced at postgraduate level.
- Provision for Special examination for final year students (in case of ATKT) has been introduced.

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

All the teachers of the College are member of Board of Studies of their respective departments.

09 teachers of the College are members of Board of Studies of other College/University.

03 teachers are member of Central Board of Studies, Madhya Pradesh Higher Education, Bhopal

2.10 Average percentage of attendance of students

78%

2.11 Course/Programme wise

distribution of pass percentage :

S.No.	Title of the Programme	Total No. of Students Appeared	Distinction%	Division			
				Ist %	IInd%	IIIrd%	PASS%
1	B.A. I Year	194	3.09%	30.41%	41.24%	17.53%	89.17
2	B.A. III Semester	135	0.00%	26.67%	45.93%	17.04%	90.37
3	B.A. IV Semester	135	0.00%	12.59%	25.19%	17.04%	54.81
4	B.A. V Semester	99	0.00%	34.34%	48.48%	10.10%	92.93
5	B.A. VI Semester	100	0.00%	49.00%	35.00%	0.00%	84.00
6	B. Sc. I Year	596	6.04%	30.20%	34.73%	7.55%	72.48
7	B. Sc. III Semester	541	2.59%	30.87%	34.38%	1.29%	67.10
8	B. Sc. IV Semester	510	2.55%	31.37%	33.92%	4.12%	69.41
9	B. Sc. V Semester	520	3.08%	50.00%	34.81%	1.73%	86.54
10	B. Sc. VI Semester	520	7.50%	70.19%	17.88%	0.38%	88.46
11	B.B.A. I Year	71	2.82%	30.99%	35.21%	26.76%	92.95
12	B.B.A. III Semester	66	21.21%	81.82%	3.03%	0.00%	87.88
13	B.B.A. IV Semester	66	6.06%	46.97%	19.70%	0.00%	66.67
14	B.B.A. V Semester	56	10.71%	80.36%	8.93%	0.00%	92.86
15	B.B.A. VI Semester	56	5.36%	69.64%	26.79%	0.00%	96.43
16	B.C.A. I Year	42	9.52%	40.48%	38.10%	16.67%	95.23
17	B.C.A. III Semester	20	15.00%	60.00%	5.00%	0.00%	65.00
18	B.C.A. IV Semester	20	25.00%	70.00%	15.00%	5.00%	90.00
19	B.C.A. V Semester	35	5.71%	54.29%	22.86%	0.00%	77.14
20	B.C.A. VI Semester	25	52.00%	100.00%	0.00%	0.00%	100.00
21	B.Com. (Hon's.) I Year	43	13.95%	65.12%	27.91%	4.65%	97.67
22	B.Com. (Hon's.) III Semester	54	9.26%	62.96%	11.11%	1.85%	79.63
23	B.Com. (Hon's.) IV Semester	54	5.56%	81.48%	11.11%	0.00%	92.59

S.No.	Title of the Programme	Total No. of Students Appeared	Distinction%	Ist %	IInd%	IIIrd%	PASS%
24	B.Com. (Hon's.) V Semester	59	8.47%	88.14%	5.08%	0.00%	94.92
25	B.Com. (Hon's.) VI Semester	58	22.41%	96.55%	0.00%	0.00%	96.55
26	B.Com. I Year	810	2.22%	41.60%	39.26%	15.93%	96.79
27	B.Com. III Semester	824	1.46%	32.04%	39.56%	10.80%	82.65
28	B.Com. IV Semester	815	1.84%	49.08%	38.28%	8.59%	95.95
29	B.Com. V Semester	783	0.26%	30.27%	44.32%	7.92%	83.27
30	B.Com. VI Semester	783	2.81%	73.18%	22.73%	0.26%	96.17

Course/Programme wise distribution of pass percentage PG (2017-18)

S.No.	Title of the Programme	Total No. of Students Appeared	Distinction%	Division			
				Ist %	IInd%	IIIrd%	PASS%
1	M.A. (Economics) I Semester	16	25.00%	56.25%	6.25%	0.00%	81.25
2	M.A. (Economics) II Semester	15	53.33%	93.33%	0.00%	0.00%	93.33
3	M.A. (Economics) III Semester	19	47.37%	94.74%	0.00%	0.00%	94.74
4	M.A. (Economics) IV Semester	18	50.00%	88.89%	0.00%	0.00%	88.89
5	M.A. (English Literature) I Semester	31	3.23%	32.26%	12.90%	3.23%	58.06
6	M.A. (English Literature) II Semester	24	4.17%	58.33%	16.67%	12.50%	87.50
7	M.A. (English Literature) III Semester	35	5.71%	48.57%	28.57%	5.71%	91.43
8	M.A. (English Literature) IV Semester	35	2.86%	57.14%	31.43%	0.00%	88.57
9	M.A. (Hindi Literature) I Semester	14	7.14%	78.57%	28.57%	0.00%	92.86
10	M.A. (Hindi Literature) II Semester	12	0.00%	75.00%	8.33%	0.00%	83.33
11	M.A. (Hindi Literature) III Semester	19	47.37%	84.21%	5.26%	0.00%	94.74
12	M.A. (Hindi Literature) IV Semester	19	68.42%	94.74%	0.00%	0.00%	94.74
13	M.Com. I Semester	123	0.81%	30.08%	36.59%	1.63%	68.29
14	M.Com. II Semester	118	0.85%	50.00%	39.83%	5.93%	95.76

15	M.Com. III Semester	160	0.63%	53.75%	30.63%	5.00%	98.13
16	M.Com. IV Semester	159	13.21%	88.68%	5.03%	0.00%	93.71
17	M.Sc. (Biotechnology) I Semester	6	16.67%	66.67%	16.67%	0.00%	83.33
18	M.Sc. (Biotechnology) II Semester	6	16.67%	66.67%	0.00%	0.00%	66.67
19	M.Sc. (Biotechnology) III Semester	12	8.33%	50.00%	25.00%	0.00%	75.00
20	M.Sc. (Biotechnology) IV Semester	12	25.00%	100.00%	0.00%	0.00%	100.00
21	M.Sc. (Botany) I Semester	15	6.67%	93.33%	0.00%	0.00%	100.00
22	M.Sc. (Botany) II Semester	15	26.67%	100.00%	0.00%	0.00%	100.00
23	M.Sc. (Botany) III Semester	14	42.86%	78.57%	0.00%	0.00%	92.86
24	M.Sc. (Botany) IV Semester	14	64.29%	92.86%	0.00%	0.00%	92.86
25	M.Sc. (Computer Science) I Semester	23	30.43%	60.87%	4.35%	0.00%	73.91
26	M.Sc. (Computer Science) II Semester	20	0.00%	60.00%	25.00%	0.00%	85.00
27	M.Sc. (Computer Science) III Semester	15	20.00%	60.00%	6.67%	0.00%	86.67
28	M.Sc. (Computer Science) IV Semester	15	26.67%	100.00%	0.00%	0.00%	100.00
29	M.Sc. (Mathematics) I Semester	77	18.18%	29.87%	16.88%	1.30%	63.64
30	M.Sc. (Mathematics) II Semester	72	26.39%	68.06%	18.06%	0.00%	86.11
31	M.Sc. (Mathematics) III Semester	70	35.71%	78.57%	0.00%	0.00%	81.43
32	M.Sc. (Mathematics) IV Semester	70	27.14%	81.43%	14.29%	0.00%	95.71
33	M.Sc. (Microbiology) I Semester	21	4.76%	42.86%	19.05%	0.00%	71.43
34	M.Sc. (Microbiology) II Semester	20	25.00%	70.00%	30.00%	0.00%	100.00
35	M.Sc. (Microbiology) III Semester	9	22.22%	77.78%	0.00%	0.00%	100.00
36	M.Sc. (Microbiology) IV Semester	9	100.00%	100.00%	0.00%	0.00%	100.00
37	M.Sc. (Zoology) I Semester	18	27.78%	55.56%	5.56%	0.00%	77.78

38	M.Sc. (Zoology) II Semester	18	22.22%	94.44%	0.00%	0.00%	94.44
39	M.Sc. (Zoology) III Semester	16	50.00%	87.50%	0.00%	0.00%	87.50
40	M.Sc. (Zoology) IV Semester	17	58.82%	94.12%	0.00%	0.00%	94.12
41	PGDCA I Semester	22	9.09%	68.18%	0.00%	0.00%	72.73
42	PGDCA II Semester	20	50.00%	95.00%	0.00%	0.00%	95.00

2.12How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

1. Peer evaluation for Head of the Departments and faculty is a regular practice in the institution. Quality circles have been made to share department best practices and achievements of faculty members. Official mail ID's has been made to connect all the faculty members. The group is used strictly to share achievements and relevant information.

2. Internal Academic audit is carried out every year for assessing Teaching Learning process and External Academic and Administrative audit is carried out, once in three years.

3. Functional heads such as examination controller, academic heads, IT in charge, Librarian, Student, representative, Alumni and other relevant stake holders, member of the IQAC all have a very close network for monitoring whole teaching learning process. They contribute in one and many ways towards the continuous progress of teaching learning process of the institution.

4. IQAC helps in the execution of those plans, changes which comes forward from the panel of board of studies, Academic Council and Governing Body.

5. To monitor functioning of the departments, IQAC meets timetable committee time to time, followed by visits to the departments.

6. IQAC assures collaboration with various Industries and Institutions to promote research assistance, field visit, Internship with their assistance. Lectures and workshops are also organized in collaboration with the collaborators.

7. Self appraisal is taken from the faculty members to analyze their professional growth and commitment towards organisation.

8. From time to time, IQAC organizes faculty development programmes to enhance the standard of teaching skills in terms of curriculum requirement and its relevancy.

9. Result analysis is discussed in IQAC Meetings, Staff Meeting and Academic Council. Results are also discussed with parents during PTM.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
UGC – Faculty Improvement Programme	00
HRD programmes	04
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	07
Summer / Winter schools, Workshops, etc.	72
Others	03

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	45	----	----	----
Technical Staff	15	---	---	----

Criterion – III
3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC has always been a motivating factor for the Research endeavours of the college, ever since its first assessment in 2004. However with enhancement in research activities a formal research committee was constituted under the support of IQAC with effect from 6th Jan 2014, which is the epicentre of the research climate at the college. All proposals for workshops, seminars, conferences, guest lectures and projects are put up to the research cell before submitting it to any funding agency. These are evaluated and approved by the members of Research Cell.

- IQAC has constituted a Research Cell which is an epicentre for promoting research activities. The Research Cell also regulates, monitors and channelizes all research activities at both micro and macro levels.

- Research cell plays a vital role in encouraging faculty members to undertake new research projects. The role of the research committee includes:
  - Identify potential areas of research
  - Prepares background information on feasible projects
  - Completes and submits project reports for appraisal and funding

- IQAC ensures conduct of Special lectures by eminent Faculties/ Scholars is a regular tradition followed in the College.

- Multidisciplinary Journal has been launched for Science, Arts, Commerce and Management.

- Findings of faculty research projects and research publications are being uploaded on the college website.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	----	----	-----	-----
Outlay in Rs. Lakhs	----	----	-----	----

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-----	09	09	
Outlay in Rs. Lakhs	-----	14,80,000	19,95,000	

3.4Details on research publications

	International	National	Others
Peer Review Journals	18	19	05
Non-Peer Review Journals	-----	01	---
e-Journals	01	----	---
Conference proceedings	01	16	---

3.5 Details on Impact factor of publications:

Range 2.782 to 6.86 Average 5.339 h-index [　] Nos. in SCOPUS [　]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	---	---	---	---
Minor Projects	18 months	UGC	19,95,000	14,80,000
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	---	---	----	---
Students research projects *(other than compulsory by the University)*	---	---	---	---
Any other(Specify)	---	---	---	---
Total	---	---	19,95,000	14,80,000

3.7 No. of books published 05

 i) With ISBN No. Chapters in Edited Books 34

ii) Without ISBN No. 01

3.8 No. of University Departments receiving funds from [　]

UGC-SAP NA   CAS NA   DST-FIST NA

DPE NA   DBT Scheme/funds NA

3.9 For colleges   Autonomy NA CPE [　] DBT Star Scheme [　]

INSPIRE [　] CE [　] Any Other (specify) [　]

Mata Gujri Mahila Mahavidyalaya is Self financing college and does not receive grants of any type.

3.10 Revenue generated through consultancy

Rs 13100/-

3.11No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		01lecture workshop			
Sponsoring agencies		Science Academies New Delhi			

3.12No. of faculty served as experts, chairpersons or resource persons

19

3.13No. of collaborations International   National   03   Any other   03

3.14No. of linkages created during this year   06

3.15Total budget for research for current year in lakhs :

From Funding agency   14,80,00

From Management of University/College

Total   14,80,000

3.16No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
		02				

3.18 No. of faculty from the Institution who are Ph.D.Guides

21

and students registered under them

78

3.19 No. of Ph.D. awarded by faculty from the Institution

09

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 09   SRF ☐   Project Fellows ☐   Any other 01

Sr. No.	Name	Funding Agency
1	Ms. Varsha Awasthi	MPCST, Bhopal. (Research Fellow)
2	Ms. Payal Lilhare	Rajeev Gandhi National Fellowship UGC
3	Ms. Anjali Jain	Maulana Azad Fellowship, Delhi
4	Mr. Vipin Verma	Rajeev Gandhi National Fellowship UGC
5	Mr. Shyam Mohan Patel	Rajeev Gandhi National Fellowship UGC
6	Ms. Sahshi Uikey	Rajeev Gandhi National Fellowship UGC
7	Mr. Teekaram Ahirwar	Rajeev Gandhi National Fellowship UGC
8	Mr. Satish Singh	Rajeev Gandhi National Fellowship UGC
9	Mr. Kamlesh Dehariya	Rajeev Gandhi National Fellowship UGC
10	Mr. Ramesh Dehariya	Rajeev Gandhi National Fellowship UGC

3.21 No. of students Participated in NSS events:

University level 05   State level 02   National level ☐

International level ☐

3.22 No. of students participated in NCC events:

University level 22   State level 03

National level 6   International level ☐

3.23 No. of Awards won in NSS:

| | University level | 03 | State level | 01 |
| | National level | | International level | |

3.24 No. of Awards won in NCC:

| | University level | 06 | State level | 02 |
| | National level | 1 | International level | |

3.25 No. of Extension activities organized   22

| University forum | | College forum | 04 |
| NCC | 03 | NSS | 10 | Any other | 06 |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Massive Plantation Drive on 2nd July was organized, all the staff members of the College participated in the 'Tree plantation Programme' in Kukrikheda village.

2. **College o**rganized "My Clean Class" campaign was organized on 23 September 2017. In compliance to NCTE letter dated 22/7/2017 "Swachhta Hi Sewa" (SHS) a nationwide campaign .

3. A Massive Swachhta Pledge was taken by all the teachers and students of the **college** on 25 September 2017.

4. A Poster competition was organized by the **Education department** on "Cleanliness and Creating an Clean environment", on 27 September 2017.

5. **NSS Unit** organized **world AIDS day** on 1 December, Friday, a talk was organized by the department on prevention, cure and rehabilitation. The speaker was Dr. Neeta Ahirwar ;CMO ,SBI Vijay Nagar JBP. It was attended by all the Faculty ,U.G. and P.G students of the department.

6. On the **world day of Handicapped** (3 December) Sunday the staff and students of the **NSS** went to Blind school for Girls near Bhawartal JBP and distributed fruits and old news paper to them. Faculty members also shared their experiences and problems . and provided counseling to them.

7. On **Human Rights day**; 10 December, the students of **NSS** performed a nukkard natak at Civic center to stop Child Labour. They went to tea and chat stalls and repair workshops to give the message to stop Child Labour.

8. On 13 January 2018, Voters Awareness Rally was taken by the **Department of Education**. The Rally was flagged off by Principal Dr. Vineeta Saluja and the rally was taken out under the guidance of HOD Dr.Gita Gulati. A large number of students from B.Ed and M.Ed participated in the rally which is started from the College and went to Teen Patti ,Malviya Chowk and back to College.

9. Department of Zoology, organized extension activities under banner of **Nature Club,** Health check-up of Students and Staff, with respect to BMI, Blood Group, Hb % was conducted . Participants were given awareness about Balanced Diet

10. UG and PG Students of Department **of Zoology** Surveyed adjoining areas of Jabalpur for spreading the awareness among the rural people regarding different aspects of health.

11. "Swadesh Vandan" program organized by Dr Kirti Shrivastava , Department of **Music,** at Manas Bhawan Auditorium in collaboration with Nagar Nigam , Jabalpur and Smart City, Jabalpur on the occasion of 71st Independence day celebration.

12. Roshni Gandhi of BA VIth Semester provided her expertize on Drawing and Painting" to Students of School run by Women Empowerment Centre of Pandit Kanhaiya Lal Punj Trust, Delhi.

13. 4th International Yoga Day was organized in **Mata Gujri College** on 21st June 2018, by NSS under the supervision of Dr. Vineeta Kaur Saluja. All the staff members and students has given their contribution to make the event successful.

14. Netra daan rally was organized on 03/9/17. This is a regular practice organized every year by the NSS Unit of College.

15. Students of NSS made greeting card and Rakshabandhan for soliders and sent along with Coconut and chocolates on 19/8/17. (Participation of 50 girls)

16. Sadhbhawana diwas was celebrated on 20/8/17. Under this group of 96 girls of NSS participated in Cleanliness drive and cleaned Madan Mahal Fort and its surrounding areas.

17. 50 students of NSS participated in tree plantation on teachers day. 35 plants were planted.

18. Students of NSS served patients admitted in hospitals on 28/7/17, and pledged to visit them every week. (Participation of 20 girls)

19. Women Cell appointment Gender Champions and organized three Days Women's Development Fest (One of its kind of initiative).Outreach activities in the form of delivering lectures on gender sensitization by our gender champions at various schools under the guidance of the teacher in-charge.

20. Blood donation camp was organized by NSS Unit of the College on 4/11/17, 65 units of blood was donated by the students.(Participation of 70 girls)

21. On 1st Sept 2017, a social activity i.e, a rally on 'Nadi Sanrakshan Abhiyan' was organized by NCC.

22. NCC Cadets participated in Swachhta Phagwara by cleaning the statue of Mahatma Pandit Madan Mohan Malviya on 23rd Sept 2017.

23. On the occasion of NCC Day, Cadets participated in cleanliness drive conducted at Netraheen Kanya Shaala, Napier Town on 18th Nov 2017.

Criterion – IV

4.Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	62094 Sq ft	---	-	62094 Sq ft
Class rooms	38	--	--	38
Laboratories	13	01	Society	14
Seminar Halls	02	---	---	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	26	03	Society	29
Value of the equipment purchased during the year (Rs. in Lakhs)		14,91,750/-	Society	
Others				

4.2 Computerization of administration and library

1. Online fee submission through MP Online Portal.
2. Online teaching learning platform MOODLE is being implemented.
3. DELNET membership has been provided in the college library.
4. The entire admission process was online with the admission portal of Deptt. Of Higher Education Govt. Of MP right from the student application till fee submission.
5. The administrative office takes care of generation of the enrolment numbers which are further channelized to the Examination Cell.
6. Internal communication, data, note sheets, notices or circulars is through e-mails.
7. All leave records and daily attendance with in-out timings is computerized.
8. The examination cell uses customised software for the entire process of examination from generation of Admit Cards to printing of Mark sheets.
9. The college library works on a customized software which takes care of different functional unit much as issue return, computerized catalogues, new arrivals etc.

10. The college website is one of the portals for administrative direction and information to all stakeholders.

4.3 Library services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	27777	6255144	2090	628496	29867	6883640
Reference Books	1405	318366	365	399431	1770	717797
e-Books	-	-	-	-	-	-
Journals	57	46000	01	1000	58	47000
e-Journals	Delnet	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	88	-	Nil	-	88	-
Library automation	-	-	-	-	-	-
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	136	02	Lease line	02				
Added	100	01		02				
Total	236	03		04				

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1. Under "IT Club" Poster Competition **Topic**-" Latest Technology in computer science" was organized on 27 July 2017 for the students of computer science.

2. Department of Computer Science organized a Workshop on "**Cyber Security and Cyber Law** " on Saturday 10th Feb 2018 . About 125 students registered for the programme. Mr Manish Sharma , Consultant Smart City and Director Incubation centre Jabalpur was the Resource person.

3. Department of Commerce organized Series of training sessions on "Moodle" to B.Com 1st and 2nd Year students.

4. **On 22nd September 2017, Department of Commerce conducted training programme on"** Filing of Income Tax Return Form" , The students were provided training on how to fill the Income Tax Return Form-I.

5. **On 23rd September 2017 Department of Commerce conducted training programme on"** Filing of PAN Form", students were demonstrated how to fill the Pan Card Form. They were even told about the Importance of Permanent Account Number (PAN).

6. A **Project training programme on ASP.NET** is being held for BCA-VI semester students since 23rd January 2018 to provide them guidance for making Major project. Mr. Pawan Dubey , Assistant Professor , Dept of MCA, Guru Ramdas Khalsa Engineering college Jabalpur is delivering the lecture.

7. Department of Commerce conducts, Certificate Programme on TALLY.

4.6 Amount spent on maintenance in lakhs :

i) ICT

$\boxed{2,15,000/-}$

ii) Campus Infrastructure and facilities

$\boxed{85,000/-}$

iii) Equipments

$\boxed{5,10,000/-}$

iv) Others

$\boxed{3,50,000/-}$

Total :

$\boxed{1160000/-}$

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC's contribution in enhancing awareness about student support service begins with the information brochure and counselling during preadmission & admission seasons.
- As part of the IQAC initiative, at the beginning of the academic year, the college conducts an Induction programme for First Year students, in which detailed information about support services , Examination rules, dates for filling examination form & enrollment form and academic calendar is shared with the students.
- The College website also provides updated information about the College and activities.
- Suggestion box is placed in the college for students to write and submit grievances.
- Anti-ragging guidelines and are displayed. Poster in this regard are also displayed.
- IQAC organizes meetings at frequent interval with the staff members to make them aware about the new policies, programmes and initiatives taken in the direction of rendering student support services and ensures that the teachers-in-charge advertise the same amongst the students.
- Information about various programs is disseminated by displaying relevant information on college notice boards, electronic display board and college website.
- The IQAC coordinates and monitor all cells working within the institution like Grievance Cell, Training and Placement Cell, Women Cell, Counselling cell etc. to ensure smooth delivering of student support services.

5.2 Efforts made by the institution for tracking the progression

- The college provides a well established administrative and mentor-protégée system which motivates as well as keeps track of student's progression. The teacher mentors play an important role in providing personal and professional support to the students. They keep a record of the academic performances of the students and continuously monitor their progress in co-curricular and extracurricular activities as well. Functional Student Mentor Scheme helps to monitor progressions regularly on one to one basis.
- Placement Cell helps in guiding students to be economically productive human resource and keeps record of all students who have registered/appeared for interviews got selected /rejected thus tracking the progression towards economic independence & careers of students.

- A structured follow up is done on student progression by the conduct of alumni meets. Alumni are made to fill in data sheets and feedback forms that serve as a record to track the progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5112	775		

(b) No. of students outside the state

100

(c) No. of international students

Nil

No	%

No	%

Men Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3486	333	180	1460	Nil	5459	3117	329	150	2291	Nil	5887

Demand ratio   1:2 Dropout % UG 3.12%   PG 1.10%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Career guidance classes for PSC, Banking Services, SSC and other VYAPAM Examinations are conducted to help the students to prepare for General studies. The classes are conducted before or after the college timings or on holidays. The students are benefitted immensely from this coaching which is provided free of cost to them.

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

NET | 02 | SET/SLET GATE | | CAT | 17 |

IAS/IPS etc | | State PSC | | UPSC | | Others | |

5.6 Details of student counselling and career guidance

The college has an in-house counseling cell to takes care of the mental health of the students.

Mentoring sessions takes place twice a semester

Workshop on career guidance was given to all third year students of the college.

The College caters to the diverse socio-economic and geographic backgrounds of the heterogeneous group of students. Counselling is provided in a mentor like role to the students, helping them to make personal and professional choices, setting career goals, progress in education levels, overcome complexes and also to harness the marginalized segments of SC/ST/OBC/Rural Students in to main stream student life of the College. Various types of counselling services at the College are elaborated below:

Pre Admission Counseling is provided when a student visits the College for admission. The College provides counseling related to academic choices during the admissions process to enable students to decide upon their course of study.

Academic Counselling is very helpful in motivating the slow learners towards better academic performance by helping them to get over constraints at personal or college level.

Personal Counselling is imparted by the Teacher mentors/Women Cell / specially invited counsellors as the case may require.

Career Counselling Sessions are organized in groups regularly and one to one, when requested for.

Pre placement Counselling prepares the students mentally and helps in right choice of Companies/Job avenues.

Post Placement Counselling is conducted to prepare the student mentally for joining by discussing profile, nature of job etc.

Counselling for Setting up Entrepreneurial Venture is conducted for students who are interested in self employment.

Counselling to Parents is an important part of Parent Teacher Meetings, and also scheduled on request.

No. of students benefitted   1500

5.7Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
11	1050	237	02

5.8Details of gender sensitization programmes

Being a Womens College, the college ensures gender sensitization by being associated with the Women's Studies and Research Centre at the University and Family Planning Association of India, and in their programmes and activities. In Collaboration with NGO Pink Pulp, Women Cell of the College actively organises programmes on Gender Sensitization and women Empowerment.

- Women Cell appointment Gender Champions and organized three Days Women's Development Fest (One of its kind of initiative).Outreach activities in the form of delivering lectures on gender sensitization by our gender champions at various schools under the guidance of the teacher in-charge.

Following events are regular feature of the college-
- Celebration of National Women's Day.
- Save Girl Child Rally, educate girl child rally.
- Lectures on Cancer Awareness, AIDS Awareness, Gynaecological problems are organised.
- Health camps- Haemoglobin, Calcium level Test
- Distribution of sanitary napkins to villagers and making them aware about female hygiene.

5.9Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level | 34 | National level | 18 | International level | |

No. of students participated in cultural events

State/ University level | 14 | National level | 6 | International level | |

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 20 | National level | 8 | International level | |

Cultural: State/ University level | 5 | National level | 6 | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	1783	Rs 10612082
Financial support from other sources	110	Rs 1250000
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [01]   National level [   ]   International level [   ]

5.12 No. of social initiatives undertaken by the students   [15]

5.13 Major grievances of students (if any) redressed:

During this tenure the grievances of students were received in the form of letters in the complaint box, directly and through post. A total of 59 grievances were received and redressed.

The grievances were mainly related to hostel, cleanliness of rooms and washrooms etc. All the grievances were resolved through proper channel.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mata Gujri Mahila Mahavidyalaya was founded by Guru Gobind Singh Educational Society, Jabalpur, in an epoch of revolutionary changes with the purpose of having an institution at tertiary level which would impart quality education to women. With this selfless ambition, within the broader framework of the Higher Education Policies of the nation which stress upon women empowerment, inclusion of marginalized segments of society into main stream education, and, fostering global traits in the youth, the following mission and vision statements were adopted by the college. The college is dedicated in letter and spirit to women empowerment, and, through it, nation building.

Vision: Transforming lives of young Women from all communities by fostering intellect, creativity and character through student centered comprehensive learning.

Mission: We at Mata Gujri Mahila Mahavidyalaya ,earnestly direct all our efforts to create and facilitate an academic atmosphere, an environment of knowledge, research, skills, self-reliance and humanitarianism for the young girls of society, moulding their characters positively; imperative to build up a better world for tomorrow .

6.2 Does the Institution has a management Information System

Yes College has ISMS, Institute Student Management System. It Offers facilities of, Student database management, Scholar registration management, Enrolment and Examination process system, Fee Submission, Account management.

The objective of the ISMS is to provide Digital Empowerment to the Students. ISMS provides all the services Online to the Students and Institute, such as- Admission and fees submission, Enrolment Process and Examination Process System, Account Management, Fee Collection Management on anytime from anywhere. On ONE CLICK all the required data is made available.

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

6.3.1 Curriculum Development

- The design & development of the curriculum is, undertaken by each Board of Studies as its fundamental function. It is a carried on the basis of local needs of society and industry.
- Feedback is collected from internal & external stakeholders, viz-a-viz industry experts, alumni and students of the department. The collected and analyzed feedback, by subject

experts and faculty members of the department, is deliberated upon during the Board of Studies meeting held prior to the commencement of every new academic session.

- The student's feedback, need assessment and their own feedback on the curriculum is tabled by the teachers.

- The Board of Studies follows the standard syllabi specified by UGC, Department of Higher Education, Government of Madhya Pradesh and the University; 20-30% need based modifications are made in the syllabus. Innovative practical and project are framed keeping in mind the employability for better learning and grasping of students.

- To meet the requirements of the business world, IT demands, the changes in the market and environmental issues, various new topics are introduced in the curriculum.

- Keeping in mind the need to ensure global competencies in the process of curriculum design and development, just as much as an updated knowledge base changes up to 20%-30% are made by the Board of Studies.

- The redesigned, developed curriculum as recommended by each Board of studies is put up to the Academic Council and Governing body for approval.

- The Academic Council, chaired by the head of the institution has University nominees, representative of society/industry (from education/law/engineering etc), all head of the departments and a senior teacher as Member Secretary. After due deliberation, the Academic Council approves or suggest changes to the recommendations of each Board of Studies.

- The minute of the Academic Council are then put up to the Governing Body, which is the final authority for curriculum design and development as in other matters of college governance.

6.3.2 Teaching and Learning

- Faculties are provided with all essential facilities for effective teaching, and is advised and encouraged to use innovative methods for teaching for better understanding of the subject.

- The faculties are suggested to use interactive method for better learning.

- Teachers are also encouraged to use audio-visual instruments like LCD projector, OHP, PPT, Youtube Videos, molecular models and charts.

- To improve the quality of teaching, the Principal encourages the faculty to attend orientation courses, refresher courses, workshops and seminars.

- The teaching performance of faculty is evaluated from time to time.

- The academic progress of the Students is evaluated through internal assessment system.

- Bridge classes are offered by the departments of Economics, English literature and Commerce for newly admitted students who have changed their stream. This enables them to learn basic things about the subjects

- E Notes are provided to students through MOODLE.

- Guest lectures by eminent scholars are the regular feature of the College.

- Departments conduct extra classes for slow learners.

- Field visits are planned to give practical knowledge and exposure to the students.

- Innovative designs are formulated for conducting CCEs and assignments to inculcate in-depth knowledge of the subject.

6.3.3 Examination and Evaluation

- Adherence to the academic calendar is strictly followed. The college academic calendar clearly remarks the date of commencement of exams and the declaration of results which are strictly adhered to. The exam time table is announced one month before the commencement of exams. The time table is formulated keeping in mind all the beneficiary stake holders. Results are declared within one month after the last date of examination.

- The meetings of the respective Board of studies, Academic Council and Governing Body discuss relevant issues and plans to rectify and modernize the pattern of evaluation. These recommendations are further incorporated in to regulations after necessary deliberations in the statutory committees.

- Continuous evaluation has two major components- semester end exams and internal exams. 80% marks at PG level and 85% marks at UG level is allotted for term end exams. The system of exam is adopted as per the recommendations of BOS in compliance to the norms of the university and Department of Higher Education, Govt. of Madhya Pradesh. Time limit of 3 hours is allotted for the final exams.

- 20% marks at PG level and 15% marks at UG level is allotted for internal exams. Internal exams can be as per innovative teaching learning methodology be it test presentation, quiz, assignment activity or any other mode as specified by the respective Board of Studies.

- Examiners panel for the setting of question paper is prepared by the Chairperson of respective Board of Studies in due consultation with the other members of the Board.

The same is sent to the Vice Chancellor of the affiliating university for perusal and final selection of examiners.

- In order to maintain confidentiality and credibility, the paper setting is done by two examiners simultaneously. The question papers are then moderated by an external examiner and the Chairperson of respective Board of Studies. The final paper to be printed remains confidential under the complete jurisdiction of the Controller, Examination. Question papers have a separate column for roll numbers in order to avoid any discrepancy in the examination hall.

- The invigilators are required to put their signatures at the end of the answer sheet in order to curtail risks of rewriting, page tearing etc.The answer sheets are properly coded before being dispatched for valuation. The valuation is done by the paper setter and only if refusal to do so is received from him/her, then the same is sent to some other examiner. Examination manual is prepared clearly laying down the rules and regulations.

- Students are given the facility of re-totalling, revaluation and observation of results. Strict rules are framed for students resorting to unfair means. A committee is formulated to discuss the case and as per the gravity of the situation, action is taken. The valued answer books are decoded and marks are checked by the tabulators.

- An external observer is duly appointed during exams who takes rounds in the exam hall. Examination Squad is in place for supervising student teacher in examination. Examination malpractice enquiry committee systematically function to prevent malpractices and to recommend actions against any such cases.

- Evaluation management is facilitated through networking software system. Viva-Voce is conducted for dissertation and project works by the internal and external examiner.

- Remedial actions/measures are taken by the college at various levels for the proper functioning of evaluation mechanism. Result committee analyses and scrutinizes the results before the declarations and registers any objection which might arise and is hence rectified. The percentage wise delineation of result is done. The internal exam results are disclosed to the parents during parents teacher meets.

- Slow learners are identified and trained separately in extra classes. Teacher mentor also analyze the results and suggest the measures of improvement to the concerned students. Regular meetings are conducted within the department and also with the Principal to get an overview of results and observe the performance of each individual student.

- Results are published and uploaded on the college website apart from being pasted on notice boards in the college campus. The highlights of the results are published in the daily news by local media.

6.3.4 Research and Development

- The research cell of the College, monitors and addresses all the issues of research in the college. All proposals for seminars, workshops, and conferences, guest lectures and projects are put up to the research cell before submitting to any funding agency. Adequate support is extended in terms of infrastructural facilities. Appropriate ICT support is extended to the researchers.

- The departmental support is ensured in terms of flexi timings & redistribution of teaching load in different phases of the semester to the faculty engaged in funded research projects as also to those pursuing for their own doctoral degree.

- Required discussion on proposals etc is carried out with the researcher. The documents required from the institute are provided for the funding agencies. The following events have been implemented as per corresponding recommendations of the research cell.
  1. Publication of the in-house multidisciplinary research journal.
  2. Major or minor research projects.
  3. Students Projects (internships) dissertations and their involvement in faculty research.
  4. Collaboration with research institutes.
  5. Visits to research institutes/labs.
  6. State of art research equipment in labs.
  7. Pursuance of doctoral degrees by faculty.
  8. Guiding research as Ph.D./M.Phil supervisors.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

- The institute has well-structured library which is managed by the Library management .net software.
- The college has taken DELNET membership in July, 2015.
- The library has proper staffs which are trained from time –to-time and a well defined committee which keeps the track record of their books through software.
- The feedback forms are filled by the students.

- The library is well-equipped with the latest books and journals.
- The books are purchased as per the requirement of the teachers and students for new additions in consultation with the academic council.
- The library has the segments of departments and stream wise books and a web corner for each segment.
- Separate reading room for students and teachers.
- Schemes like book banks are also provided to the students.

ICT (Information Communication Technology):

The institute has the ICT facilities like:
- ICT enabled admission process
- ICT enabled fee submission system.
- Smart class-rooms
- Electronic display boards
- WIFI facilities for the students
- State of the Art computers labs
- College website.
- E lectures.
- Results declaration through net.

Physical Infrastructure:
- The institute has well organized indoor and outdoor physical infrastructure:
- Library, seminar hall, meeting hall, laboratories and well ventilated classrooms.
- Play grounds of the Managing Society, Head office.
- Basket ball ground, Volley ball ground.
- Indoor games like table – tennis, carom etc.
- Lift and ramp facility for physically challenged students.
- Canteen and cafeteria
- Stationery and photocopy shop .
- Proper parking stands.

Instrumentation:
- The labs are also well equipped with latest apparatus.
- The institute has a qualified technician who constantly works and repairs the instruments of the labs of all streams.

- On timely basis upgradation of Lab Equipment's are done to meet with the advanced technology across the departments.

- AMCs have been given for computer and other sensitive and expensive equipment.

6.3.6 Human Resource Management

- The Management and the Principal constantly motivate the staff to shoulder various responsibilities decentralized to them. The responsibilities are allocated to encourage transparent participative management. The participation is extended from external stake holders too.

- The Principal conducts meetings with the College Planning Committee and the suggestions are further discussed with the Managing Society and Head of Departments to make policies regarding the smooth functioning of the college.

- The faculty involvement and participation can be very well depicted in the various institutional processes and members of various committees and clubs, such as Womens' cell, Grievance Redressal cell, Sports and Cultural Committees and so on, formed for various academic, administrative and student support activities.

- The Head and the staff members of the Departments monitor the progress of various programmes and use of innovative teaching methods, up gradation and completion of syllabus.

- Staff members of the college are promoted to attend refresher/orientation programmes organized by affiliating university. FDPs are organized for the staff members. The staff members are motivated to attend international national conferences, seminars, workshops. Duty leave is given for academic endeavours.

- Welfare schemes and grievance redressal system are in place to minimize unrest and keep the staff motivated. Group Life Insurance Scheme, PF, Gratuity scheme is available for all staff members. Provision of ESIC state government rules. Special consideration in admission and/or fee concession to the wards of staff members. Corpus fund of Rs. 1,44,80,935/-

- College arranges free health check-up camp regularly for all staff members. A doctor has been appointed in the campus and Staff members can avail medical check up during the visit of the doctor.

6.3.7 Faculty and Staff recruitment

*   The faculty members are selected as per UGC norms regarding eligibility through a strict selection criteria based on academic profile, written test and personal interview by the Selection Committee appointed by the University, under college code 28 of the University Adhiniyam. Any concurrent directions of UGC / State Govt. / University are also kept in consideration. Teaching positions are created as per course requirements and statutory mandates. The Principal in consultation with the Management has the freedom to appoint temporary / adhoc teaching staff as per requirement.

*   The class three employees and clerical staff are appointed by the Managing Society keeping in mind the technical qualification required for the post as per the norms.

*   The class four workers are appointed by the Managing Society.

6.3.8 Industry Interaction / Collaboration

*   The UG VIth Sem and PG IVth Sem students are promoted to complete their projects/internship/dissertation in collaboration with different industries.

*   Board of Studies of every department has one industry representative whose suggestions are considered during syllabus designing.

*   Valuable inputs are gained while interaction with industry/corporate representatives during campus/recruitment drives.

*   The college has collaborated with several industries, Industry representatives are invited for Guest Lectures.

*   Factory and field visits, Out Bound Training and Workshops are also arranged for students.

6.3.9 Admission of Students

The online admission start after the admission guidelines are issued by the department of Higher Education, Government of Madhya Pradesh. All the rules & regulations for admission, eligibility merit etc are specified in the guideline issued by Department of Higher Education, Govt. Of Madhya Pradesh for online admission process.

Admission is given on the basis of m**erit at the previous qualifying examination.** Entrance test for M Sc Biotech and B Com (Hons.) is conducted by the college. **Reservation Policy of State / Government for SC / ST / OBC / PH is strictly adhered. Weightage / Concession is given to Sports and Cultural Performers/ students of NCC and NSS .**

Fee Concession is also given as per the guidelines issued by Department of Higher Education, Govt. Of Madhya Pradesh.

Certificate courses offered by the college are interdisciplinary. These courses help in fulfilling the vision that education should be an enjoyable learning experience while marching in tandem with the times. Any student with 10+2 as prerequisite qualification is entitled to take admission in these courses.

6.4 Welfare schemes for

Teaching And Non Teaching	The college holds the wellbeing of its staff and faculty as core priority. Several welfare measures that have been implemented for staff and faculty are as follows: • Employee State Insurance Corporation • Employee Provident Fund • Loan • Duty Leave for Research endeavours • Assistance in Convenient Banking • Health Checkups • Provision of Legal Advice • Awareness activities of relevant issues • Free of Cost Internet Services • Grievance Redressal System. • Research Support in the form of provision of resources • Free Wi-Fi and Photocopy facilities for preparing teaching resources
Students	• Fee Concession for economically weaker students. • Book Bank. • Scholarship as per Government norms. • Scholarship through CSR.

6.5 Total corpus fund generated

Corpus fund of Rs. 1,44,80,935/-

6.6 Whether annual financial audit has been done   Yes √   No ☐

6.7 Whether Academic and Administrative Audit (AAA)has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Team From Shivaji Science College Nagpur	Yes	Team of four Senior teachers, Constituted by IQAC of the College
Administrative	Yes	Team From Shivaji Science College Nagpur	Yes	Team of administrative staff, Constituted by Managing society.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes   √   No ☐

For PG Programmes   Yes   √   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Paper printing and typing is strictly done inside examination cell of the College to maintain confidentiality of question papers. Two sets of Question Papers used in each subject.

- Mobile phones of everyone entering in examination cell, including employees, are prohibited within the examination cell, in order to maintain discipline and confidentiality of record.

- All data related to examination cell are centrally stored and digital copies of it is kept in a separate Hard Disk of the Examination Cell.

- Additional CCTV Cameras have been placed in all Examination Halls to keep strict vigilance.

- Additional responsibilities are given to Examination Flying Squads/ Observer to provide vigilance for the entire three hours of examination.

- Provision of revaluation/observation/ re- totalling of answer book.

- Online examination forms, fee submission, admit cards and result declaration.

- Web application to check the authenticity of marksheet and transfer Certificate.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- Being an autonomous college, all the activities and curriculum programs run by the college are under the purview of UGC.
- The university supports the college as and when required. It generates enrolment no., countersigns the mark sheets and issues Degrees to the students.
- The University provides administrative support through its nominees on the Governing Body and Academic Council.
- The University nominees on each Board of Studies are subject experts, who, apart from administrative guidance provide extensive academic guidance on curricular, pedagogy etc.

6.11 Activities and support from the Alumni Association

- The college has an Alumnae Association which holds its meetings annually. The meet always ends with fruitful outcome serving the purpose of entertainment, involvement and betterment. These Meets go a long way in strengthening the bonds between pass out students and their Alma Mater, providing emotional sustenance to the institution, its graduates and recourse to its present students. New office bearers are also elected during the meet.
- To help students in overcoming the uncertainties distinguished alumnae from different sectors like industry, services like finance, banking, IT etc. are invited to give a talk pertaining to their sector. The members share their own personal experiences regarding facing interviews and take the students through each interview sessions.
- Training sessions and lectures are conducted by the Alumnae members for the present students.
- Alumni are member of Board of studies of every department, Feedback and Suggestions of Alumni are taken from time to time and incorporated for further enhancing the quality substance.

6.12 Activities and support from the Parent – Teacher Association

- There is a Parent Teachers meet every year in the institution.
- The valuable suggestion and opinion of the parents are taken into consideration.
- The suggestions provided by them are analysed thoroughly and action plans are made.
- Their reviews are valuable for further guidance.
- Some of the Parents support the institution by providing them the internship training in their organization. Some of the parents who are the officials in Banking and other Service

Sectors also give their valuable guidance to the students in order to make the students aware and enhance the knowledge. Free health check-ups are provided to the students by some of the parents.

6.13 Development programmes for support staff

- Training and development programs are conducted for the non teaching staff to improve their working skills.
- The college or the parent society organizes training for office staff to orient them with newer technology and to improve their working skills.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Conduct of Green audit.
- Polythene free campus- no use of plastic bags, cups or files.
- Use of CFL is encouraged.
- Proper switching of instruments not in use in the class rooms, offices and labs.
- Strict monitoring of switching off lights & fans in classrooms & corridors when not in use.
- The students are made active partners in ensuring energy conservation.
- Solar energy is used to light the campus during night.
- Process is on for the campus analysis for carbon neutrality to be done by M.P. Pollution Board, Jabalpur.
- Fume hood has been installed in labs, where required.
- Plantation drives are carried out within the campus and at various locations of the city.
- Each floor of the college building has potted plants.
- Incinerators are placed in the lab for microbial waste.
- Sanitary napkin incinerators are installed in toilets.
- Student volunteers participated in an outreach programme where they went to schools & created awareness regarding waste disposal.
- Separate dustbins for biodegradable (green) & non-biodegradable (blue) wastes have been placed in the college.
- The waste management is done by Jabalpur Development Authority (JDA) and Municipal Corporation Jabalpur.
- Awareness programme on e-waste disposal has been conducted.
- Anti radiation chips and medals have been placed in labs and corridors to minimise the effect of harmful radiation from mobile, Computer and other electronic gadgets.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

I) Implementation of e-governance in areas of Planning and Development, Administration, Finance and Accounts, Student Admission and Support and Examination.

Area of operation	Implementation of E- governance
Planning and Development	What's app, E-mail Id for information sharing.
Administration	What's app, E-mail Id for information sharing.
Finance and Accounts	Fee monitoring through Institute Student Management System.
Student Admission and Support	Fee submission and data monitoring through ISMS and Online fee submission through MP Online.
Examination	ISMS for exam form submission, Admit card, Result Processing System. Self designed software for processing examination result.

II) Entrepreneurship and Skill development:

MGMM college is student centred and our functioning is committed to providing access to educational opportunities to meet students' changing personal and professional academic needs. We encourage quality learning, civic and social responsibility, leadership, and individual and career growth. in connection to this college introduces new courses as per market need. College proposes to start skill development courses that can be opted by girls along with their conventional education. Courses in the field of fashion designing, beauty and wellness, electronics and communication and computerised accounting, Organic farming have been started under the preview of Entrepreneurship development cell. Through EDC, the institute provides a platform to Students to develop their ideas into commercially viable products. ED Cell crucially works on generating the excitement in the young engineering brains to produce innovation and

thus laying the stones for entrepreneurship. The cell organizes lectures nad competitions to enhance entrepreneur skills in students.

The incharge members of E-Cell themselves have undergone training program of 21 days conducted by MPCST.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The actions taken have already been described under relevant points in the previous sections as well as the other points of this section of AQAR.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> 1. **Health and safety of students, staff and community. (Annexure 3)**
>
> 2. **Certificate courses for enhancing career building and employability skills. (Annexure 4)**

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

Environmental Consciousness Practices adopted by the College:
- The college conducts Green Audit of its campus .
- Radiation free campus.

The college has taken following initiatives to make the campus eco-friendly
- Use of LED lights.
- Use of Solar Lights.
- To switch off the electrical gadgets, lights, fans and other appliances whenever not necessary.
- Utmost care is taken to save electricity by proper maintenance of the wiring & electrical appliances.
- Orientation about energy conservation.

Use of renewable energy source
- Installation of solar panel for campus lights.

Water Harvesting
- Water harvesting arrangements are made in College campus and hostel.

- Rain water is used as distilled water in the departments.

Efforts for Carbon neutrality

- Regular plantation of saplings in the campus and maintenance of the same by NCC / NSS students for achieving carbon neutrality.
- Efforts have been made to make plastic free campus.
- Vermicompost is prepared out of the dry leaves and bio-degradable waste instead of burning it.

Plantation

- Variety of trees are planted at various locations to keep green and to maintain bio-diversity.
- Seasonal potted flowering plants are nurtured in the campus.

Use of plants in college programmes and functions:

- The college has a practice of presenting saplings of ornamental or medicinal plants on various occasions.

Hazardous waste management

- The College has fuming hood, exhaust fans and proper ventilation for the release of hazardous gases from labs.
- Special drainage system is installed in the chemistry laboratory for the disposal of chemical waste, acid, alkali & other chemicals are drained with plenty of water so that they get diluted and cease to be harmful.
- Use of paper cups in college canteen.
- Waste is collected by municipal agency regularly.
- College has installed incinerator for the disposal of organic wastes.

Vermicomposting

- Department of Botany conducts vermicomposting and produces organic manure for roof top farming and plants in garden and gives consultancy on vermicomposting.
- Mushroom cultivation and Organic farming
- Department of Botany runs certificate course on Mushroom Cultivation and gives consultancy on edible mushroom cultivation.

Installation of Bird Nests

- Artificial nests for birds are installed on the trees in the college campus for protecting them from scorching heat of the sun during summer season.

- Earthen pots filled with water are kept at accessible places to quench the thirst of birds.

7.5 Whether environmental audit was conducted?   Yes [✓]   No [ ]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT Analysis

Mata Gujri Mahila Mahavidyalaya

This report summarizes the results of a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis conducted by Mata Gujri College as part of the College's strategic planning Process (2017- 2020).

SWOT worked as a tool that combines perceptions of individuals inside organizations to identify Issues during the early stages of a planning process.
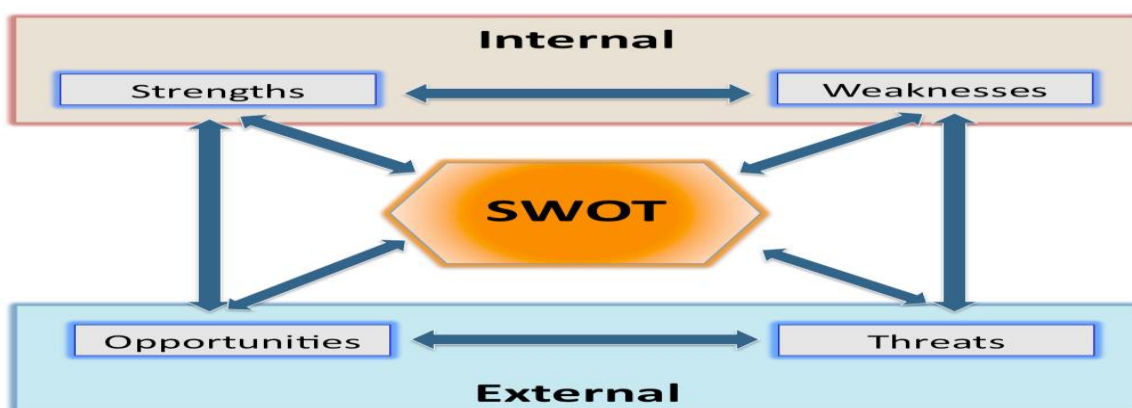
The diagram above depicts the relationships between SWOT categories.

Strengths are the strongest part of the organisation and can be directly controlled.

Weaknesses, of the organization are the positive components that can also be monitored and controlled and improved.

Opportunities and threats operate outside the organization.

For doing SWOT analysis, Environmental scanning process was carried out. Responses were gathered from 255 individuals through questionnaire designed separately for Students, Employers, Academic Peers and Staff members. Their perceptions were categorized in themes and the ten most frequently occurring categories are presented underneath each SWOT area.

Strengths:

The top ten strengths are summarized below (Table 1).

Nearly 225 of 255 of those surveyed believe that MGMM employees (faculty, administration and Class IV staff) are College's core strength. Comments were made on administrative

responsiveness, dedicated teaching learning and helping attitude of staff members. Students viewed the College as a ideal place, with good number of activities, enhancing subject knowledge, job oriented knowledge and value education. Mentor-Protégée relationship was viewed as strength. Programs and regular conduct of classes were also cited as strength. As noted above, however, areas that are perceived as strengths are also reflected as a weakness in other 3 portions of the SWOT analysis.

Respondents cited facilities as strength; The Library resources with DELNET facilities are one of the major strengths. Extension activities for the community were also viewed as strength. Academic peers, employees believe that College has administrative flexibility that makes the work atmosphere healthy where all the stakeholders have freedom of expression. Employers cited that, students of the College carry good moral values, work culture, dedication, learning spirit and knowledge. Green campus, technology usage, security and safety measures make the College even better place to imbibe knowledge.

Table 1:

Top 10 Strengths	
Count	Theme
225	Faculty Enhancement (Qualification, Publications,)
222	Inculcating Moral Values (Environmental and Social issues)
220	Quality & Excellence in teaching learning
188	Positive Learning Environment
185	Career Counselling/ Trainings/ Placement
179	Security
175	Student Success
175	Students support services
170	technology usage
172	Research activities

1) Autonomous College with academic and administrative flexibility.
2) Effective leadership and proactive visionary management.
3) Qualified and dedicated staff.
4) Healthy working atmosphere with good professional relationship at all levels.

5) Automated, enriched ICT enabled library with DELNET Membership.

6) Streamlined, monitored Research activities and research projects.

7) Effective Teaching Learning process.

8) Activation of on Campus Value added programmes through IGNOU and interdisciplinary certificate courses.

9) Optimum utilization of Infrastructure.

10) Achievements of NCC, NSS Sports and Cultural and Literacy activities.

11) High student strength of 5458, inspite of catering to only girl students.

12) Teaching through MOODLE has been initiated.

13) Regular publication of Departmental news letter.

14) High demand ratio.

15) Excellent academic results.

16) Own Hostel.

17) 60% of the faculty members are Doctorates and many are registered research supervisors with RDVV (affiliating University) for M.Phil and Ph.D Scholars.

18) Teacher-Mentors relationship is maintained with student protégée.

19) Maximum numbers of teachers have been regularized under College Code 28 by University.

20) Online admission, Exam form and fee submission through MP Online.

21) Effective and safe bio-waste management.

22) Environment and Energy Conservation techniques are practiced.

Weakness:

Table 2 presents elements that are less positive, it represents a subjective assessment of where the institution could improve itself and represents areas that MGMM could control. Communication skills of the students and few facilities need attention. Most comments about facilities indicated that though the College is making optimum use Of existing space, but it needs to expand its boundaries now, for further promotion and expansion. Expansion can overcome the shortcomings of collaborative research, interdisciplinary programmes. Respondents mentioned need to initiate skill development/ Entrepreneurship courses. Lack of funds was also identified as a weakness including the need to increase resources for the research and IT up gradation and overall institutional operations.

Table 2:

Weakness	
Count	Theme
223	Class size/ space
202	Communication skill
188	Collaborative research
173	Program alignment to industry/ institute
185	Skill development Programmes
179	Certificate courses
175	technology usage in teaching
140	Research activities

1) Lack of Interdisciplinary Degree programmes.
2) Lack of Collaborative research.
3) Space constraints for further development.
4) Lack of teacher-Student exchange programme.
5) Lack of adequate skill development programme.

Opportunities:

Opportunities occur externally to Mata Gujri College. They might be pursued with new strategies in the planning process. The top opportunity themes appear in Table 3. There was nearly unanimous agreement from respondents that new Programmes on skill development are an opportunity for MGMM.

Several respondents noted the need for starting several multidisciplinary degree courses and uplifting research and consultancy services in the departments. They even see the potential of College as a Women University. About half of the respondents stated that there is opportunity in increased community engagement, Industry – academic partnership including forming alliances with community based organizations, businesses, and local government. Many commented on the need for College to generate new resources from successful grant proposals including which could support the Institution to pursue fresh initiatives. Increasing technology in classrooms is also a theme as was the opportunity to increase student support services for specific groups of students.

Table: 3

Opportunities	
Count	Theme
220	Research
202	Future development as Women University
188	Collaborations
173	Grants
168	Consultancy services
155	Industry-academic partnership

1) To become a Women University.
2) Developing industry-academic partnership for training and development.
3) Departments with potential to be elevated as research centers.
4) Enhancing formal consultancy services.
5) Starting credit base choice system.
6) Financial constraint for development and infrastructural enhancement since UGC grant has been stopped to self financing institution.

Challenges:

Threats occur outside MGMM control and, while they are important, organizational energy is most efficiently focused on strengths and weaknesses that College can control.

The budget looms at large, is a threat that hinders College developmental plan, through which College may wish to enhance its performance in key areas, examine its own data to make rational decisions about internal budgets and resource deployment, and otherwise prepare coherent Strategies to counteract what appears to be a prolonged period of declining state support. Almost as highly ranked as a threat are MGMM's competitors.

Respondents also considered it a challenge to educate learners from tribal and rural background, when the education system is moving towards IT based education with proficient communication skills.

Table 4

Challenges	
Count	Theme
223	Space constraints
202	Communication skill
188	Learning resources
173	Grants

1) Lack of Development funds from UGC due to self financing colleges, even if they are under 2F and 12B.

2) Financial constraints.

3) Dealing with students from rural background thereafter developing soft skills communicative skills in them, due to being a Hindi speaking belt.

4) Tough competition from other funded institutions pursuing college with potential for excellence and setting up of Women Studies centre and Community college due to discontinuation of UGC/RUSA Grant in aid.

8. Plans of institution for next year

1. Interdisciplinary International Conference.

2. Celebration of 25th Year of the College, Series of academic and cultural activity to be organized during the year.

3. To apply for more research projects.

Name *Dr. Vandana Tiwari*   Name *Dr Vineeta Kaur Saluja*

_____   _____

IQAC Coord'·
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*
Mata Gujri
Mahavidyalaya
Jabalpur (M.P.)

Principal
Mata Gujri Mahila Mahavidyalaya
Civic Centre, Jabalpur (M.P.)

Academic Calendar

Academic Calendar session 2017-18
U.G.-1ˢᵗ Yr, IIIrd Sem, V Sem
P.G.- Ist Sem and III Sem

| Activity	Date
Meeting of BOS	July
Commencement of Classes	2ⁿᵈ Week of July
Induction Programme	July 2017
Youth Festival	August 2017
Sadbhawna Diwas	20ᵗʰ Aug. 2017
Freshers Welcome Party	September 2017
Celebration of NSS Day	September 20ᵗʰ
CCE for All the Classes	3ʳᵈ Week of Oct. 2017
Gurunanak Jayanti Procession	Nov. 2017
Practical Exam (Only Semester Student)	2ⁿᵈ Week of Nov. 2017
Preparatory leave (Semester Student)	3ʳᵈ Week nov. 2017
ATKT and Semester Exam	Last week of Nov. 2017
2ⁿᵈ CCE (1ˢᵗ Year)	Last week of Nov. 2017
Celebration of NCC Day	Nov. 4ᵗʰ 2017
World Aids Day	1st Dec. 2017
Semester break	26th Dec. – 31st Dec. 2017

Academic Calendar 2017-18
UG- 1st Yr., IV and VI Sem
PG- II Sem and IV Sem

Activity	Date
Commencement of Classes	1ˢᵗ Jan 2018
Declaration of Result	Jan 2018
Annual Function	Feb 2018
Science Day	27ᵗʰ Feb
World Wild Life Day	3ʳᵈ March 2018
International Women's Day Celebration	8ᵗʰ March 2018
CCE (For All the Classes)	Last week of Mar., 2018
Completion of Semester Classes	1ˢᵗ Week, April 2018
Practical Exam for all the classes	2ⁿᵈ week of April 2018
Preparation Leave	Last week April 2018
Final Exam (1ˢᵗ Year)	May 1ˢᵗ Week
ATKT and Semester Exam	1ˢᵗ Week May 2018

Annexure:2

Parents Feedback
2017-18

2016-17	
	score out of 5
Personalised Attention	4.2
Extra Curricular Activities	4.2
Syllabus	4.2
Teaching Learning	4.5
Campus Facilities	4
Library	4
ICT usage and facilities	4.2
Discipline	4.5
Security	4.5
Examination Pattern	4.4
Total	42.7
Average Satisfaction	85.4
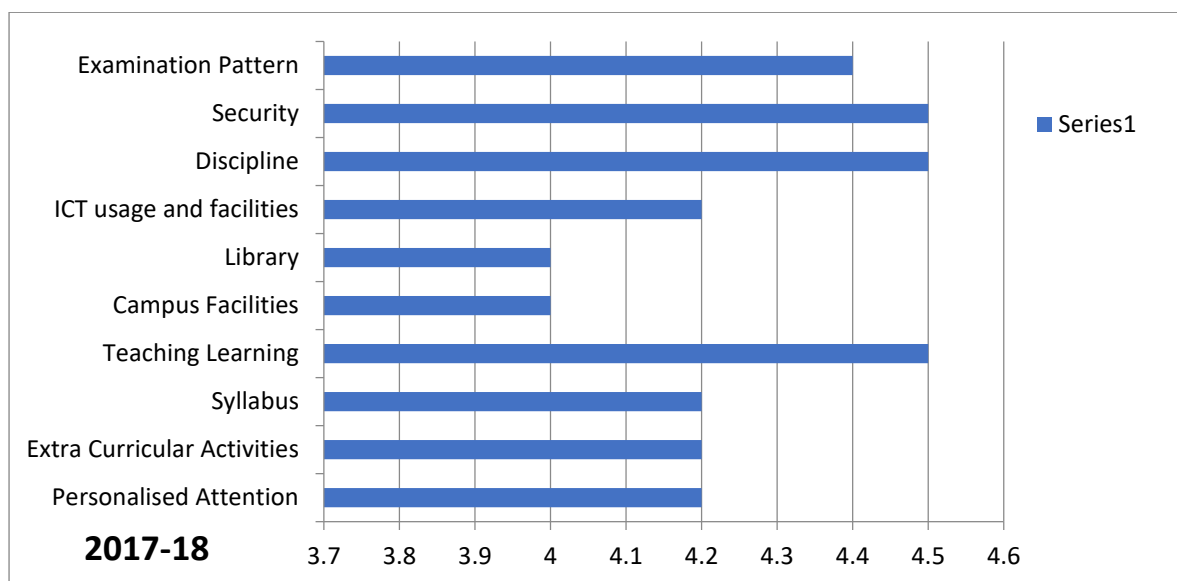
Recommendation:

1. Campus facilities to be improved.
2. More Certificate Courses to be introduced.

Action Taken:

1. Introduction of Certificate Courses in College and IGNOU study centre.
2. Construction of New Canteen and Common room .
3. Renovation of Seminar hall.
4. Installation of lift and construction of lift.

	Feedback analysis on Campus 2017-18		
Section	Particulars	Score Obtained out of 5	Recommendations:
A	Campus and Infrastructural facilities	3.106	Block pavement in the campus to avoid dust.
B	Student support services	3.354	Play ground to be renovated

S.no	Name of the Department and number of faculty members	Performance Score	Recommendation by IQAC	Recommendation by Principal	Action taken
1	Department of Commerce-34	Good 20 Average 07 Bad 02 not taken- 5	Student satisfaction ratio of 02 faculty members isgood. Students are dissatisfied.HOD is requested to send both the teachers for orientation, and meet the Principal personally.	Though they are new appointees Explanation power was not up to the mark. Students are unable to understand the lectures. Dr Smriti Khurasis and Mrs Shruti Punj to take Orientation sessions.	As per instructions by the Principal, faculty members with poor feedback was orientation by Mrs. Shruti Punj and Dr Smriti Khurasia. When their orientation would be conducted by the University they will be relived to attend the same. IQAC , Organized FDP for all the faculty members.

2	English 05	Good 3 Average 02 Bad	02 fresh appointee teachers has low score.	Recommended to attend the lectures taken by senior teachers of the Department, and improve performance by learning skill.	IQAC , Organized FDP for all the faculty members
3	Drawing & Painting 02	Good 02 Average Bad			Student satisfaction ratio of the department is indeed very good.
4	Hindi 07	Good 05 Average 02	Faculty with Average score to meet Principal for counseling	Faculty	Subject of faculty members has been inter changed. IQAC , Organized FDP for all the faculty members
5	History 02	Good 1 Average 1 Bad	Faculty with average performance to be sent for orientation.	Faculty with average performance to be sent for orientation.	Orientation given by Dr Jalaj Goantiya and Mrs Alpana Singh. Faculty with average performance will attend orientation when organized by RDVV. IQAC , Organized FDP for all the faculty members
6	Music 01	Good Average 01 Bad			

7	Political Science 02	Good 02			IQAC , Organized FDP for all the faculty members
		Average Bad		Congratulated for good performance	
8	Sociology 02	Good 01 Average 01	Faculty with average performance to be relined for orientation.	As soon as the university conducts orientation faculties would be set for orientation / refresher.	
9	Economics 06	Good 04 Average 02 Bad	Faculty with average performance met Principal. Faculties with average score must go for Refresher course to enhance subject knowledge.	Faculty with average performance to be given one chance after orientation.	Oriented by Dr Vandana Tiwari and Dr Samta Jain. She will further be sent to university where orientation will be conducted. IQAC , Organized FDP for all the faculty members
10	Botany 05	Good :03 Average 02 Bad	HOD to contact Principal	Recommended experimental teaching. and to introduce certificate courses	Introduced the recommendation in curriculum.
11	Biochemistry 02	Good 01	Congratulated for Good performance.	Congratulated for good performance	

		Average 01 Bad			
12	Biotechnology 04	Good 02 fresher 02	Congratulated for Good performance.	Congratulated for Good performance	
13	Chemistry 05	Good 03 Average 02 Bad	Congratulated for good performance.	Congratulated for good performance.	
14	Computer Science 12	Good 06 Average 03 Bad 02 Fresher 01	Faculty with bad performance to meet Principal.	As their subject knowledge is good in comparison to teaching it is recommended that they take classes of software designing.	Teaching load shifted from them to practical oriented teaching. IQAC , Organized FDP for all the faculty members
15	Electronics 03	Good 01 Average Fresher 01 Bad 01	Faculty with bad performance to meet Principal	The faculty member, with bad pscore is not comfortable with curriculum of B.Sc	As he was shifted from Engineering college, he was shifted back to Khalsa Engg. College. IQAC , Organized FDP for all the faculty members
16	Mathematics 08	Good 04	HOD and Faculty with bad performance to meet the Principal for	Faculty with average & poor performance to go for Refresher and to change subject	

			counseling.	as per expertise	
		Average 03 Bad 01			IQAC , Organized FDP for all the faculty members
17	Microbiology 05	Good 02 Average 02 Not taken	Congratulated for good performance.	Congratulated for good performance.	Congratulated for good performance.
18	Physics 05	Good 02 Average 01 Bad 02	HOD to meet the Principal	As soon as the university conducts orientation faculties must attend orientation / refresher.	All members are attending orientation on Basic Physics by Prof. H C Verma. IQAC , Organized FDP for all the faculty members
19	Zoology 05	Good 02 Average 02 fresher 01			IQAC , Organized FDP for all the faculty members

Annexure 3:

Best Practice 1:
 Health and safety of students, staff and community.

Objective:
Health promotion is the process of enabling people to increase control over and to improve their health. It moves beyond a focus on individual behavior towards a wide range of social and environmental interventions. At colleges and universities, health promotion serves the core

mission of higher education by supporting students and creating healthy learning environments. Health and Safety is a core value at Mata Gujri Mahila Mahavidyalaya and therefore it ensures that safe environment is maintained for the faculty members and the students. Thus it also becomes the prime duty of every individual to maintain the health and safety practice in the college campus.

The Context:
Health is not just freedom from disease but is multidimensional and is to a large extent culturally defined a state of complete physical, mental, and social well-being and fitness that individuals enjoy. The policy of the college is to encourage the inclusion of the campus community as a whole in college health efforts in order to build healthy environments that optimize learning, to provide a mechanism for the exchange of information, resources, and research-based best practices to address the health and wellness of faculty and students in the campus, and to provide continuing education and professional development across the college.

Practice-
Continuous efforts are made by the college to:
- Promote occupational and personal safety, health and wellness,
- Ensure and install health measures to protect the health and safety of faculty, staff and students.
- **promoting wellbeing** through the activities such as breathing exercises or rigorous physical activity endorses a **student centric, self-directing pedagogy**
- Regularly provide information to about personal health and safety hazards,
- Regularly conduct activities to provide awareness regarding environmental impacts and its protection.
- Promote health and wellness of faculty and students
- Organizes programmes in compliance with applicable environmental and health and safety laws and regulations.
- Regular checkup and maintenance of laboratories, and equipments are done by Annual Maintenance Contracts AMC. The labs are safe and well maintained.
- Annual Maintenance contract is given to various agencies for all electronic and digital equipments, water coolers, aqua guards, CCTV cameras, computers and photocopiers etc
- The lab attendants of every labs are given proper safety training and information.
- Proper measures are taken for the safe use and discharge of hazardous biological and chemical substances form the labs.
- Air Incinerators are installed in the labs for proper discharge of poisonous fumes.
- Workshops and training sessions are conducted to provide guidance in case of emergency.
- Fire extinguishers have been strategically placed in all the labs, library and corridors.
- Proper waste separation is done and disposal services are regulated.
- An experienced, trained and knowledgeable supervisor maintains and checks the proper working of the equipments of the laboratories.
- Awareness programmes are conducted by different clubs, cells operating in the college, NSS, NCC.
- A lady doctor has been appointed who regularly visits college and hostel.
- First aid boxes are provided in every lab and hostel.
- Sanitary napkins disposal incinerators are installed for maintaining hygienic conditions.
- A clean / hygienic cafeteria caters to the variety of eatables preferred by the students.
- In hostel the kitchen, dining hall and the adequate number of toilets are hygienically maintained.
- Arrangements have been made for pure drinking water. Water coolers with RO water purification system have been upgraded in all the floor of the college building and hostel.

- A Technical Officer is also appointed for electronic equipments.
- Maids and Peons have been appointed and allocated separate floors for maintenance of cleanliness and proper arrangement of furniture.
- Proper safety is ensured with fulltime electricians who take care of the electrical fittings and electrical equipments.
- Seminar and lectures are conducted for creating awareness on hygiene, fitness, healthy living and disease prevention and cure in general and reproductive health in particular, as maximum internal stake holders are women.
- Various health camps related to women health issues, eye checkup skin and dental check-up, sugar test, awareness of cancer disease, blood donation camps etc. are conducted across the year.
- Employees State Insurance Corporation (ESIC) cover has been provided by the College Management.
- Doctors visit in few interval of periods to have staff check-up and even provides general medicines for calcium and iron.
- During semester end examination, adequate stock of electrol, glucose, anti vomiting medicines is maintained with the examination cell.
- Nutritious breakfast/snacks are provided to the participants of sport and cultural events.
- Security guards are deployed on the entrance gates.
- Wellness club operates in the college which regularly organises checkups and lectures from renowned doctors.
- Health camps are organised to check BMI, haemoglobin, eye check up on special days such as International Women's Day etc.
- The college actively participate in Swachata abhiyan of Goverment in and outside the college premises.
- Yoga classes are regularly held for staff and students.
- Book and movie clubs are great success in college among staff and students as a mode of distressing activity.
- Celebration of festivals, welcome and farewell party of students, educational trips are practised in the college as a mode of recharging activities.
- A number of extension activities are conducted by every department, clubs, NSS and NCC to make community aware of health and safety awareness and regarding appropriate practices to protect the environment.
- NSS & NCC organises awareness camps in nearby villages are held for the villagers, women and kids. Sanitary napkins are distributed to women from deserving conditions and made aware of healthy hygiene and benefits of nutrition food sources.

Evidence of success-
A number of faculty members are benefitted by the health awareness programmes which are regularly conducted in the college. Faculty members have benefitted by various health related schemes running in the college. The college implements all the required measures to ensure safety and security of the students, faculty and the institutional assets. The safety being an imperative issue because the institution is a girls college, the following measures are undertaken to provide a harmonious, comfortable and care free environment to the students and staff so that they can spread their wings and soar high towards the zenith of learning and creativity.
A clean and hygienic atmosphere is the result of diligent efforts of the class III and IV staff appointed for the purpose, teaching, non teaching staff, technical staff and students who take pride in participating in maintaining the surroundings.

Problems Encountered

- Students from diverse background need to be brought to the same mental wavelength to utilize these platforms optimally.
  - Coordination of different departments is required for successful conduction of the awareness programs.

Resources required
- Student Volunteers
- Committed and motivated staff.
- Full support of Principal and Managing Society.
- Infrastructural support for organizing camp and workshops.
- Financial resources.

Annexure 4:

Best Practice 2:
Certificate courses for enhancing career building and employability skills.

Objective:
The existing curriculum for all courses in academic institutes suffers limitations of knowledge gap in the curriculum due to lack of incorporation of new professional skills and techniques.
Syllabus revision offers only minor amount of additions which are not sufficient for the students to cope with new job or work circumstances. After completion of studies, when students enter the professional world outside the college campus, along with domain knowledge, other skills, techniques and abilities are also required for a job. Skills such as communication skills, complete knowledge of a cultivation/ process, innovation, team building are very much required to become successful in the profession which are not directly covered in the curriculum.
Keeping this in view, the college has initiated a number of skill development certificate courses which could be offered simultaneously while doing the regular course. The objective of this practice is to provide training to the students of all branches to enhance employability, Communications and Professional skills, increasing self awareness, confidence and innovation ability of the students in other words career development of the students.

The Context:
The curriculum does not solve the problem of skill deficiency due to which a number of students are unemployed. As a regular practice of the college feedback from employers and alumni it has been revealed that skill enhancement is required for the students to fit to the present day professional needs. Therefore certificate courses were introduced to be offered to the students which are relevant to the job requirements of the course and related to their interest. Our college is known for transforming and empowering students who come from diverse backgrounds ranging from underprivileged sections to affluent ones. As one of the best practices in our college these certificate courses helps to facilitate self-growth, self-worth and actualization of potential of the students through myriad ways of empowerment and competence building.

The Practice:
To address the need of providing skill enhancement the college has initiated 09 certificate courses for students from all the faculties of Commerce & Management, Science and Arts, which focuses on enhancement of employability skills and career building.
The Certificate Courses being successfully initiated in the college are-
- Certificate Course in Hydroponics

- Certificate Course in French Language
- Certificate Course in Community health, Physical activity Nutrition, Social behaviour and Naturopathy.
- Certificate Course in Tally.
- Certificate Course in MATLAB.
- Certificate Course in Mushroom cultivation.
- Certificate Course in Organic farming.
- Certificate Course in Sur-Srajan.
- Certificate Course in fashion technology.

The total duration of each certificate program is three months in which 100 percent attendance is compulsory to appear for the examination.
- Student Minimum Qualification- Candidates for admission should posses Higher Secondary School Education in the subjects concerned.
- Duration of course cycle of Admission with dates – Three months duration. A minimum of 30 classes is required for completion. The certificate program length is flexible; however, the certificate course must be completed within one year.
- Cycle of Admission-: 1st July – 30 th August/ 1st Jan- 28 th Feb.
  Classes commenced from 1st September to 30 th November/1st March to 30 th May.
  Exam conducted in the month of December/June.
- Fees structure- varies according to the course.
- Study pattern followed is Theory classes: 3 days in a week for one hour.
  Practical Classes: 3 days in a week for one hour.
  Field Work: Twice a month.
- Infrastructure - The classrooms, library and laboratory are available in the college.
- Pattern of examination and evaluation is done on the basis of theory, internal assessment and Practical & viva voce.
- Grading is done from C to A+ on the basis of marks obtained after examinations and certificate is provided to all those who successfully completes the courses under the seal of the college.
- Pattern of revaluation is also provided to the students which is as per the college statutory rules.
- Financial resources and instructional facilities according to the specific courses.

Evidence of Success:
- In a short period of introducing certificate courses, there is a clear evidence of success measured in terms of increase in the number of students opting these courses, attendance level of the students, proficiency gained, feedback from teachers, alumini and companies along with an increase in the overall enthusiasm in students towards these courses. It has been seen that the students who have been awarded certificate of these courses are
- Successful performance by students in achieving job and thus are job satisfied.
- Are skilled trained such as cultivation of mushrooms, communication skills, creative and strategic thinking etc. and technology savvy in work place.
- Course have helped in securing job, promotion etc.
- Enrolled themselves in obtaining internship in leading institutions.
- No need of additional/ external training agencies.
- No fear of competition and depression.
- Due to efficient training provided in these certificate courses, students are self confident in starting their own entrepreneurial ventures or startups.

- There is an overall positive change in the personality of the students who have completed these courses.
- Performance in interviews and group discussion sessions have resulted into positive feedback from the placement companies visiting the college campus.
- Thus the college has managed to uplift its most of its underprivileged students to be more self-reliant, career oriented and great leaders.

Problems Encountered
- The students have hesitation in joining these courses therefore, they have to be motivated towards joining them in these courses.
- Many students are not aware of the merits and advantages of these programs would offer in terms of securing jobs and ensuring performance.
- As students come from all rural regions, acceptance and confidence from orthodox family thinking towards job oriented courses may take time.
- Many students find that the work load will be too much by volunteering for such courses along with regular courses.
- At a young stage sometimes students are not able to indentify suitable courses which have futuristic demand.
- Tight schedule of working hours and course requirement often inhibit the students from committing to anything extra.
- This program needs to be planned beyond the students' regular academic engagements. Hence, it becomes challenging to identify free time-slots for large groups of students.

Resources Required
- A faculty coordinator had to be assigned for the smooth conduction of the program.
- Sparing the time and additional preparation by the faculty of the college.
- Assessment of the students at the end of the course within the time framework.
- Identifying experts both internal and external as well as upgrading the existing faculty for the conduct of the courses.
- Adjusting the timetable and finding the free time for this course.
- Identifying collaborating institutes so that the students get industrial exposure related with the course.