

# Government Kamla Raja Girls (Autonomous) Post Graduate College, Gwalior (M.P.)



## ANNUAL QUALITY ASSURANCE REPORT

Academic Year

**2014-2015**

Submitted to the

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Nagarbhavi, Bangalore - 560 072, India



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Govt. Kamla Raja Girls Post Graduate (Autonomous) College is conveniently situated in a prominent location of south-west Gwalior and having a sprawling campus. Established in 1937 A.D., the college occupies a prominent place and has wide reputation among the institutes of higher education not only in the state of Madhya Pradesh but also in other states of Northern India, because of the academic achievements, the infrastructural properties and the financial richness of the college. The college is affiliated to Jiwaji University, Gwalior and recognized by UGC under section 2(f) and 12(b) of the Act, 1956.

In recognition of its significant achievements, the UGC and the state government granted autonomy to the college in 1996. As an Autonomous college, it has created many opportunities inside for the inclusion of new courses apart from the courses which have already been regularized by the Govt. of Madhya Pradesh. Apart from a good amount of financial aid from the University Grant Commission, New Delhi, it receives twenty lacs as autonomous grants each year for the expenses of Autonomy. The National Assessment and Accreditation Commission awarded the college B grade in 2002 and it is also reaccredited with the grade B in 2010.

The college aims to facilitate and promote studies; research and extension work in the emerging area of higher education with the expansion of women education. It offers courses in disciplines of arts, commerce, management, computer science, science, home science and law. Presently the student strength is 8698. The college has a phenomenal range of 108 qualified regular and 63 guest faculty members. Besides, commerce and home science departments, seventeen undergraduate departments under the faculty of Art and seven science departments under the faculty of Science, offer various courses. Twenty four departments offer master's degree in 17 subjects. It is the only institution in this region where Urdu language is taught at the graduate level. The college has a

marvelous central library, computer labs, sports wing and a canteen to cater the needs of college family. The units of N.S.S. and N.C.C. of this college organizes popular lectures on health and hygiene programs, social work, AIDS awareness, moral education and women empowerment in collaboration with NGO's in the area.

Strengthened by the benefits of autonomy and commendably supported by the Janbhagidari Samiti, the college has expended its resources productively and has ensured their optimal use. By the well planned and well-thought schemes of the Principal, the College has expanded some new blocks for the studies Job-Oriented courses such B.B.A, P.G.D.C.A., B.A.L.L.B. (Hounors), B.C.A. and others. Apart from 23 regular departments a few courses such as P.G.D.C.A., B.C.A., B.B.A., B.Sc. Computer Science, Micro-biology, Bio-technology, B.A.L.L.B. (Honors) and Bio-informatics have been expanded recently. The college has also adopted a comprehensive view to develop professionalism. At the time of admissions a special counseling cell is set up for giving proper guidance to students in the right selection of subjects and combinations.

Many of the faculty members have attended national and international seminars published their papers in national, international refereed journals and anthologies. They have also published reference and text books. The alumni of the College occupy distinguished positions in almost all spheres of society, government, bureaucracy, banking, finance, academics, business, politics, journalism and media. Many are successfully managing their own business establishments and doing social work. Our students have been performing remarkably well in all spheres of life. A large number of our students get selected by national and multinational companies through campus interviews.

It has been a long journey through the seventy-five years and yet the journey has perhaps just begun. However, the college continuous spread its wings to onwards march in scaling the new heights for pursuing the progress of women higher education.

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

Govt. Kamla Raja Girls Post  
Graduate Autonomous College

1.2 Address Line 1

Govt. Kamla Raja Girls Post  
Graduate Autonomous College

Address Line 2

Kampoo,

City/Town

Gwalior

State

Madhya Pradesh

Pin Code

474 001

Institution e-mail address

kgc@rediffmail.com

Contact Nos.

0751 2625495

Name of the Head of the Institution:

Dr. N.C. Sharma

Tel. No. with STD Code:

07512625495

Mobile:

09425770797

Name of the IQAC Co-ordinator :

Prof. Sanjay Swarnkar

Mobile :

093011163271

IQAC e-mail address :

kgc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)\_\_\_\_\_08661\_\_\_\_\_

1.4 Website address:

www.krgcgwalior.org

Web-link of the AQAR:

www.krgcgwalior.org/AQAR201415.DOC

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

#### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	72.50	2002	2007
2	2 <sup>nd</sup> Cycle	B	2.10	2010	2015
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.6 Date of Establishment of IQAC : DD/MM/YYYY

08 May, 2006

1.7 AQAR for the year (*for example 2010-11*)

2014 - 2015

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

- i. AQAR \_\_\_\_\_ 2010-2011 \_\_\_\_\_ 15.06.2011 \_\_\_\_\_ (DD/MM/YYYY)4  
ii. AQAR \_\_\_\_\_ 2011-2012 \_\_\_\_\_ 16.01.2013 \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ 2012-2013 \_\_\_\_\_ 12.06.2014 \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ 2013-2014 \_\_\_\_\_ 15.01.2016 \_\_\_\_\_ (DD/MM/YYYY)

#### 1.9 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	<input type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input type="checkbox"/>	UGC 12B	<input type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

#### 1.10 Type of Faculty/Programme

Arts	<input type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="Home Science , Management."/>								

#### 1.11 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt./University

University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE	<input type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST	<input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>	Any other ( <i>Specify</i> )	<input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>		

## 2. IQAC Composition and Activities

Annexure- I

2.1 No. of Teachers	20								
2.2 No. of Administrative/Technical staff	02								
2.3 No. of students	Nil								
2.4 No. of Management representatives	Nil								
2.5 No. of Alumni	04								
2.6 No. of any other stakeholder and community representatives	Nil								
2.7 No. of Employers/ Industrialists	Nil								
2.8 No. of other External Experts	12								
2.9 Total No. of members	26								
2.10 No. of IQAC meetings held	04								
2.11 No. of meetings with various stakeholders:	No.	No	Faculty	04					
	Non-Teaching Staff	02	Students	02					
	Alumni	02	Others	06					
2.12 Has IQAC received any funding from UGC during the year?	Yes	Y	No	-					
If yes, mention the amount	Rs. 3.0 Lacs								
2.13 Seminars and Conferences (only quality related)									
(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC									
Total Nos.	12	International	Nil	National	04	State	02	Institution Level	06
(ii) Themes	<ol style="list-style-type: none"><li>1. Mahilaon ki Suraksha avam Kanooni Adhikar</li><li>2. Environmental stress and its remedies</li><li>3. Jan Sanchar Madhya avam Hindi</li><li>4. Earn while you learn</li><li>5. Development of Communication skills</li><li>6. Awareness of computer learning</li><li>7. Eslah-e-urdu Zuban, a language improvement program</li><li>8. Special lecture on Research Methodology</li><li>9. Tulsi Jayanti</li><li>10. Rajbhasha Saptah – 2014</li><li>11. Lok Sangeet avam Shastriya Sangeet ke Tatva</li><li>12. RUSA : Changing Landscape of Higher Education</li><li>13. <i>in silico</i> Tools and Techiques in Bioinformatics</li><li>14. Banking and Preparation of Competative examination</li></ol>								



## 2.14 Significant Activities and contributions made by IQAC

1. IQAC has taken initiatives for language improvement and sanctioned programs for department of English, Hindi and Sanskrit.
2. Environment protection, Gender sensitization, and Disaster management were the main focus areas of the IQAC during the session.
3. Efforts made by the IQAC for enhancing research atmosphere and providing adequate facilities to the faculties and scholars of the research centres.
4. Acceptance of more than 15 workshop and seminar proposals on various topics produced by different departments.
5. Provided fund from the autonomous grant to the departments and cells of IQAC for guest lectures.
6. IQAC has encouraged to students and teachers for the extracurricular activities during the session.
7. Provision of the facilities to the career counselling cell for training program, coaching, extension lectures and workshops for career guidance and personality development of the students of the institution.
8. Visionary document has been published for quality enhancement in academic and non-academic activities in the college.
9. IQAC put up the proposals before Academic Council of the college regarding construction and repairing work of building/new blocks/toilets/ramps/railing etc. for betterment of infrastructure facility.
10. IQAC has proposed an orientation program for profession skills development in non-teaching staff.

## 2.15 Plan 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 \*

Plan of Action	Achievements
<b>Enclosed</b> <i>Annexure – II</i>	<b>Enclosed</b> <i>Annexure – III</i>

\* Attach the Academic Calendar of the year as Annexure.

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

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

N/A

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 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	13	Nil	Nil	Nil
PG	23	Nil	01	Nil
UG	26	Nil	08	Nil
PG Diploma	01	Nil	01	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
<b>Total</b>	63	Nil	10	Nil
Interdisciplinary	Nil	Nil	01	Nil
Innovative	Nil	Nil	Nil	Nil

- 1.2 (i) Flexibility of the Curriculum: Core  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	73
Trimester	Nil
Annual	Nil

- 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*

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

The institution has to follow the rules and regulations of the State Government of Madhya Pradesh and Jiwaji University, Gwalior. Hence there is no option for any revision of syllabi

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
109	92	-	17	-

2.2 No. of permanent faculty with Ph.D.

92

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
86	06	-	-	17	-	-	-	103	06

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

63

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	36	279	26
Presented papers	17	184	19
Resource Persons	-	22	16

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

For UG classes courses are prescribed by Central Board of studies, Department of Higher Education, Govt. of M.P. Bhopal and are compulsory while at PG level course as prescribed by Jiwaji University, Gwalior with 10-20% changes are implemented by Board of Studies meant for the autonomy of the college in each subject. From 2010-11 onwards syllabi as approved by Central Board of Studies Bhopal will be adopted in all subjects by the order of Dept. of Higher Education, Govt. of M.P. Innovative practices like use of e-library, e-study material, and e-reading habits are adopted by the institution in Teaching and Learning during the session.

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

291

**Annexure- IV**

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

Review of Answer Books

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

109

109

Nil

2.10 Average percentage of attendance of students

81%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	6518	N/A	35.43	49.58	14.99	87.79
PG	1938	N/A	37.64	55.32	7.04	93.88
Ph.D.	242 ongoing	-	-	-	-	20.0

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

IQAC contributes to all the areas of academic, co-curricular and extra-curricular activities and monitors through its various Cells such as Career Counseling Cell, Academic Interactive Cell, Research Development Cell, National Integrity and Social Service Cell, Sport and Youth activity Cell Library and Information Cell, Equal Opportunity Cell, Academic Audit Cell, Grievance Redressal Cell etc.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	03
HRD programmes	Nil
Orientation programmes	01
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

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	08	Nil	31
Technical Staff	35	02	Nil	10

## Criterion – III

### 3. Research, Consultancy and Extension

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

Various cells and forums viz. Research Development Cell, Academic Interaction Cell and Discussion Forum for promoting research and academic atmosphere are constituted by the IQAC.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	01	Nil	Nil
Outlay in Rs. Lakhs	Nil	5.98 lakhs	Nil	Nil

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	06	13	Nil
Outlay in Rs. Lakhs	Nil	6.90 lakhs	24.90 lakhs	Nil

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	16	25	22
Non-Peer Review Journals	03	36	33
e-Journals	04	07	Nil
Conference proceedings	Nil	18	11

#### 3.5 Details on Impact factor of publications:

Range  Average  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	02 years	MPCOST, Bhopal	12.04 lakhs	12.04 lakhs
Minor Projects	02 years	UGC, CRO, Bhopal	24.9 lakhs	19.08 lakhs
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects (other than compulsory by the University)	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total			36.94 lakhs	31.12lakhs

-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books   
ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	Nil	CAS	Nil	DST-FIST	Nil
DPE	Nil			DBT Scheme/funds	Nil

3.9 For colleges

Autonomy	Nil	CPE	Nil	DBT Star Scheme	Nil
INSPIRE	Nil	CE	Nil	Any Other (specify)	Nil

3.10 Revenue generated through consultancy

Nil
-----

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	04	02	06	Nil
Sponsoring agencies	Nil	1. UGC, 2. Autonomous grant	Nil	Nil	Nil

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

26
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3.13 No. of collaborations

International	Nil	National	Nil	Any other	Nil
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3.14 No. of linkages created during this year

Nil
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3.15 Total budget for research for current year in lakhs :

From Funding agency	26.0 lakhs	From Management of University/College	7.00 lakhs
Total	33.0 lakhs		

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
Nil	Nil	02	01	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

69
248

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

01
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3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	02	SRF	Nil	Project Fellows	01	Any other	01
-----	----	-----	-----	-----------------	----	-----------	----

3.21 No. of students Participated in NSS events:

University level	300	State level	39
National level	05	International level	Nil

3.22 No. of students participated in NCC events:

University level	320	State level	16
National level	01	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	02
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	02
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	04	College forum	22
NCC	03	NSS	14
		Any other	08

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

- Regular medical check-up for students especially for those who live in hostel.
- Blood Donation camps in Auditorium in this session.
- Blood group check-up camp.
- Extension lectures and programs organized for saving the Environment of the college campus and outside.
- Sangeet avam Lok Sangeet
- Regular plantation in campus and off campus during monsoon session.
- Matdata Jagrukta programs
- Anti Tobacco rally and extension lecture
- Extension activities for differently abled students and staff.
- Extension activities in God Gram by NSS units
- Extension activities for traffic control by NCC units

## 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	13.27 acres	Nil	Nil	13.27 acres
Class rooms	52	Nil	Nil	52
Laboratories	28	Nil	Nil	28
Seminar Halls	01	Nil	Nil	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	Nil	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil	Nil	Nil
Others	53	Nil	Nil	53

#### 4.2 Computerization of administration and library

- Office of the college is well equipped with modern technology and automation of account section is also complete.
- Library automation is also completed. E-Library is completed.\
- College has two websites.  
Their URL are: <http://www.mp.gov.in/highereducation/krsgwalior>  
[www.krsgwalior.org](http://www.krsgwalior.org)
- Internet facility in the library, Computer Science Dept., Autonomous Cell, and Career Counselling Cell/Vivekananda Rojgar Prakoshth, Account Section,
- Student Help centre introduced as per guidelines of DHE Bhopal
- 75% of teaching departments are connected with internet and have computer and reprographic facility.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	89559	-	3866	465536.00	93421	-
Reference Books	2000	-	-	-	2000	-
e-Books	80409	-	-	-	80409	-
Journals	85	-	14	-	99	-
e-Journals	3828	-	-	-	3828	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	104	03	19	02	02	02	26	04
Added	20	01	04	-	-	-	-	-
Total	124	04	23	02	02	02	26	04

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

- Office of the college and most of the departments have computers and are connected with internet facility.
- All the faculty members are updated with the related information through college website.
- College website is linked with other important websites as UGC, NAAC, ICHR, ICSSR, MPCOST, MP Higher Education Deptt. etc.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	2.0 Lacs
ii) Campus Infrastructure and facilities	5.0 Lacs
iii) Equipments	4.0 Lacs
iv) Others	4.0 Lacs
<b>Total :</b>	<b>15.0 Lacs</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC initiated a Career Counseling Cell for Counseling, Assessment and Remedial coaching. The Placement cell worked for better placement of the students. The college has its Alumni Association. The Equal Opportunity Cell established to provide facilities for the differently abled students. Lectures and programs are also organized for enhancing awareness about Student Support System. The IQAC of the college tried to publish schemes for the student support on website and digital display board as well as notice board of the departments.

#### 5.2 Efforts made by the institution for tracking the progression

Attempts made by the institution for tracking the progression of the students are:

1. Started Value added Programs namely, General Awareness and Safety in the chemical industry, Basics of electrical knowledge, Language proficiency etc.
2. Computer with internet access made available, which is free of cost.
3. E-books, e-journals, model question papers made available on library website.
4. Students are guided to participate in the Youth Festival and other outdoor cultural and literary competitions.
5. Arranged various excursion/educational trips.
6. Arranged demo interviews for placement.
7. Organized career fair for providing better opportunity of placement.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
6518	1938	242	Nil

#### (b) No. of students outside the state

491

#### (c) No. of international students

Nil

No	%
-	-

Men

Women

No	%
8698	100

Last Year 2013-2014						This Year 2014-2015					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
5366	1055	29	2233	24	8705	4991	1056	50	2593	08	8698

Demand ratio : 0.0%

Dropout % : 2.0%

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

There is no coaching facility in the institution but Career Counseling Cell organized short term training, learning and guidance program for competitive examinations.

No. of students beneficiaries

1641

#### 5.5 No. of students qualified in these examinations

NET	07	SET/SLET	Nil	GATE	01	CAT	Nil
IAS/IPS etc	Nil	State PSC	05	UPSC	Nil	Others	52

#### 5.6 Details of student counseling and career guidance

1. Counselling cell has been constituted under the supervision of Dr. Preeti Bala Shrivastava. The cell has performed its role in providing the admission on the basis of the Counselling committee. Regular lectures on personality development and skill development organised and provided guidance to the students to face the interviews.
2. Lectures in context to Entrepreneurship have also been organized by this cell for the benefit of the students.
3. BPO and some other sectors approached our college to organize campus placements by the effort of Employment cell. 16 students have got direct placement in these companies.
4. Swami Vivekananda Rojgar Margdarshan Prakoshth (C.C.C.) organized two days career fair in which reputed companies and Banking sector, Insurance sector were invited & 249 students were short listed for their Jobs.

No. of students benefitted

1922

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
8	550	35	44

#### 5.8 Details of gender sensitization programmes

1. The Women Development Cell conducts a number of programmes on various issues relating gender problems regularly.
2. Professional counselors are invited to conduct programmes for women staff and women students.
3. The cell works under a faculty in charge. It has representation from the staff and it conducts lectures and seminars to create awareness about gender equality.
4. Professional counseling is also provided to girl students whenever required.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government	2399	14176971
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

Founded in 1937, Govt. Kamla Raja Girls Post-Graduate Autonomous College, Gwalior, is a pioneer and premier institution for women in higher education.

##### **Vision**

“To provide value education for academic enhancement of girls for sustainable society.”

##### **Mission**

The mission is to translate our vision into action plans. We are committed to provide excellent educational infrastructure and academic ambience conducive for higher learning for girls.

To promote all round development of girls through fostering knowledge and skill, making them aware of values of equality, social justice, secularism, patriotism, co-operation and peaceful coexistence, to assimilate best traditions and culture and transforming young girls into multifaceted women and global citizen.

#### 6.2 Does the Institution has a management Information System

Yes, Management information system is being used in accounts section, administrative office and academic departments itself.

Some of the MIS are

1. Daily Absent Report (Staff)
2. Daily Absent Report (Students)
3. Monthly Defaulter Report

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

##### 6.3.1 Curriculum Development

The college has its own Board of Studies for all its Departments to design the syllabi for P.G. Classes. Usually syllabi approved by Jiwaji University, Gwalior are followed in our college with 10-20% permissible changes. From 2008-09 onwards Central Board of Studies Bhopal has approved and made Unified Syllabi which are applicable to in all subjects. At post graduate level, syllabi approved by Jiwaji University, Gwalior is followed in our College.

##### 6.3.2 Teaching and Learning

Teachers of the college are well prepared with research material for teaching based on qualitative education. They always use advance techniques of teaching and learning viz. smart class room, ppt. virtual class etc.

### 6.3.3 Examination and Evaluation

Aptitude and psychological tests through internal assessment and CCE (Continuous Comprehensive Evaluation) program are conducted as per order and directions of the Dept. of Higher Education Govt. of MP, Bhopal. College conducted semester examination and Evaluation system is centre valuation.

### 6.3.4 Research and Development

Encouraging faculty members for doing research work, taking minor/major projects, publishing their research work in refereed journals/periodical. Teachers are also encouraged for their involvement in research publication activities like - Writing and publishing standard books of concerned subject, Writing Monographs/Chapters in books and Writing the chapters in the anthologies.

Faculty members are prepared with latest research material and teaching plans for the benefit of students. They are also holding symposia/workshops to expand the subject.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Infrastructure facilities on par with leading colleges of the state.
2. ICT facilities with Wi-Fi are available in the college.
3. The institution has a well-equipped fully automated library with the state-of-the-art facilities.
4. There are more than 100,000 books and 100 subscribed journals on various subjects.
5. The library deploys various tools to provide access to the collection
6. The E-Library in the Library has 13 computers. A large number of staff, students and research scholars utilize the internet facility free of cost.
7. Spacious multi-purpose hall with an area of 4800 square feet is available for various activities of the college.
8. The Sports Department has indoor and outdoor facilities and separate Gymnasia for the students.
9. Three Generators with capacity of 20KVA have been installed. Online UPS units are available in the computer laboratories, office, library and controller of examinations office.
10. Two digital display boards are also installed in the campus.
11. Six Smart Class Rooms are developed in the college. Each faculty has one Smart Class Room.
12. Career Counselling Cell has also Smart Class Room.

### 6.3.6 Human Resource Management

1. The institution has sincere, dedicated and committed faculties and visionary management.
2. The college has an adequate number of qualified and competent teachers to handle the courses.
3. Staff members have the opportunity to pursue part-time PGDCA course for which classes are conducted after the regular working hours.
4. The faculty members have access to the computer and internet facility that are available in the departments as well as in the internet centre.
5. Workshops and training programmes are arranged for the faculty to enrich their knowledge in handling the computers effectively.

#### 6.3.7 Faculty and Staff recruitment

Being Govt. College, it has no power to recruit the regular teachers or other Staff.

#### 6.3.8 Industry Interaction / Collaboration

Departments has allotted project titles related to industries and companies to the students and Career Counseling Cell always made efforts for Interaction with Industries.

#### 6.3.9 Admission of Students

The process of admission of the students is hundred percent online and it is run under the supervision of Office of the Commissioner, Higher Education Department, Govt. of M.P.

#### 6.4 Welfare schemes for

Teaching	Detail given below
Non teaching	Detail given below
Students	Detail given below

To maintain the healthy atmosphere in the college following facilities are made available for the teaching staff, non-teaching staff and the students.

##### Teaching and non-teaching:

- Advance payment against the T.A.
- Assistance to avail loan
- Medical facility in the campus
- Staff club.
- Staff annual gathering celebration
- Uniforms and other safety gadgets.

##### Students:

- Computer with internet access free of cost
- Facility of 'Earn while you Learn' scheme
- Book Bank scheme for all students
- B.C. Book bank scheme for backward class students
- Counseling and guidance

#### 6.5 Total corpus fund generated

Rs. 100000000.00

#### 6.6 Whether annual financial audit has been done

Yes

Y

No

-

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	C.H.E.	Yes	AAC
Administrative	Yes	Central Audit	Yes	IAC

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

For UG Programmes	Yes	<input type="text" value="Yes"/>	No	<input type="text" value="-"/>
For PG Programmes	Yes	<input type="text" value="Yes"/>	No	<input type="text" value="-"/>

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

College has to follow the rules and regulations issued by the State Government and Jiwaji University, Gwalior by time to time regarding examination system. Though college takes initiatives regularly for the betterment of examination system .

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

Jiwaji University, Gwalior nominates their learned faculty members as an expert in Governing Body, Academic Council, Board of Studies and IQAC of the college. These experts play vital role for development of this institution.

6.11 Activities and support from the Alumni Association

College has Alumni Association and it organizes motivational program. The college receives its cooperation for the development of the institution.

6.12 Activities and support from the Parent – Teacher Association

Parents and teachers associations are held according to the needs and their advice as co-operation is included in the planning. Being Govt. College, no financial co-operation is feasible.

6.13 Development programmes for support staff

Development programmes for non-teaching staff are usually conducted through departmental training such as Lab technicians and U.D.C. obtain their training by the State Govt.



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

To develop an eco-friendly, energy efficient, pollution free green college campus including class rooms, laboratories, hostels and quarters, college administration has taken initiatives as follow –

- All employees and students of the college are target group for eco-friendly atmosphere in the campus.
- Campus developed within gardens and plantation
- Cutting of any tree is strictly prohibited in the campus.
- To preserve trees they are allowed to grow within the building, class rooms and corridors
- For energy saving college decided to adopt CFL and LED.
- There is more use of fans instead of A/C in the campus.
- College planned to install Solar Panel in the campus.

## 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.

- 100 % online admission.
- Classroom lectures are also supported by the videos to aid the student in understanding the lessons.
- Once in a week, an hour in the campus has been extended to promote the teacher- student interaction
- Real time mini projects are encouraged to be taken up the students

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

The plan of action decided upon at the beginning of the year in the IQAC meetings has created a positive impact on the teaching learning process of higher education. Most of the plans decided in the meetings of the IQAC was carried out and efforts were taken to.

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

**Best Practice – I Enclosed**

***Annexure -V***

**Best Practice – II Enclosed**

***Annexure -VI***

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

7.4 Contribution to environmental awareness /protection

The college has lush green 5-6 gardens. The trees and plants like Asoka (*polyalthia*), Amaltas (*Sisalpinia*), Neem (*Azadiricetia*), Sheesham (*Dalbergia*), Babool (*Delonix*), Kachnar (*Boerharvia*), Palm tree, Peepal, Bargad, Goolar (*Ficus*), Shahtoot, Bell (*Aegle*), Callistemon, Cycus, Mango (*Magnifera*), Kathal, Papaya, Banana, Kaner (*Nerium*), Anwla () are in the campus.

Students are well disciplined and cooperate to the college administration for save environment inside and outside of the college campus.

Slogans and notice boards are displayed for awareness in the students. Department of Environmental Science, Garden Committee and Environment Protection Cell always contribute the best for environmental protection. Highlights of the eco-friendly campus :

- Polythene free zone,
- Water harvesting,
- Gray Water harvesting
- Energy conservation
- Plantation

7.5 Whether environmental audit was conducted? Yes ☐ Y No ☐ -

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

**SWOT Analysis**

**Strengths :**

- Imparting education to more than nine thousand girls
- Good Academic environment with well qualified faculties
- Huge infrastructure
- Demand supportive teacher development
- Best for cultural, traditions and value development

**Weaknesses :**

- Lack of short term certificate courses
- No power to change curriculum
- Insufficient No. of smart class room
- Well furnished Auditorium with modern technology
- Lack of permanent medical facilities

**Opportunities :**

- Due to good academic and practical based teaching training programme, institute may have better placement in the academic institutions for our students.
- Scope of industry-academic collaboration
- Demand bases long and short term courses to be introduced
- More consultancy services to feeder school
- Introduction of CBCS

**Threats/Challenges :**


- Lack of research environment may limit the qualitative and vertical growth of institute.
- Transport facility for students
- Limited facility in hostel
- To maintain balance between traditional and vocational courses
- To get award of College with Potential for Excellence

-

**8. Plans of institution for next year**

Detailed plan enclosed.

**Annexure - VII**

  
Academy Secretary  
Govt. K.R.G. (Auto) P.G. College  
Gwalior (M.P.)

Name Prof. Sanjay Swarnkar

Signature of the Coordinator, IQAC

  
N.C. Sharma

Name Dr. N.C. Sharma

Principal  
Govt. K.R.G. (Auto) P.G. College  
Gwalior (M.P.)

Signature of the Chairperson, IQAC

\*\*\*

## Composition of INTERNAL QUALITY ASSURANCE CELL

1.	Dr. N.C. Sharma	-	Principal and Chairperson
2.	Prof. I. B. Singh	-	External Expert
3.	Prof. J. L. Mewafarosh	-	External Expert
4.	Dr. B. M. Kulshreshtha	-	Faculty Representative, Life Science Faculty Convenor, Academic Audit Cell
5.	Dr. N. K. Nagaich	-	Faculty Representative, Art Faculty
6.	Dr. P. K. Bansal	-	Faculty Representative, Commerce Faculty
7.	Dr. Charu Katare	-	Faculty Representative, Home Science Faculty Convener, Library and Information Cell
8.	Dr. R. C. Upadhyay	-	Examination Controller
9.	Dr. Deepa Pandey	-	Convener, Health Care Cell & Hostel Warden
10.	Dr. Meena Shrivastava	-	Union Advisor
11.	Dr. Preeti Bala Shrivastava	-	In-charge Employment Cell
12.	Dr. D.S. Rathore	-	Convener, Information and Technology Cell
13.	Dr. Shakti Bhardwaj	-	Convener, Cultural Club
14.	Dr. Pratima Jain	-	Convener, Academic Interaction Cell
15.	Dr. Charu Chitra	-	Convener, Research Development Cell
16.	Dr. D.P. Singh	-	Convener, Equal Opportunity Cell
17.	Dr. Amita Lachhwani	-	Convener, National Integrity and Social Service Cell
18.	Dr. Jyotsana Rana	-	Convener, Sports and Youth Activities Cell
19.	Dr. Smita Sahastrabudhhe	-	Convener, Grievance Redressal Cell
20.	Dr. Sadhna Pandey	-	Convener, Examination Reform Cell
21.	Dr. Neelima Saxena	-	Librarian
22.	Dr. Manohar Katariya	-	Sport Officer
23.	Shri Sunil Ketkar	-	Representative of College Administrative Staff
24.	Shri Anand Singh	-	Dy- Co-ordinator
25.	<b>Prof. Sanjay Swankar</b>	-	<b>Co-ordinator</b>

## **Govt. K.R.G. Post Graduate Auto. College, Gwalior**

### **INTERNAL QUALITY ASSURANCE CELL**

### **Action Plan for 2014-2015**


As per a resolution passed by the IQAC meeting held on the month of April, 2014 on screening of the 'Action Plan' for the year 2014-2015 submitted by the different cells; the following are the plans approved by the committee and all departments, cells and sections are requested to undertake their proposed plans/programme within the time frame given by the IQAC.

1. Curriculum aspect : The curriculum at the UG levels has been designed by the Central Board of Studies, Bhopal, and it is being followed in our institution. The college has its own Board of Studies for all its Departments to design the syllabi for P.G. Classes. Usually syllabi approved by Jiwaji University, Gwalior are followed in our college with 10-20% permissible changes. From 2008-09 onwards Central Board of Studies Bhopal has approved and made Unified Syllabi which are applicable to in all subjects. At PG level, syllabi approved by Jiwaji University, Gwalior is followed in our College. IQAC has nothing to offer in this regard.
2. To encourage faculty members for research work.
3. To encourage faculty members for taking minor/major research projects.
4. To encourage faculty members to publish their research work in refereed journals/periodical.
5. To encourage faculty members to involve themselves in research publication activities like - Writing and publishing standard books of concerned subject, Writing Monographs/Chapters in books and Writing the chapters in the anthologies.

6. To encourage faculty members to prepare well defined teaching plans for the benefit of students.
7. To encourage faculty members in holding symposia/workshops to expand the subject.
8. To encourage faculty members to conduct seminars/conferences and invite the nation figure of concerning subject area.
9. To encourage the departments to arrange guest lectures of the Resource Persons from various states on different titles and specific topics.
10. To organize a programme on Inter-departmental sharing.
11. To encourage the faculty members to use modern teaching aids in their classes.
12. To motivate the faculty members to send more proposals for seminars/ Workshops/Conferences etc. which are to be funded by UGC or other funding agencies like MPCST, ICHR, ICSSR etc.
13. To organize an Orientation programme for students on 'Manners and Etiquettes'.
14. To start some new job oriented courses like BJMC, BLISc and MAM under self- financing scheme and to send the same proposals to the sanctioning authority.
15. To develop the academic and research achievements into research scholars of the various PG departments and research centers through inspiration and motivation.
16. All the Departments will be encouraged to develop their plan for PG development grants.
17. To motivate the Teachers eager to high academic excellences and to prepare major projects in their respective area of teaching.
18. To prepare the projects for infrastructural development in the college campus. These projects will include the buildings of-
  - i Central Valuation Hall under UGC Scheme

- ii Conference Hall under UGC Scheme
  - iii Indoor Basketball, Volleyball and Badminton court.
19. To organise the programmes regarding Social development, Human Right and empowerment of women through NSS, NCC and Swami Vivekanand Margdarshan Prakoshth (a career counseling cell).
  20. To develop a sport complex to extend more facilities to the students.
  21. To make sure that the No. of Journals and periodicals increase upto 200.
  22. To establish atleast three smart class rooms fully equipped.
  23. To develop the college campus as Wi-Fi zone.
  24. To install the C.C.T.V. cameras in college campus for surveillance.
  25. To organize IT month during the session.
  26. To encourage the alumni association to organize a program during the session and to receive cooperation from the association for the development of college.
  27. To provide the health services to the students and to organize the blood group camp, blood donation camp and medical check-up camps.
  28. To guide the students for their placement and to develop the skill of entrepreneurship.
  29. To invite the BPO's to organize campus placement for the benefit of the students.
  30. To organize the career fair and invite the companies.
  31. To organize an awareness programme on the availability of free counseling for the students.

32. To organize an awareness programme on equality and discrimination (gender, disability, minorities, SC/ST/OBC).
33. To organize 'Cleanliness Drive' in collaboration with the NSS and NCC unit of the college.
34. To maintain a complaint box in the college and to take necessary action.
35. To organize the program on women sensitization, disaster management and environment protection.



Academy Secretary  
Govt. K.R.G. (Auto) P.G. College  
Gwalior (M.P.)

Name      *Prof. Sanjay Swarnkar*

*Signature of the Coordinator, IQAC*



Name      *Dr. Archana Bhardwaj*

Principal  
Govt. K.R.G. (Auto) P.G. College  
Gwalior (M.P.)

*Signature of the Chairperson, IQAC*



## **Govt. K.R.G. Post Graduate Auto. College, Gwalior**

### **INTERNAL QUALITY ASSURANCE CELL**

#### **Achievements against the Action Plan for the year 2014-2015**

1. Research work is in progress.
2. One Major research project and three minor research project have been sanctioned by funding agencies.
3. Research papers published in peer reviewed and refereed ISSN research journals.
4. Four books are published by the faculties.
5. Teaching plan prepared by the teachers.
6. Seminars and workshops conducted by various departments.
7. Guest lectures and Extension lectures are conducted.
8. Inter-departmental program conducted.
9. Modern teaching aids used by teachers in class room teaching.
10. Proposals for seminar/workshop/conference sent to funding agencies.
11. Career counselling cell organised a program on 'Mannerism and Etiquettes'.
12. Facilities provided to research centre and P.G. Departments for creating research atmosphere.
13. All Post Graduate departments are ready to prepare the proposal for PG development grant of UGC.
14. Projects for various constructions are prepared.
15. Programs regarding social service are organised by NSS, NCC and CCC.
16. Development of sports facilities is in progress.
17. 85 print research journals are subscribed.
18. Three smart class rooms established.
19. Program on motivation is organised by Alumni Association.
20. Health care services are provided by HCC.
21. Guidance for placement to the students provided.
22. BPO's are invited in the campus.
23. Career fair organised by CCC.
24. Awareness and value added program organised by CCC.
25. Program on Gender sensitization organised.
26. Cleanliness drive program arranged by NSS.
27. Complaint boxes are maintained for Grievances redressal.
28. Important measures taken for maintain campus eco-friendly.

## Calender of the year 2014-2015

Date	Details
20 June, 2014	College reopens for odd semester and Payment for semester fee begins
10 July, 2014	Last date for payment of semester fees
20 August, 2014	Last date for the payment of examination fees without fine and submission of examination application forms
10 September, 2014	Commencement of CCE examination
15 September, 2014	End of CCE examination
29 September, 2014	Last date for submission of internal marks
15-31 October, 2014	Commencement of Practical examination
10 November, 2014	Last working day for the odd semester
15 November, 2014	Commencement of End-semester examination
25 November, 2014	Commencement of valuation
01 January, 2015	College reopens for even semester
10 January, 2015	Completion of valuation
15 January, 2015	Publication of odd semester of results
20 January, 2015	Last date for the payment of Even Semester Examination fees with fine and submission of application forms for even semester examination
25 March – 10 April, 2015	Commencement of practical examination
11 March, 2015	Commencement of CCE examination
16 March, 2015	End of CCE examination
31 March, 2015	Last date for submission of internal marks
20 April, 2015	Last working day for the even semester
24 April, 2015	Commencement of end semester examination
04 May, 2015	Commencement of valuation
25 May, 2015	Completion of semester examination
10 June, 2015	Completion of valuation
15 June, 2015	Publication of results

## BEST PRACTICE - I

**1. Title of the Practice** : ‘JAGRATI, community service program:  
(as institutional social responsibility)

**2. The Context that required initiation of the practice :**

After independence India has reached a new height in economic growth and development but some serious issues related to gender discrimination, urban poverty, conditions of slums and minorities have still remain unattended. For holistic sustainable development we require enhanced human competencies and new institutional capabilities. Thus today in this knowledge driven society the 19<sup>th</sup> century idea of universities is undergoing significant changes.

It is in this context that social responsibility in higher education has been placed as an important pillar for future plans. By improving and increasing engagement with communities, higher education institutions can reinforce the value of social responsibility.

The concept of ISR (institutional social responsibility) has many fold roles in today's academics. It is an advanced tool to impart and advance knowledge of ecology, life sciences and physical science and technology, on the other hand touching all aspects of social sciences.

All stakeholders in institution are benefited by these programs, primary beneficiaries being student. Students gain work experience and can improve their employment prospects.

**3. Objectives of the Practice :**

The objectives of the practice are:

- i. It is part of our mission which envisages over all development of our girl students.
- ii. To sensitize learners to social responsibility.
- iii. To develop strong bond with stockholders.
- iv. To create platform for interdisciplinary/multidisciplinary activity.
- v. To fulfil one of the objective of higher education which encompasses community service as important component of learning program
- vi. To develop competence required for group living and sharing of responsibilities;
- vii. To gain skills in mobilizing community participation;
- viii. To acquire leadership qualities and democratic attitude;
- ix. To develop capacity to meet emergencies and natural disasters
- x. To practice national integration and social harmony.

The objectives of the practice are made known in advance to the teachers, members of non-teaching staff, management, students and their parents.

**4. The Practice :**

JAGRATI is a program operative since 2010. It is program which takes up social issues and preventing in community. Uniqueness of the program lies in its contextual significance and holistic approach. In this program students from various classes, course, disciplines, teachers, (members of the various cells), and other

members of the administration work as a group and contribute in the upliftment of unprivileged section of the society. Activities involved in this program are classified in three categories.

**In-campus services:** These services are considered as moral obligation towards institution and perform with the objective to enhance beauty of the campus, eco-conservation and to improve the teaching learning environment of the institution.

Some of the activities which are routine practice-

- Feeding/caring /protecting/conserving avian flora.(birds , parrots, crows and peacocks in campus
- Conserving natural flora of the campus.Beautification of the campus.
- Cleaness drive: environmental cleanness
- Awareness for polythene free campus.
- Green campus
- **DIVYA**- the group of hostlers. Inspires guide, motivate members, anti-ragging squad.
  
- **SAMRIDHHI** – a group of advanced learners who support guide, assist their slow learner class mates.

**Off Campus service** – For these activities group members target a specific site/place/institute with specific issue and offer support/guidance in various way.

- In rural slum area awareness programs are conducted.
- Anti-tobacco Campaign
- Save a girl child
- Gender discrimination
- Health and hygiene education
- Voter/Aadhar card register supportin school colleges

## **5. Obstacles faced, if any, and strategies adopted to overcome them :**

Since it is new practice for all stakeholders, hence it took time to convey the objectives and the context of the practice to them. In spite of the best efforts of the College, no positive response could be found from parents as well as alumni for months. After convincing the parents and the alumni through the staff and the students repeatedly, very few of them began to take part in the practice. Now, the College is hoping for the best in commencing session.

## **6. Impact of the practice :**

As the evidence of their exemplary performance and contributions towards society the staff and students of various programs and committees bagged many award. NSS coordinator and volunteer receive certificate of appreciation for blood domain and energy conservation. Students developed the sense of responsibility, learnt, acquired work skill and were able to visualize and analyze social issues prevailing in un-privileged communities. They also learnt the art of independent working /working in groups as team. Improved self-skill such as communication, punctuality, sincerity and keeping appointments.

## **7. Resources Required :**

As far as the required resources are concerned, the College has no major problems to carry out the practice because college has sufficient physical infrastructure as well as financial resources. Resource mobilization from NSS, NCC, EOC, WDC, CCC is also helpful For conducting these program through JAGRITI.

## **8. Contact person for further details :**

The Principal, Co-ordinator IQAC, Coordinator of JAGRITI PROGRAM, conveners of the various cells and student as well as teachers may be contacted for further details.

***Annexure- VI***

**BEST PRACTICE - II**

1. Title of the Practice : 'IT/ICT adaptation in Teaching-Larning and Governance'
2. The Context that required initiation of the practice :

Information technology and information communication technologies have become common place entities in all domains of society. Within education also ICT has begun to make its contribution. In India education is facing challenges in terms of access, equity and quality. Our institution is also taking appropriate initiatives to improve GER and quality of education. The draft national policy on education framed in 1980, modified in 1992 stress upon employing IT to improve quality of education which has been included in vision and mission of NPE. We realize that IT/ICT can act an enabler and catalyst to fuel the growth of our education. Use of ICT for promoting education has always been a part of most of the Govt. policies and plans. On education UGC and MHRD also favoring inclusion of computer and internet based new technologies (cloud computing/virtual classrooms). These technologies play a bigger role in transforming hr. education creating a social highly collaborative and personalized environment for student learning.

### **3. Objectives of the Practice :**

The objectives of the practice are:

- i. To improve quality of teaching learning and governance
- ii. To promote mass learning/distance learning.
- iii. To minimize /optimize the use of paper and other valuable resources.
- iv. To increase GER
- v. To meet the challenges of shortage of resources (faculty/infrastructure/library resources).

The objectives of the practice are made known in advance to the teachers, members of non-teaching staff, management, students and their parents.

### **4. The Practice**

- i. College has set up 05 smart class rooms to facilitate effective and improved content delivery.
- ii. Computerization of library resources.
- iii. Teachers prepare e-study materials.
- iv. The campus has been Wi-Fi enabled.
- v. Through the use of CCTV camera, transparency in working has been achieved
- vi. Teaching and administrative staff maintain the punctuality.
- vii. Question banks, exam result, time table, advertisements, notices are uploaded in website which can be accessed even in remote areas.
- viii. All the departments have developed their e-mail ids which are used for sharing notices, information and other official documents.

### **5. Impact of the practice :**

- i. Besides learning main subjects, students have become computer friendly.
- ii. Administrative staff is showing better and enhanced performance.
- iii. Work load has been reduced.
- iv. By using IT/ICT college has been able to meet the challenges of faculty shortage upto some limit.
- v. Teachers became updated with latest developments in their subjects.
- vi. Use of paper has been minimized.

- vii. Transparency has included in work.
- viii. Online admission process helped to increase GER.

**6. Obstacles faced, if any, and strategies adopted to overcome them :**

There are some obstacles against the smooth functioning of this practice. Some of these are given below :

- i. Lack of IT awareness in teaching and non-teaching staff,
- ii. Insufficient of IT infrastructure,
- iii. Lack of finance
- iv. Paucity of skilled personnel
- v. Negative attitude
- vi. Lack of institutional ICT policy

The following strategy has been adopted by the College to overcome the obstacles :

- i. The College has prepared a proposal for IT development and sent to UGC for sanctioning of Grants in 12<sup>th</sup> Plan.
- ii. Apart from it College sanctioned the amount from Autonomous Grant for the development of IT infrastructure.
- iii. The College is going to frame a ICT policy to facilitate its students and staff.

**7. Resources Required :**

Developing the IT facilities in the campus and organizing various programmes by the IT cell involves heavy expenditure which is borne by the management through Autonomous Grants, UGC Grants, funding from State Govt. and Janbhagidari Samiti etc. The institution considers this as its responsibility to the students and staff to make them IT friendly and is willing whole heartedly to strengthen the IT activities to reach out the institution with many more constructive programmes. The College has no major problems to carry out the practice.

**8. Contact person for further details :**

The Principal, Coordinator IQAC, Convener of the IT Cell, student-teachers, and teacher-educators may be contacted for details.

*Annexure - VII*

**Govt. K.R.G. Post Graduate Auto. College, Gwalior**

**INTERNAL QUALITY ASSURANCE CELL**

## Action Plan for 2015-2016

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As per a resolution passed by the IQAC meeting held on the month of April, 2015 on screening of the 'Action Plan' for the year 2015-2016 submitted by the different cells; the following are the plans approved by the committee and all departments, cells and sections are requested to undertake their proposed plans/programme within the time frame given by the IQAC.

19. Curriculum aspect : The curriculum at the UG levels has been designed by the Central Board of Studies, Bhopal, and it is being followed in our institution. The college has its own Board of Studies for all its Departments to design the syllabi for P.G. Classes. Usually syllabi approved by Jiwaji University, Gwalior are followed in our college with 10-20% permissible changes. From 2008-09 onwards Central Board of Studies Bhopal has approved and made Unified Syllabi which are applicable to in all subjects. At PG level, syllabi approved by Jiwaji University, Gwalior is followed in our College. IQAC has nothing to offer in this regard.
20. To encourage faculty members for research work.
21. To encourage faculty members for taking minor/major projects and to maintain a ratio of atleast 3 project in each department.
22. To encourage faculty members to publish their research work in refereed journals/periodical.
23. To encourage faculty members to involve themselves in research publication activities like - Writing and publishing standard books of concerned subject, Writing Monographs/Chapters in books and Writing the chapters in the anthologies.
24. To encourage faculty members to prepare teaching plans for the benefit of students.



25. To encourage faculty members in holding symposia/workshops to expand the subject.
26. To encourage faculty members to conduct atleast 1 International, 5 National, 5 State and 5 Local seminars/conferences and invite the nation figure of concerning subject area.
27. To encourage the departments to arrange atleast 5 guest lectures of the Resource Persons from various states on different titles and specific topics in each semester.
28. To organize a programme on Inter-departmental sharing.
29. To encourage the faculty members to use modern teaching aids in their classes.
30. To motivate the faculty members to send more proposals for seminars/ Workshops/Conferences etc. which are to be funded by UGC or other funding agencies like MPCST, ICHR, ICSSR etc.
31. To organize an Orientation programme for students on 'Ethics and Personality Development'.
32. To start some new certificate - job oriented courses like BJMC, BLISc and MAM under self- financing scheme and to send the same proposals to the sanctioning authority.
33. To develop the academic and research achievements into research scholars of the various PG departments and research centers through inspiration and motivation.
34. All the Departments will be encouraged to develop their plan for PG development grants.
35. To motivate the Teachers eager to high academic excellences and to prepare major projects in their respective area of teaching.
36. To prepare the projects for infrastructural development in the college campus. These projects will include the buildings of-
  - i Central Valuation Hall under UGC Scheme
  - ii Conference Hall under UGC Scheme

iii Indoor Basketball, Volleyball and Badminton court.

19. To organise the programmes regarding Social development, Human Right and empowerment of women through NSS, NCC and Swami Vivekanand Margdarshan Prakoshth (a career counseling cell).
20. To develop a sport complex to extend more facilities to the students.
21. To make sure that the No. of Journals and periodicals increase upto 200.
22. To establish atleast three smart class rooms fully equipped.
23. To develop the college campus as Wi-Fi zone.
24. To install the C.C.T.V. cameras in college campus for surveillance.
25. To organize IT month during the session.
26. To encourage the alumni association to organize a program during the session and to receive cooperation from the association for the development of college.
27. To provide the health services to the students and to organize the blood group camp, blood donation camp and medical check-up camps.
28. To guide the students for their placement and to develop the skill of entrepreneurship.
29. To invite the BPO's to organize campus placement for the benefit of the students.
30. To organize the career fair and invite the companies.
31. To organize an awareness programme on the availability of free counseling for the students.
32. To organize an awareness programme on equality and discrimination (gender, disability, minorities, SC/ST/OBC).

33. To organize 'Cleanliness Drive' in collaboration with the NSS and NCC unit of the college.
34. To maintain a complaint box in the college and to take necessary action.
35. To organize the program on Gender sensitization, disaster management and environment protection.
36. To establish a model department, model laboratory, model research center for the development of other departments in standard way.
37. To establish a virtual class room to provide facility of e-education to the students.
38. To start new short-term courses in History, Botany, Zoology, Home Science, Chemistry, English and Hindi subjects.
39. To give recognition to the faculties those who are awarded in academic, research and other renowned field for national or international level.
40. To start a scheme of seed money for research project.
41. To sent proposal for sanctioning more Teaching/Non-teaching post according number of students.
42. To start E-Governance – Paperless Correspondence in campus, sms alert for examination duty,
43. To install Surveillance system for entire campus
44. Development of Art Gallery for exhibitions.
45. Rennovation of Museum
46. Development of Botanical garden
47. Development of Zoological garden
48. To frame a Finance Code for smooth running of autonomous system.
49. To establishment National/International collaboration
50. To establish atleast 02 Guest Rooms
51. Establishment of Health care center

52. Establishment of Canteen
53. Establishment of legal aid clinic
54. Renovation of Seminar Hall
55. Rejuvenation of Jal Vihar
56. To draft an energy saving plan to reduce consumption of electricity.
57. To develop more water harvesting system in various blocks of the campus.
58. To install solar panel, solar geyser for energy saving.
59. To establish a well maintained parking.
60. To develop a vermin compost system in the campus for waste management.
61. To establish a self-help group of students for earn while you learn scheme in each faculty of the college.

(Prof. Sanjay Swarnkar)  
Coordinator IQAC

(Prof. Saroj Modi)  
Principal & Chairman IQAC

### ***Annexure- VIII***

#### **Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence

COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
AIC	-	Academic Interactive Cell
RDC	-	Research Development Cell
LIC	-	Library & Information Cell
EOC	-	Equal Opportunity Cell
ERC	-	Examination Reforms Cell
NISSC	-	National Integrity & Social Service Cell
YSAC	-	Youth & Sports Activities Cell
CCC	-	Career Counseling Cell
CC	-	Cultural Club
ITC	-	Information Technology Cell
AAC	-	Academic Audit Cell
GRC	-	Grievance Rederessal Cell
HCC	-	Health Care Cell

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