



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**GOVERNMENT MAHARAJA MARTAND COLLEGE  
KOTMA**

WARD NO 10, GOVINDA ROAD KOTMA  
484334

<http://www.mphighereducation.nic.in/gdckotma>

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**August 2021**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Govt. Maharaja Martand College Kotma is situated in Anuppur district (formerly it was part of Shahdol District) in Madhya Pradesh. It was established as a private institute in memory of Maharaja Martand in the Year 1969, who was an Indian wildlife conservationist, parliamentarian, and the last Maharaja of the Province state of Rewa (Madhya Pradesh) Initially, the Institute was established in the year 1969 at Kotma in Ram Rikh Dharamsala. As a private Institute till 1984.

Later in the year of 1987, the Institute was undertaken by the Higher Education of the Government of Madhya Pradesh. The college is affiliated to the Awdhesh Pratap Singh University Rewa and recognized by University Grant Commission under 2(F) and 12th (b) of U.G.C. Act 1956.

The college occupies 18.5 acres of land surrounded by robust boundaries, greenery with green plants, with pleasant infrastructure sufficient classrooms, Laboratories, libraries, E-Library also a playground for various sports activities.

The Institute offers Three Year – Under Graduate courses in Science, Commerce, and Arts streams; & Two Year - Post Graduate Programs in Commerce, Political Science, and History.

The institute supports the weaker section of students as per the guidelines of the Central Govt. & Govt. of Madhya Pradesh through - Post-metric, Minority Scholarship, Gaon ki Beti, Pratibha Kiran, and Vikramaditya, etc.

### Vision

#### VISION:

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

### Mission

#### MISSION

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

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

#### STRENGTHS:

This institution has been imparting knowledge to students since it has started with the purpose to serve society as well as the nation. The young boys and girls educated in this campus go out with a purpose to contribute to society by doing justice to their profession, building ideal families, and rearing a new generation with values.

- This institution is more popular and recognized in the Anuppur district.
- The student admissions have been increasing consistently. Especially the girl's strength is more than the boys. There is rich transparency in the admission system.
- Inspiring quotations, proverbs are displayed on the Notice Board as well as on the wall of the building to motivate the students.
- Numbers of facilities, such as scholarships, sports, and financial aids are available to deserving students.
- There are numerous opportunities for students with an ardent sense of responsibility. Eco-friendly, Awareness rallies, skill-oriented activities are carried out throughout the year.
- The Institution possesses qualified and competent staff and faculty who continuously work to achieve Vision, Mission and Goal.
- The institution has a huge Library to cater to all the academic needs of the students as well as staff members.
- There are personality development cells and career guidance cells to develop a positive attitude, leadership qualities, and self-awareness.
- The college has a clean and pollution-free campus.
- Comprehensive Continuous Evaluation (CCE), helps students to assess themselves.
- The college has rich laboratories in science subjects.
- The college has one Reading Room for students.
- College provides a variety of Scholarships and freeships for the financially weak.

### Institutional Weakness

#### WEAKNESS:

- Lack of permanent regular principal, teaching, and non-teaching staff.
- There are no research facilities in the institute.
- College needs more infrastructural facilities like buildings, classrooms, laboratories, smart classrooms, computer labs, and Sports complexes, etc.
- Poor execution of student-centric activities due to very low financial status of the students.
- Due to poor WI-FI network students faces lots of difficulties.
- There is a limited transportation system. Students face a lot of difficulties to reach college in time.
- Due to low water level less plantation is there
- More than 80% of students belong to the tribal areas which are socially and economically marginalized sections, having low interest in research work and further higher studies.

### Institutional Opportunity

**OPPORTUNITY: *Career guidance, Personality development, and mentoring to all students.***

- The students are promoted towards efficiency through various self-employment programs.
- Faculty strength enabled the institution to effectively implement curriculum and also devise various co-curriculum activities for multi-faceted development of students
- Job priority is the most important factor for all stakeholders.
- NSS provides new directions for personality development.
- Within the limited resources of the institution, students get a better opportunity for their career advancement.
- Some of the faculties members of the institute are engaged in taking regular classes to help students for competitive examinations like UPSC, MPPSC, and other exams.
- We provide exposure to the students of our college by inviting personalities Administrative Officer's like SDM, Tehsildar, students get motivated

**Institutional Challenge**

**CHALLENGES: High Teacher-student ratio.**

- Most of the students are from the financially weaker sections.
- Commuting time between their home and college is more since they come from far places and transport facilities are not there.
- Limitation and constraint in government financial support.
- More improved Quality for research.
- Recruitment of regular faculties against vacant posts for teaching as well as non-teaching staff.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The Institution ensures an effective and well-planned curriculum documented by the Board of studies of higher education Bhopal (M.P.). Our Institution provides the prescribed syllabus by Affiliating University and follows the prospectus held by the University curriculum.

The college offers an undergraduate / Post Graduate Program,

UG - Science Group B.Sc. – 1. Physics, Chemistry, Maths. 2. Zoology, Botany, Chemistry

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

2. Economics, History, Political Science,

3. English Literature, History, Political Science

4. Hindi Literature, Political Science, Sociology.

## 5. History, Political Science, Sociology.

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

UG/PG - Commerce Group

- B.Com – 1.Accounts, Management, Applied Economics
- M.Com – 1.Marketing Management, Financial Analysis,

Environmental studies for all students are necessary as a paper for UG II Year for all streams which are based on environmental awareness and also some environmental issues included in the syllabi of Botany, Zoology, Economics, English Literature, Hindi Literature, etc.

Human Values studies for all students are necessary as a paper for UG I Year for all streams which is based on Moral Values, Human rights. Human Values are also introduced in the curriculum of political science, Economics, History, Hindi, English, etc.

Our college provides the knowledge in the field of Basic Computer and Information Technology. Here students learn, Introduction of Computer, Input & Output & devices, Storages devices, Operating system, Word processing, PowerPoint, Introduction of Internet, with the knowledge of Computer technology student know the digitalization and digital payment.

### **Teaching-learning and Evaluation**

#### **Teaching Learning Process**

The Institute practices students based learning methods in conducting curricular and co-curricular activities. Students directly involved in such activities as Induction Program, seminars, education tours, projects, etc. are an integral part of the student's centric methods.

Some of the important Student-centric methods which we have adopted are:

- Faculty members help and guide students to select the proper topics for projects.
- Regular assignment practices.
- Project work/ on the job training/ fieldwork is an integral part of the syllabus of postgraduate students i.e. B.A. B.Com, B.Sc, M. A. M.Com(Final year)
- Class teaching by students is a regular practice of our teaching pedagogy.
- Students are involved in co-curricular activities like sports, cultural activities at college, inter-college, and state levels.

The teachers are nominated to attend training programs/course conducted by the department, Universities, and other training agencies to update their skills relating to the usage of methods and tools for the effective application of the student-centric methods of teaching.

### **Evaluation**

The Institute follows the Pattern of examination structure by the Awadhesh Pratap Singh University, Rewa

- Continues Comprehensive Evaluation,
- Practical examination,
- Internal evaluation,
- Assignments and projects
- Annual and semester examination.

As per the guidelines of the Department of Higher Education of Madhya Pradesh two internal exams which carry 20% marks, are conducted every semester/ year. The college conducts an institutional level mechanism for internal examination in a transparent manner. Examination Committee comprising faculty members of the college is constituted who look after all the issues related to conducting examination which mainly includes announcing the schedule, getting the question paper prepared by the teachers, conducting the examinations, uploading the marks on the University portal.

### **Research, Innovations and Extension**

Institute research ecosystem is essential for the researcher community with the interaction of social environment and other educational organization in such a way so that our students and other stakeholders transfer knowledge with each other.

The institution undertakes various activities with the intent of inculcating a research culture among students. Teachers are encouraged and incentivized to engage themselves in active research, especially in the area that is relevant to the problem faced by society. As of now, 50% of the teachers have Ph.D. qualifications and some are pursuing a PhD

Ph.D. Thesis/research papers in seminars and their publication is noted in journals are appreciated always.

In the Institute students undergo internship/project work in various organizations and students have to submit a project report on the selected topic which is considered for scoring marks as well as to develop in the research ecosystem and inculcate research culture in them.

Extension activities play a vital role to sensitize students for their holistic development in higher education. The impact of extension activities on society and students through social awareness programs such as SwachhBharat Abhiyan, Beti Bachao, and Beti padhao, college Chalo Abhiyan, anti-drug campaign, Right to vote, blood donation camp, digital India( cashless Bharat), etc. such serious issue represented by our student with the collaboration of society by nukkad Natak, rally, speech, debate, etc.

This institute has MoUs with MP BHOJ (Open university) through which our college is offering UG (B.A./B.Sc./B.Com) program.

### **Infrastructure and Learning Resources**

#### **Infrastructure and Learning Resources –**

Adequate infrastructural facilities are the key for effective and efficient Implementation of educational programmers. Quality learning and teaching do not only depend on the quality of teachers and staff but on the facilities and space provided to them to execute the knowledge, academic resources, plans, and programs. In

an institution, infrastructure and resources are the motivational instruments to the teachers for efficient delivery of their potential.

### **Physical facilities –**

The college has the following physical facilities for students-

- Being in a semi-urban area, the college is having enough resources for students for their overall development including well-furnished classrooms, laboratories, library, E-Library, playground, smart class, Conference Hall, Fitness Gym, Swami Vivekananda Career Guidance.
- The College has adequate infrastructural facilities for sports. The sports equipment for athletics, cricket, and football are available in the College.
- There are 18 classrooms including both old and newly constructed college buildings.
- The E-library is available for students.
- There are two R.O. systems for purified drinking water

### **Library as a Learning Resource –**

- The College has a library with a computer laser printer, Reprographic facilities, and a reading room. The library has a collection of More than 11 thousand books.
- We have taken the tremendous initiative by creating a library website- <https://librarykotma.wordpress.com/> for up-gradation of learning resources to our students.
- Implementation of ILMS (Integrated Library Management Software) Koha Software.
- Accessing important educational sites for research and e-resources with a single click.
- We have a subscription of N-LIST, E-books and E-journal are available to both faculties and students.
- The College has a well-furnished 01 E-library with about 8 computers in it. Some departments and cells have been provided with computer and internet facilities.

### **Student Support and Progression**

Institution extends all kinds of support towards the holistic development of the students.

More than 90% of the students pursuing their studies in this college belong to socio-economically marginalized sections and hence are eligible for scholarships given by the State Government.

The institution facilitates and provides necessary assistance to students in applying for scholarships, further care is taken that the applications are processed and all eligible students get scholarships.

More than 95% of students receive scholarships and freeships provided by the State Government.

The college has constituted a career guidance cell through which a number of students are guided and motivated to enhance their skills and career. Capacity building and skills enhancement initiatives taken by the institution such as communication skills and life skills including yoga and physical fitness.

The institution has also a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. Apart from academics, extracurricular activities are organized in the institute throughout the year, which plays vital roles for the overall development of the students – mentally, physically,

and socially.

The institute also has an Anti-Ragging Committee which encourages students to provide a healthy environment to feel free at home. There is no single cause of ragging and harassment.

The sports officer of the college always encourages and motivates the students to participate as per the scheduled calendar of higher education of Madhya Pradesh Government for all the boys and girls to participate in sports and cultural activities of the college, inter-college, university, inter-university, and national level

### **Governance, Leadership and Management**

Leadership and governance at Govt. Maharaja Mantand College entails participative management by the Governing Body, the Principal, the teaching and non-teaching staff, and the students. These stakeholders collaborate in a democratic manner in carrying out their professional responsibilities and in accomplishing the vision and mission of the college.

The state Govt. (MP) has constituted a people participation committee known as the Janbhagidari Committee in every Govt. college of the state, with the sole motive of raising funds for the college. Such a committee has been constituted in the college also. The Chairman of the committee is nominated by the state govt. The principal of the college acts as the secretary while some members are nominated by the Chairman and by the principal of the college.

The principal of the college is the academic and administrative head of the institution. As he remains at the helm of the affairs related to the governance and management of the college.

A democratic and decentralized approach in administration provides ample opportunity to the staff and students to develop the quality of leadership

### **Institutional Values and Best Practices**

The college is a co-educational institution and is concerned about the rectification of gender discrimination. The college provides various facilities to female students like sanitary vending machines, separate washrooms on each floor and each building, common room etc.

The institute is also aware of the safety and security of women on the campus, the campus is covered under CCTV cameras.

Our institution has initiated to avoid the use of plastic within the campus to promote eco-friendliness and sustainability and also proposed landscaping over the campus inefficient way to make campus green and clean, pedestrian-friendly pathways are proposed in the campus. Our institute is also regularly organizing rallies, promotional activities visit to schools to promote environmental up-gradation. The college regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities.

### **Best Practices**

#### **Title1: Book Reading competition**



**Objectives:** The objectives of the practice are –

- To inculcate reading habits among the students.
- To create reading skills, analytical thinking skills, and communication skills among the students.
- To encourage reading books beyond the syllabus.
- To promote the use of library resources for effective learning.

**Title2: Up to Date Noticeboard**

**Objectives:** The objectives of the practice are –

- To convey important information like time schedule of classes, CCE Exam, annual exam, events, and activities of the college to the students and employees of the college.
- To encourage the students to express their creativity and imagination through the noticeboard.
- To be aware of the environmental and social issues to the students and employees of the college.

Thus by maintaining institutional values and best practices, the institute aims to provide academic excellence and qualitative education with ethics and value in the society.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT MAHARAJA MARTAND COLLEGE KOTMA
Address	Ward no 10, Govinda Road Kotma
City	Kotma
State	Madhya Pradesh
Pin	484334
Website	<a href="http://www.mphighereducation.nic.in/gdckotma">http://www.mphighereducation.nic.in/gdckotma</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Vinay Kumar Sonwani	07658-233175	9303219142	07658-233175	hegckotano@mp.gov.in
IQAC / CIQA coordinator	Bosco Lakra	07658-233174	8770229536	07658-233177	blakra1969@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-04-1987

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Madhya Pradesh	Awadesh Pratap Singh University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	08-09-1993	<a href="#">View Document</a>
12B of UGC	30-03-2015	<a href="#">View Document</a>

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Ward no 10, Govinda Road Kotma	Rural	18.5	56000

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCom,Commerce Department	36	Commerce	Hindi	370	326
UG	BA,Department Of Arts	36	Art	Hindi	630	613
UG	BSc,Department Of Science	36	Science	Hindi	460	431
PG	MCom,Commerce Department	24	BCOM	Hindi	80	68
PG	MA,Department Of Arts	24	Art	Hindi	80	68
PG	MA,Department Of Arts	24	Art	Hindi	80	71

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				1				16			
Recruited	0	0	0	0	0	0	0	0	11	1	0	12
Yet to Recruit	0				1				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				3			
Recruited	0	0	0	0	0	0	0	0	1	2	0	3
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				14
Recruited	12	2	0	14
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	0	2	0	2
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				5
Recruited	4	1	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	0	1	0	1
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	5	1	0	6
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	5	0	0	5
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	0	0	1	1
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	542	0	0	0	542
	Female	828	0	0	0	828
	Others	0	0	0	0	0
PG	Male	76	0	0	0	76
	Female	131	0	0	0	131
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	97	107	169	100
	Female	113	100	189	72
	Others	0	0	0	0
ST	Male	129	140	118	121
	Female	159	147	117	128
	Others	0	0	0	0
OBC	Male	224	210	163	188
	Female	289	311	178	242
	Others	0	0	0	0
General	Male	156	121	146	132
	Female	289	222	244	213
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1456	1358	1324	1196



## Extended Profile

### 1 Program

#### 1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
178	150	150	115	115
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
06	06	06	05	05

### 2 Students

#### 2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1456	1358	1326	1196	1087
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
295	268	269	255	255

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
429	442	416	332	355

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	3	3	3

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	16	16	14

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 15****4.2****Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	26.39	0	10.71	11.50

**4.3****Number of Computers****Response: 18**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

Govt. Maharaja Martand College Kotma is situated in Anuppur district (formerly it was part of Shahdol District) in Madhya Pradesh. It was established as a private institute in memory of Maharaja Martand in Year 1969, who was an Indian wildlife conservationist, parliamentarian, and the last Maharaja of the Province state of Rewa (Madhya Pradesh) Initially, the Institute was established in the year 1969 at Kotma in Ram Rikh Dharamsala. As a private Institute till 1984.

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This institute supports the weaker section of students as per the guidelines of the Central Govt. & Govt. of Madhya Pradesh - Post-metric, Minority Scholarship, Gaon ki Beti, Pratibha Kiran, and Vikramaditya, etc.

##### VISION:

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

##### MISSION

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

##### OBJECTIVES:

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

The institutional plan is prepared before the commencement of the academic year in consonance with the university almanac and in consultation with all departments. The departments/faculty members, in turn, prepare department-wise/faculty-wise plans for effective curricular transactions. The plan is disseminated among all staff members with a request to plan their year/ semester-wise and daily teaching plan, duly incorporating the conduct of all activities.

The timetable is prepared as per the prescribed workload and all the teachers are provided with requisite material for effective classroom curriculum transactions.

The college has constituted a teacher and guardian system under which each teacher is assigned with a responsibility to monitor the academic progress of students and ensure that the students achieve learning objectives.

The library is kept open to students and the college is Wi-Fi enabled and students are provided with internet to access digital content in the digital library.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

The Govt. Maharaja Martand College Kotma strictly adheres to the academic calendar which is prepared in consonance with the university almanac.

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

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 0

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

**Response:** 0

**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

Response:

The institution has made all possible efforts to supplement the affiliating university's curriculum to ensure that the academic programs and institution's goals and objectives are integrated.

The College ensures that the curriculum developed has a thrust on promoting value-based education, women empowerment, gender sensitization, skill development, competency in communication skills, personality development, and conscientising the students on environment protection. It caters to the needs of society and has relevance to the regional as well as national developmental requirements through a concerted effort of all the departments. Value-based education and Language courses offered for all programs have an emphasis on gender sensitization, human values and help nurture empathy towards the weaker sections of society

The institution has been dynamic in its response to the demand from the stake holders with respect to curricular aspects.

### **The college offers an undergraduate / Post Graduate Program**

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

2. Zoology, Botany, Chemistry

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

2. Economics, History, Political Science

3. English Literature, History, Political Science

4. Hindi Literature, Political Science, Sociology

5. History, Political Science, Sociology

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

### **UG/PG - Commerce Group**

**B.Com – Subject Combinations** – 1. Accounts, Management, Applied Economics

**M.Com – Subject Combination** – 1. Marketing Management, Financial Analysis,

Human Resource and Development, Accounting, Taxation, Banking and Insurance, Management of Services Institute organizes Digital awareness, Environment Awareness, and other activities & programs for student to enhance their capability and quality to build their carrier. With the knowledge of computers, technology students are able to utilize digital payment for the promotion of Cashless payment.

<b>File Description</b>	<b>Document</b>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

### **1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years**

**Response:** 4.64



### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	7	7	7	7

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 0

#### 1.3.3.1 Number of students undertaking project work/field work / internships

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** E. None of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

### 1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken

- 3. Feedback collected and analysed
- 4. Feedback collected
- 5. Feedback not collected

**Response:** E. Feedback not collected

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 100

##### 2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
590	536	536	510	510

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
590	536	536	510	510

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 99.93

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
295	268	268	255	255

#### File Description

Average percentage of seats filled against seats reserved

#### Document

[View Document](#)

## 2.2 Catering to Student Diversity

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

**Response:**

Govt. Maharaja Martand College Kotma assessed slow and advance learners on the basis of performance in external and internal examinations. The institution takes the following measurement implements to cater to the needs of different groups of students. Here are the following steps conducted for slow learners:

- Remedial classes
- Class test/Quiz
- Home assignment
- Personal counseling by teachers

Advanced learners are always motivated and guided by teachers so the students get better opportunities in advancement of their careers. The institution encourages students to use Internet facilities to find relevant study material for their subject and other benefits.

Advanced learners are encouraged by mentors so the students go beyond the syllabus use references and other books for higher levels of studying for their career. All departments of institutions boost students to go for research work for the benefits of society and enhancement of their knowledge.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 91:1

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

**Response:**

The Institute practices students based learning methods in conducting curricular and co-curricular activities. Students directly involved in such activities as Induction Programm, seminars education tours, projects, etc. are an integral part of the student's centric methods.

Some of the important Student-centric methods which we have adopted are:

- Faculty members help and guide students to select the proper topics for projects.
- Regular assignment practices.
- Project work/ on the job training/ fieldwork is an integral part of the syllabus of postgraduate students i.e. B.A. B.Com, B.Sc, M. A. M.Com(Final year)
- Class teaching by students is a regular practice of our teaching pedagogy.
- Students are involved in co-curricular activities like sports, cultural activities at college, inter-college, and state levels.

The teachers are nominated to attend training programs/course conducted by the department, Universities, and other training agencies to update their skills relating to the usage of methods and tools for the effective application of the student-centric methods of teaching.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

#### Response:

Information and Communication Technology (ICT) can enhance the effect of the teaching-learning process. The development of ICT has given a new dimension to pedagogy. ICTs are potentially powerful tools for extending educational opportunities it brings more materials and resources for classroom interaction. Being a government-affiliated institute, Institute provides enough opportunities for ICT-enabled class teaching. Some of them are:

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

Faculty members create groups with students on various ICT-enabled interactive platforms such as Whatsapp to be in touch with students. These platforms enable teachers to access students as and when required for doubts clearance, circulation of important information like admission examination, timetable, assigning assignments, and projects.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )****Response:** 91:1**2.3.3.1 Number of mentors****Response:** 16

<b>File Description</b>	<b>Document</b>
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

**2.4 Teacher Profile and Quality****2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years****Response:** 51.79

<b>File Description</b>	<b>Document</b>
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

**2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)****Response:** 61.25**2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
10	7	2	2	2

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</b>	
<b>Response:</b> 0.06	
<b>2.4.3.1 Total experience of full-time teachers</b>	
Response: 1	
File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

<p><b>2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode</b></p> <p><b>Response:</b></p> <p>The Government Maharaja Martand college, Kotma is affiliated with Awadhesh Pratap Singh University, Rewa. The Institute follows the Pattern of examination structure by the Awadhesh Pratap Singh University, Rewa</p> <ul style="list-style-type: none"> <li>• Continues Comprehensive Evaluation,</li> <li>• Practical examination,</li> <li>• Internal evaluation,</li> <li>• Assignments and projects</li> <li>• Annual and semester examination.</li> </ul> <p>As per the guidelines of the Department of Higher Education of Madhya Pradesh two internal exams which carry 20% marks, are conducted every semester/ year. The college conducts an institutional level mechanism for internal examination in a transparent manner. Examination Committee comprising faculty members of the college is constituted who look after all the issues related to conducting examination which mainly includes announcing the schedule, getting the question paper prepared by the teachers, conducting the examinations, uploading the marks on the University portal.</p> <p>In the process, students are informed about the syllabus of the ensuing examinations, the pattern of question paper, and the schedule of examinations well in advance. After evaluation, if any grievances occur</p>
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is immediate action has been taken to resolve the issue.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

#### Response:

**External exam-related grievances** are dealt with immediately after the declaration of results by affiliated universities. After evaluation of external examination results are prepared and declared by the affiliated university. If there are grievances regarding results declaration, students are given 15 days time period for presenting their grievance online before the registrar of exam of affiliated university. A committee of Subjects Experts is appointed to review the results to solve the grievance of students. If any error or mistake is found in the evaluation or calculation of total marks the results of a grieved student are prepared and declared again within the time limit by the affiliated university.

**Review of internal/CCE results:** The Parent-Teacher Meet is held once for UG and PG students. Such a meeting is held after the declaration of results CCE and class test. If there is a marked discrepancy between class performance.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

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

#### Response:

The Program specific outcomes and Course outcomes are displayed on the notice board as well as announced on classes, brochures, course files, an attendance register, and guardian faculty records. The same is displayed on the first floor of the building, the library. Program-specific Outcomes and Course outcomes are disseminated to faculty members through course files and attendance registers. Students acquire this through the Syllabus copy, laboratory, brochure, and newsletter. Apart from this, Program-



specific outcomes and Course outcomes are placed clearly on the college website to enable all stakeholders to access them and made reachable through faculty workshops, seminars, student induction programs, faculty meetings, etc.

When the affiliating university introduces or changes in some new course or syllabus the head of the institution conducts the meeting and discusses with all faculty members related to outcomes of the course are informed to the students to enable them to take and inform decision relating to their subjects and curriculum.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

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

#### Response:

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

**Direct methods:** Direct Assessment is carried out through an evaluation of Internal and University examinations.

#### For undergraduate Courses:

**Annual system:** - Average Course Outcome attainment by Direct method = Annual Examination (80%) + Internal examination (20%).

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

**The following scoring function is used to calculate the average attainment of each PO.**

PO /PSO Attainment (%) = (weightage: 80%) x (Average attainment in external examination) + (weightage: 20%) x (Average attainment in indirect method)

According to the above, each POs/PSOs are assessed, and final attainment is calculated.

Tools & their frequencies for PO attainment:

· The internal exam class average marks of each course are calculated for the attainment of course outcome.

The end semester and annual mode exam class average marks of each course are calculated for the attainment of course outcome.

**Note:** In the session, 2019-20 due to the COVID-19 pandemic, the Assessment of program outcome was revised as per the order of the department of higher education, Madhya Pradesh No F 7702020/38-3 dated 13/08/2020.

File Description	Document
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 97.16

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
418	424	399	342	332

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
429	442	416	332	355

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 2.98

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

NAAC

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

Response: 0

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

Response: 0

**3.1.2.1 Number of teachers recognized as research guides**

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

Response: 0

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

**3.1.3.2 Number of departments offering academic programmes**

2019-20	2018-19	2017-18	2016-17	2015-16
11	11	11	10	10

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

**3.2 Innovation Ecosystem****3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge****Response:**

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

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

The college objective of the ecosystem for innovation is :

- Well-equipped science laboratory.
- Library with approximately 11000 books.
- E-library consists of 8 computers with high-speed internet access.
- N-list subscription is available for all the stakeholders.
- Smart classes and conference hall.
- Well-furnished and airy classroom.
- Guidance for competitive examination by experts/mentors.
- Facilitate professional resources which include mentors, expert faculty and consultants.

The aim of the college research ecosystem is to :

- Creating research culture among faculty members and students. At the college level, students have to undergo 60hrs collaborative research activities (internship) for the final year, UG and PG at the different organizations are conducted to inculcate research value and knowledge.
- Motivating to undertake minor and major research projects from various funding agencies.
- Guidance for publication of paper/article in reputed/peer-reviewed journals.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 2

##### 3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 02

##### 3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 01

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

**Response:** 1.46

#### 3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
04	00	02	02	04

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

**Response:** 0.12

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	01	00	00

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Extension Activities

**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**

**Response:**

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

The important extension activities such as:

Celebration of world environment day, teacher's day, Independence Day, republic day, the birth anniversary of great personality, etc.

Participation in Community Development Programmes, Awareness Programmes, Environment Awareness Programmes, and Medical and Blood Donation Camps, Voter awareness programs.

An extension activity organized by the college enhances the student's academic learning experience and inculcates value and skill in them. Through these activities students socialized and learn to think beyond individual interests and for social welfare.

Teamwork, Leadership Skills, Time Management, Effective Communication Skills, and Effective Decision Making are few things that students learn while participating and organizing various projects and programs under extension activities. The students get a wonderful platform to mingle with each other and learn about the culture, tradition, and values of people/society.

The students are also working as ambassadors to bring awareness about the environment its advantages and disadvantages.

The objective of extension activities organized by the college is to provide opportunities for students to impart knowledge and inculcate the skill and value in the youth of remote/semi-urban areas.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**3.4.2 Number of awards and recognitions received for extension activities from government/**



**government recognised bodies during the last five years****Response:** 0**3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years****Response:** 16**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
7	03	03	01	02

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years****Response:** 38.39

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

2019-20	2018-19	2017-18	2016-17	2015-16
1536	493	270	70	260

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

**Response:** 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

**Response:** 1

**3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other**

**universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
01	00	00	00	00

<b>File Description</b>	<b>Document</b>
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

#### **Infrastructure and Learning Resources –**

Adequate infrastructural facilities are the key for effective and efficient Implementation of educational programmes. Quality learning and teaching do not only depend on the quality of teachers and staff but on the facilities and space provided to them to execute the knowledge, academic resources, plans, and programs. In an institution, infrastructure and resources are the motivational instruments to the teachers for efficient delivery of their potential.

#### **Physical facilities –**

The college has the following physical facilities for students-

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

#### **Library as a Learning Resource –**

- The College has a library with a computer laser printer, Reprographic facilities, and a reading room. The library has a collection of More than 11 thousand books.
- We have taken the tremendous initiative by creating a library website- <https://librarykotma.wordpress.com/> for up-gradation of learning resources to our students.
- Implementation of ILMS (Integrated Library Management Software) Koha Software.
- A well-furnished reading room equipped with Internet facilities through a Wi-Fi network.
- Accessing of important educational sites for research and e-resources on an Accessing of important educational sites for research and e-resources on a single click.
- We have subscriptions of N-LIST, E-books and E-journal is available for students and faculties members
- The College has a well-furnished 01 E-library with about 8 computers in it. Some departments and cells have been provided with computer and internet facilities.
- The examination cell and the confidential cell of the College are fully Computerized; all the

modern equipment like a photocopier, scanner has been provided to the examination cell.

- Some of the classrooms are enabled with SmartBoard for Teaching-Learning Purpose.
- The College is equipped with a Wi-Fi system, SWAN, and LAN facilities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

##### Response:

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

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

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 20

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 3

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

#### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

**Response:** 0

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

#### Library as a Learning Resource –

- A well-equipped library is a better learning resource for the students as well as for the faculty members, Books, journals, technology-aided learning mechanisms that enable the students to enrich their knowledge and information.
- The College has a well-equipped library. The work of a library is valued by the treasure of knowledge it holds in the terms of books. Simultaneously its worth is valued by its use by the students and faculty members, and by the frequency of their visit to it.
- The College has a digital library with a computer, laser printer, Reprographic facilities, and a Book reading room. The library has a collection of More than 11 thousand books.
- The College has made conscious efforts to maintain a well-equipped library.
  - We have taken a tremendous initiative by creating a library website- <https://librarykotma.wordpress.com/> for up-gradation of learning resources to our students.

- Implementation of ILMS (Integrated Library Management Software) Koha Software.
- A well-furnished reading room equipped with Internet facilities through a Wi-Fi network.
- Accessing important educational sites for research and e-resources with a single click
- We have a subscription of N-LIST, E-books and E-journal is available for students and faculties

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** D. Any 1 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 3.8

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0	12.26	0	2.99	3.76

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

**Response:** 0

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

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 81:1



File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** E. < 05 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 2.57

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	3.39	0	0	0

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>

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

**Response:**

- There are established systems and procedures for maintaining and utilizing physical, academic, and support Facilities - laboratory, library, sports complex, computers, classrooms etc.
- For the smooth functioning of the college. The laboratory upkeep is taken care of by the HOD's of the departments with the help of the lab technicians and lab assistants.
- The college has three laboratories for students for practical purposes. the students who are divided into batches for the smooth conduction of the practical sessions. Annual physical verification of

stock is conducted in all the departments/laboratories.

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

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 91.28

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
1297	1258	1312	1063	944

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 2.42

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
27	20	50	19	37

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View Document</a>

### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** D. 1 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

**Response:** 3.93

#### 5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
50	50	50	50	50

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

**including sexual harassment and ragging cases**

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** C. 2 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years**

**Response:** 0

**5.2.1.1 Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

**5.2.2 Average percentage of students progressing to higher education during the last five years**

**Response:** 120.05

**5.2.2.1 Number of outgoing student progression to higher education during last five years**

**Response:** 515

File Description	Document
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0.29

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	01	0	0	0

#### 5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
70	68	58	47	21

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

### 5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

#### 5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

**university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

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

**Response:**

**Extra-Curricular Activities:-** Apart from academics, extracurricular activities are organized in the institute around the year. It plays a vital role in the overall development of the students – mentally, physically, and socially. The following events are conducted in the institute like National festivals Republic Day, Independence Day, National youth day, Hariyali Mahotsav, Environment day, Vasant Panchmi, Gandhi Jayanti, Teacher's day, etc. Students actively participate in the various competition of the college and win prizes every year in various inter-college/universities. Students are engaged in programs like self-defense workshops, cleanliness drives, health check-up drives, blood donation camps, soft skill enhancement workshops, tree plantation, and social awareness campaigns.

The institute also has an Anti-Ragging Committee which encourages students to provide a healthy environment to feel at home. This results that there is no single cause of ragging and harassment. The sports officer of the college always encourages and motivates the students to participate as per the scheduled calendar of higher education of Madhya Pradesh Government all the boys and girls participate in sports and cultural activities of the college, inter-college, university, inter-university, and national level NSS wing plays a vital role in this institution which creates awareness about the environment, illiteracy, child marriage, etc, in the society.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution**

**participated during last five years (organised by the institution/other institutions)**

**Response:** 1.4

**5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
02	01	02	01	01

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

**Response:**

Alumni meeting is held in the present year of 2020-21. The Alumni members attend the meeting and give their valuable suggestions for improvement and development of the institution. Alumni have given their suggestions for carrier guidance, Industry interaction monitoring, and personality development to the students.

**5.4.2 Alumni contribution during the last five years (INR in lakhs)**

**Response:** E. <1 Lakhs



## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

The Govt. Maharaja Martand College Kotma (District- Anuppur), Madhya Pradesh is affiliated to Awadhesh Pratap Singh University Rewa (M.P) established in the year 1969. The college was running successfully as a private institute till 1987 then it was undertaken by Govt. of Madhya Pradesh in 1987 & from the very beginning the college is growing and having attempted to spread the Light of education day by day. In the beginning, the college offered regular undergraduate and postgraduate courses in arts and commerce discipline. Later on, the college was shifted in its own building in current premises. About 23 years after undertaken by the government we got a well-furnished newly constructed building in the year 2010. At present we have two buildings one is newly constructed and the other is an old one. In 2006 college started offering undergraduate courses in B.Sc. with Bio science and Mathematics with the help of Jan Bhagidari committee of the college. Later in the year 2016, the course was regularized by the government. The college started providing post-graduate courses in Political Science from the beginning, some years later commerce in PG was started by Janbhagidar committee later in 2016 History and Commerce in PG was started by Higher Education of Madhya Pradesh Government.

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

##### VISION:

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

##### MISSION

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

##### OBJECTIVES:

- To provide quality education.

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

#### Response:

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

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The institutional strategic/ perspective plan is effectively deployed.

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

The college encourages a participatory approach to develop and deploy quality to the functioning of its

various administrative and academic units. Strategic plans and operational plans create and maintain a workforce that is well motivated, appropriately trained, equitably rewarded in institution objectives.

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

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

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

**The first Goal** -To improve the quality of education the institute needs to provide basic knowledge in their own respected subjects and to be aware of the latest challenges.

**Sub Goals-**

- To increase in on-time graduation rate by 4% every year for post-graduate students.
- To increase in transition rate from first to the second year by 3% every year.
- To increase the number of students getting more than 55% marks in the exams.
- To increase in on-time graduation rate by 5% every year for undergraduate students for three-year courses i.e. those who take admission in 2017 and will graduate in 2020. For the subsequent years, the on-time graduation rate may increase up to 5%.

**The second Goal-** To improving employability to students.

**Sub Goals: -**

- To provide short-term job-oriented certificate courses such as Tally Accounting and GST etc.
- Software, Animation courses, etc.
- Procure recourse persons for training
- Awareness programmes about various employment opportunities.
  - Develop a tracking system to track students' employability.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>

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

#### **Response:**

The Governing Body of the college works in close cooperation with the principal to regulate and maintain a congenial and academic environment required for this purpose. The Principal as the Head of the Institution along with the members of Teaching and Non-Teaching staff implements the decisions and policies of the management. The Organization of the Institution is attached in the additional information. In the context of the college administration, the Governing Body takes the leadership role in the decision-making process.

#### **Governing Body:**

Govt. Maharaja Martand College Kotma is affiliated to APS University Rewa. The Governing body of the college consists of the Principal as the Head of the Institution along with the members of the Teaching and Non-Teaching staff.

#### **Administrative Setup:**

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

#### **Staff Council:**

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

#### **Internal Quality Assurance Cell (IQAC):**

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

- **Service Rules:**

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

- **Procedures:**

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

- **Recruitment:**

Recruitment for the posts sanctioned by the state government is done by agencies like MP PSC, Professional Examination Board of the state. All the rules and regulations regarding recruitment are formulated by the state government. Recruitment for the post sanctioned by Jan BhagidariSamiti is done through the committees appointed by the Principal.

- **Grievance Redressal Mechanism:**

The College has a Grievance Redressal committee to address the grievances of all stakeholders. In addition, the college has an Internal Complaints Committee to deal with all cases of sexual harassment. The principal executes any academic and administrative plans and policies with the help of committees.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

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

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

Some of them are enumerated hereunder:

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 2.5

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	0	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

#### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

**Response:** 6.67

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

**Response:**

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

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

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

#### Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>



### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### Response:

The College funds are based on the financial support of the Department of Higher Education. The Collegemobilize funds through Sending proposals World bank Project, UGC. Jan Bhagidari Samiti. The college mobilized government fund as the role of MP higher education department included under section 2(F)section 12 (B)of the UGC act 1956.

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

#### Optimal utilization of resource

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

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

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

#### Response:

The institution has active Internal Quality Assurance Cell (IQAC) to frame the policy for the academic and administrative growth of the institution. IQAC has evolved certain quality enhancement measures. An action plan has been prepared by IQAC to ensure enhancement and coordination among various activities

of the institution and institutionalize good practices related to academic and co-curricular. Some of the measures are –

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

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

- Remedial classes for academically weak students and for students from weaker sections of society.
- IQAC of the institution has encouraged faculties and staff to promote and adopt reforms in teaching learning. In the institution, ICT has been adopted both in administrative as well as in teaching learning.
- Project and internship mandatory for all final semester UG and PG students.
- Availability of question bank for practice before exam.

- Teacher guardian scheme implemented to track record of students, check their attendance, performance in internal evaluation, identify the slow learners. and help them improve. Tracking students' status such as progression to higher education course, competitive exams passed job placement etc.
- Extension activities for community development are also monitored by the IQAC.
- Extension activities for community development are also monitored by the IQAC.

The IQAC keeps on reviewing the facilities provided as a result of its initiatives and monitors the smooth functioning and upkeep of the facilities.

### 6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** E. None of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

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

The number in the admission of girls increases every year. Thus, the college is devoted to providing qualitative education to the girls. The college provides various facilities to the female students like a sanitary pad vending machine, separate washrooms are provided on each floor of the college. Moreover, facilities are provided by the institution to promote gender sensitization as follows

- Safety and security
- Counseling
- Common Rooms

##### 1. Safety and security-

Safety and security of all the students, teachers & non-teaching staff, and visitors to the college. The entire campus is covered under CCTV cameras. The footage of the recording is often seen, and necessary actions are taken if any suspicious activity is observed by the principal. The patrolling van of local police regularly visits the college campus for the prevention of offensive activities. Thus, the Safety and security of the female students and female staff members of the college are always the priority is shown by the following points: toll-free no 1090 of the police station is exhibited.

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

**2. Counseling:** The College provides counseling to girls students on personal and academic-related issues. To create awareness on health issues of girls students as a part of the program, Blood Grouping, Hemoglobin tests were conducted for Girls students. Where it was observed the majority of students were suffering from Anemia? Students were provided with nutritional supplements and iron tablets to address the problem

##### 2- Common room-

The institution has a rest/waiting room for girls can spend their time whenever they don't have classes and they can do a recreation of the academic activities effectively.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

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

Waste management steps are as below:

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

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

**Response:** C. 2 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

**Response:** D.1 of the above

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

**Response:** D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

#### 7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

**Response:**

Kotma is a SECL (COAL MINES) AREA, and it is often called MINI RATNA OF INDIA because employees from across the country work in coal mines and live differently in colonies like Govinda Colliery, Kotma Colliery (Bhalumada), Jamuna Colliery.

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

Students from any corner of the state can apply for admission.

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

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

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

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

- Cleanliness drives under **Swatch Bharat Abhiyan**.
- Slogan writing by students on the theme of saving water, save trees, voters awareness, and some other social awareness.
- All National Festival, Non-violence Day (Gandhi Jayanti), and other national and regional festivals are celebrated in our institution to promote communal harmony among people.
- **A Blood donation camp** is organized to encourage the youth to donate blood for those who suffer a shortage of blood for treatment.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

### 7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

#### Response:

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

Employees of the institute participated in process of conducting elections. All the staff was appointed by the Election Commission of India as staff towards Local Bodies, Municipalities, members of Legislative Assembly, Member of Parliament elections. As a constitutional obligation, all staff members served in different capacities for the smooth conduct of the election.

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

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



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

National Voters Day is celebrated each year on 25th January

Human Right Day - 10th December

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

**Response:** D. 1 of the above

File Description	Document
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

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

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

Institute pays tribute to all the national heroes on their Birth and death anniversaries. The event is followed either by lectures, rally or the competitions like elocution, singing, wallpaper, and rangoli, etc. The college organizes activities on these days of national importance to recall the events or contribution of our leaders in building the nation and imbibe moral and ethical behavior of students in their professional and personal lives. Various programs like Birth anniversary of Swami Vivekananda 12 January, 26th January Republic Day of India, 15th August Independence Day of India, 5th September Birth Anniversary of Dr. SarvapalliRadhakrishnan Teacher's Day, 2nd October Birth anniversary of Mahatma Gandhi & LalBahadurShastri, 14th November Birth anniversary of PanditJawaharlal Nehru as Children Day5th June world environment day are celebrated to inculcate values and ethics among the students towards the national and international days.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

**Title: Book Reading competition**

**Objectives:** The objectives of the practice are –

- To inculcate reading habits among the students.
- To create reading skills, analytical thinking skills, and communication skills among the students.
- To encourage reading books beyond the syllabus.
- To promote the use of library resources for effective learning.

**The context**

Reading books is one of the best ways to enhance knowledge, information, and vocabulary. It also helps in improving memory and concentration and develop analytical thinking skills and writing skills. It has been observed that book reading habit beyond syllabus has decayed among the students. To stimulate the reading habits among the students, the institution conducts a book reading competition regularly in the trimester of the session, and students are motivated to participate in the book reading competition by faculty and member of the library committee of the college. Students show their involvement in the competition and take a challenge to read a book within a time limit. The competitive environment is provided to students by institutions to develop their skills such as reading skills, analytical thinking skills, and communication skills. Consequently, this competition gives an academic advantage to the institution and students.

**The Practice:**

The College is devoted to promoting participatory learning and student-centric learning in which the students become active participants. The college offers many innovative programs and competitive programs to the students to boost their skills and personality. In this context, the College commenced a book reading competition in the session 2016-2017 and adopted it as a practice on the demand of students, thus the college organizes the book reading competition in the trimester of the session every year. The faculty and members of the library committee of the college are responsible for organizing the book reading competition. This competition is designed as follows.

- The circular is issued by the principal of the college to inform the students about the competition.
- Students are encouraged to take participate in the competition from all the disciplines.
- The faculty of the college enrolled the students who want to take participate in this competition.
- A set of at least 10 books which include mainly life sketches of eminent personalities, autobiographies, literature, and award-winning stories are selected by the library committee for a book reading competition.
- Books are issued from a set of selected books to the students on the basis of their choice.
- Students are assigned to read and present a report of a chapter of the book within the time limit.
- Students present a report of an allotted chapter in front of the monitoring committee.
- The faculty member evaluates the report or summary of each participant and announced the winner of the competition.
- The winners of the competition are appreciated and awarded prizes at the end of the competition.
- The record of the competition is maintained properly.

This competition assists to enhance the abilities of students of all disciplines and develops creative skills such as reading skills, analytical thinking skills as well as communication skills among the students.

### **Evidence of Success**

- Students enjoy the book reading competition and give positive feedback about the competition.
- Enrolment of students for book reading competitions increases each and every year.
- The practice has a very positive impact on the personality development of students.
- The practice improves reading skills, communication skills, analytical thinking, and writing skill among the students.
- The practice also helps to enhance the creativity and imagination of students.
- The students are motivated to participate in other academic activities of the college.

### **Problems Encountered and Resources Required**

- Least interest of students in participation in book reading competition.
- The budget allocation for purchasing new books for book reading competitions depends on the state government and Jan –Bhagidari Samiti.

### **Response: Best Practice 1**

#### **Title: Up to Date Noticeboard**

**Objectives:** The objectives of the practice are –

- To convey important information like time schedule of classes, CCE Exam schedule, annual exam

- schedule, events, and activities of the college to the students and employees of the college.
- To encourage the students to express their creativity and imagination through the noticeboard.
- To be aware of the environmental and social issues to the students and employees of the college.

### **The context**

Notice board is an effective communicating tool to deliver key messages to people at a low cost. It is the initial step to find the information about activities and events of the college, therefore, it is essential to keep up to date notice board. Notice Boards are generally spotted at the entrances, corridors, and departments of the institute to keep students aware of upcoming activities and important time schedules. Nowadays it is used as an appreciation tool for students to display their creativity and imagination as well as accomplishments. Furthermore, the activities and messages regarding environmental conservation and social issues are also communicated through noticeboards to the people.

### **The practice**

The students, employees of the college, and visitors are easily informed about institutional activities by keeping noticeboards up to date. The noticeboards are a storehouse of information and checked by everyone regularly therefore, Notice Board should be attractive and informative.

To make the noticeboard attractive and informative the college has adopted as a practice to keep up to date noticeboards and it has been done as follows

- There is two wall-mounted noticeboards on the college campus one is the entrance to the main building of the college and another is the entrance to the art building.
- The task is assigned to the students of all disciplines to keep an up-to-date noticeboard with informative and attractive information.
- Students are encouraged to stick their thoughts, creativity, and imagination on the noticeboards.
- Students are also motivated to paste knowledgeable information from newspapers and magazine regarding environmental conservation and social issues on the noticeboards.
- All the circulars, time schedules of classes and exams, important notices regarding institutional activities and upcoming events are also appended on the noticeboards.

Thus, the process of getting information about institutional activities and events is eased for students, employees of the college, and visitors due to keeping up-to-date noticeboard of the college. The practice also gives a positive environment to communicate with people in an effective manner.

### **Evidence of Success**

- Students and employees of college become vigilant about institutional activities, upcoming events, and issues of social activities and environmental conservation.
- The participation of students has been increased to paste their thoughts, creativity, and imagination on the noticeboard.
- Reading newspaper habits has been developed among the students due to this practice.
- Curiosity has been found among the students and employees of the college to check noticeboards every day to get knowledgeable and informative information.

### **Problems Encountered and Resources Required**

- Students hesitate to display their thoughts and creativity through the noticeboard.
- Sometimes inappropriate things are stuck on the noticeboard.

The student's maintenance community got disappointed due to the lack interest of in checking noticeboards regularly by most of the students and employees of the college.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

##### Response:

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

Technology has become an integral part of everyone's life, the Indian education landscape has been quick to adopt Information and Communications Technology (ICT). This Transformation is taking the teaching-learning process at colleges to the next level. Today, technology-based tools are gaining prominence to impart education to students. ICT is being seen as an important tool in the overall progress and development of the institution. With this view, our institute has its own vision and we always attempt to work innovatively and distinctively from the other institutions.

##### *Our Institution supports ICT tools in various ways:*

1. Admission process
2. Teaching-Learning Process
3. E-Library
4. Scholarships
5. Social Awareness activities
6. Career opportunity and guidance.
7. Digital Fee Payment / Staff Salary

Information and Communication Technology (ICT) can enhance the effect of the teaching-learning process. The development of ICT has given a new dimension to pedagogy. ICTs are potentially powerful tools for extending educational opportunities it brings more materials and resources for classroom interaction. Being a government-affiliated institute, we are trying to provide enough opportunities for ICT-enabled class teaching. Some of them are:

- The College has introduced innovative practices in the teaching-learning and evaluation process.

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

Faculty members create groups with students on various ICT-enabled interactive platforms such as Whatsapp to be in touch with students. These platforms enable teachers to access students as and when required for doubts clearance, circulation of important information like admission examination, timetable, assigning assignments, and projects.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>
Link for appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

NO RESPONSE

### **Concluding Remarks :**

Govt. Maharaja Martand College Kotma lays great emphasis on building a highly competitive environment conducive for academic excellence and extracurricular accomplishments in the town. Interdisciplinary projects and activities organized by the college also facilitate interaction among students from different disciplines.

All activities in the college are driven towards attaining the mission of nurturing self-reliant students with a strong sense of community responsibility. The vibrant culture of community outreach at Govt. Maharaja Martand College Kotma also inculcates a strong spirit of

Inclusivity and civic ecology among students.

This balance in curricular and extracurricular activities to engage and holistic development of students.

Despite certain weaknesses and challenges, Govt. Maharaja Martand College Kotma strives to achieve its Vision and Mission provides the finest infrastructure and facilities in its pursuit of excellence. The staff and student community continue to work consistently towards realizing its mission.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.2	<p><b>Number of Add on /Certificate programs offered during the last five years</b></p> <p><b>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years.</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Shared report of BSW is part of curriculum which has not considered on this metric.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	1	1	0	0	0	2019-20	2018-19	2017-18	2016-17	2015-16	0	0	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
1	1	0	0	0																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	0	0	0	0																	
1.2.3	<p><b>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</b></p> <p><b>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>101</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Shared certificate of BSW is part of curriculum which has not considered on this metric.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	31	101	0	0	0	2019-20	2018-19	2017-18	2016-17	2015-16	0	0	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
31	101	0	0	0																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	0	0	0	0																	
1.3.3	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year</b></p> <p><b>1.3.3.1. Number of students undertaking project work/field work / internships</b>            Answer before DVV Verification : 82            Answer after DVV Verification: 0</p> <p>Remark : Shared internship certificate has not given by host organisation which has not considered by DVV.</p>																				



1.4.1	<p><b><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></b></p> <p><b><i>1) Students</i></b></p> <p><b><i>2) Teachers</i></b></p> <p><b><i>3) Employers</i></b></p> <p><b><i>4) Alumni</i></b></p> <p>Answer before DVV Verification : D. Any 1 of the above          Answer After DVV Verification: E. None of the above          Remark : DVV has not consider provided feedback report for the year 2020-21.</p>																														
1.4.2	<p><b>Feedback process of the Institution may be classified as follows:</b></p> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li><b>1. Feedback collected, analysed and action taken and feedback available on website</b></li> <li><b>2. Feedback collected, analysed and action has been taken</b></li> <li><b>3. Feedback collected and analysed</b></li> <li><b>4. Feedback collected</b></li> <li><b>5. Feedback not collected</b></li> </ol> <p>Answer before DVV Verification : D. Feedback collected          Answer After DVV Verification: E. Feedback not collected          Remark : Action taken report and any other Supporting feedback report has not shared by HEI.</p>																														
2.1.1	<p><b>Average Enrolment percentage (Average of last five years)</b></p> <p><b>2.1.1.1. Number of students admitted year-wise during last five years</b>          Answer before DVV Verification:</p> <table border="1" data-bbox="306 1469 1046 1603"> <tr> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> </tr> <tr> <td>1456</td> <td>1358</td> <td>1326</td> <td>1196</td> <td>1091</td> </tr> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1684 1046 1818"> <tr> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> </tr> <tr> <td>590</td> <td>536</td> <td>536</td> <td>510</td> <td>510</td> </tr> </table> <p><b>2.1.1.2. Number of sanctioned seats year wise during last five years</b>          Answer before DVV Verification:</p> <table border="1" data-bbox="306 1899 1046 2033"> <tr> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> </tr> <tr> <td>1649</td> <td>1614</td> <td>1505</td> <td>1480</td> <td>1245</td> </tr> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	1456	1358	1326	1196	1091	2019-20	2018-19	2017-18	2016-17	2015-16	590	536	536	510	510	2019-20	2018-19	2017-18	2016-17	2015-16	1649	1614	1505	1480	1245
2019-20	2018-19	2017-18	2016-17	2015-16																											
1456	1358	1326	1196	1091																											
2019-20	2018-19	2017-18	2016-17	2015-16																											
590	536	536	510	510																											
2019-20	2018-19	2017-18	2016-17	2015-16																											
1649	1614	1505	1480	1245																											

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
590	536	536	510	510

Remark : DVV has made the changes as per seats intake and admitted 1st year students details shared by HEI. Shared admitted students details is higher than seats. So DVV has updated the input in 2.1.1 as per input given in 2.1.2

**2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)**

2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1011	1014	934	849	777

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
295	268	268	255	255

Remark : DVV has made the changes as per looking at seats earmarked against admitted students.

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

2.4.3.1. Total experience of full-time teachers

Answer before DVV Verification : 131

Answer after DVV Verification: 1

Remark : DVV has not considered experience less than 1 year.

**2.6.3 Average pass percentage of Students during last five years**

2.6.3.1. Number of final year students who passed the university examination year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
418	424	399	342	332

Answer After DVV Verification :

--	--	--	--	--

2019-20	2018-19	2017-18	2016-17	2015-16
418	424	399	342	332

**2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
429	442	416	332	319

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
429	442	416	332	355

Remark : DVV has made the changes as per shared report of appeared and passed students by HEI.

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1. Number of teachers recognized as research guides**

Answer before DVV Verification : 01

Answer after DVV Verification: 0

Remark : DVV has made the changes as per clarification of HEI that in current year none of the teacher recognized as research guides.

**3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years**

**3.3.1.1. How many Ph.Ds registered per eligible teacher within last five years**

Answer before DVV Verification : 04

Answer after DVV Verification: 02

**3.3.1.2. Number of teachers recognized as guides during the last five years**

Answer before DVV Verification : 04

Answer after DVV Verification: 01

Remark : DVV has made the changes as per shared Ph.D registered letter of teacher by HEI.

**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**

**3.3.2.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
07	00	05	02	08

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
04	00	02	02	04

Remark : DVV has verified the ISSN number from UGC Care list , SCOPUS website and Web Science.

**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	04	00	00

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	01	00	00

Remark : DVV has made the changes as per not considered ISSN number.

**3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

**3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
27	24	20	07	05

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Award received for sports and cultural activities has not considered in this metric.

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC,**

**Government and Government recognised bodies during the last five years****3.4.3.1. Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
15	04	07	02	03

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
7	03	03	01	02

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years****3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1536	258	775	76	260

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1536	493	270	70	260

**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year****3.5.1.1. Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	01	01	01

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Supporting document has not shared as per SOP.

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

**4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1427196	2232530	3394400	842812	1356985

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Schedules has not shared by HEI.

**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

**4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	756191	0	668453	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	12.26	0	2.99	3.76

Remark : DVV has made the changes as per shared books purchase and e-library expense in Income and Expenditure account signed by CA.

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

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

Answer before DVV Verification : 400

Answer after DVV Verification: 0

Remark : DVV has given the input as per clarification of HEI that institute has unable to access the library manually and online.

4.3.3	<p><b>Bandwidth of internet connection in the Institution</b></p> <p>Answer before DVV Verification : B. 30 MBPS – 50 MBPS          Answer After DVV Verification: E. &lt; 5 MBPS          Remark : DVV has select E. &lt; 05 MBPS because bill of internet has not shared by HEI. Shared screenshot has not considered.</p>																				
4.4.1	<p><b>Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)</b></p> <p>4.4.1.1. <b>Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 748 1046 882"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>1427196</td> <td>2232530</td> <td>3394400</td> <td>842812</td> <td>1356981</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 963 1046 1097"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>3.39</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per repair and maintenance in Income and Expenditure account signed by CA.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	1427196	2232530	3394400	842812	1356981	2019-20	2018-19	2017-18	2016-17	2015-16	0	3.39	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
1427196	2232530	3394400	842812	1356981																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	3.39	0	0	0																	
5.1.2	<p><b>Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years</b></p> <p>5.1.2.1. <b>Number of students benefitted by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 1574 1046 1709"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>41</td> <td>52</td> <td>72</td> <td>56</td> <td>50</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1789 1046 1924"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>27</td> <td>20</td> <td>50</td> <td>19</td> <td>37</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per shared details of scholarship provided by non-government agencies.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	41	52	72	56	50	2019-20	2018-19	2017-18	2016-17	2015-16	27	20	50	19	37
2019-20	2018-19	2017-18	2016-17	2015-16																	
41	52	72	56	50																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
27	20	50	19	37																	

5.1.3	<p><b>Capacity building and skills enhancement initiatives taken by the institution include the following</b></p> <ol style="list-style-type: none"> <li>1. <b>Soft skills</b></li> <li>2. <b>Language and communication skills</b></li> <li>3. <b>Life skills (Yoga, physical fitness, health and hygiene)</b></li> <li>4. <b>ICT/computing skills</b></li> </ol> <p>Answer before DVV Verification : C. 2 of the above          Answer After DVV Verification: D. 1 of the above          Remark : DVV has made the changes as per provided report by HEI.</p>																				
5.1.4	<p><b>Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years</b></p> <p>5.1.4.1. <b>Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 871 1046 1003"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>719</td> <td>500</td> <td>425</td> <td>269</td> <td>317</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1084 1046 1216"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>50</td> <td>50</td> <td>50</td> <td>50</td> <td>50</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per shared report by HEI.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	719	500	425	269	317	2019-20	2018-19	2017-18	2016-17	2015-16	50	50	50	50	50
2019-20	2018-19	2017-18	2016-17	2015-16																	
719	500	425	269	317																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
50	50	50	50	50																	
5.1.5	<p><b>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</b></p> <ol style="list-style-type: none"> <li>1. <b>Implementation of guidelines of statutory/regulatory bodies</b></li> <li>2. <b>Organisation wide awareness and undertakings on policies with zero tolerance</b></li> <li>3. <b>Mechanisms for submission of online/offline students' grievances</b></li> <li>4. <b>Timely redressal of the grievances through appropriate committees</b></li> </ol> <p>Answer before DVV Verification : B. 3 of the above          Answer After DVV Verification: C. 2 of the above          Remark : DVV has select C. 2 of the above as per shared report of Internal ragging committee and Minutes of meetings by HEI.</p>																				
5.2.1	<p><b>Average percentage of placement of outgoing students during the last five years</b></p> <p>5.2.1.1. <b>Number of outgoing students placed year - wise during the last five years.</b></p>																				



Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
00	09	25	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Supporting document not shared by HEI.

**5.2.2 Average percentage of students progressing to higher education during the last five years**

**5.2.2.1. Number of outgoing student progression to higher education during last five years**

Answer before DVV Verification : 644

Answer after DVV Verification: 515

Remark : DVV has made the changes as per pro-rata basis of shared admission receipt and form by HEI.

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6	3	1	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : DVV has given the input as per clarification of HEI that students did not get any award.

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

--	--	--	--	--

2019-20	2018-19	2017-18	2016-17	2015-16
10	07	07	05	02

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
02	01	02	01	01

Remark : Supporting document not clearly visible. DVV has given the input as per pro-rata basis .

**6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4	1	2	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	0	0	0	0

Remark : DVV has made the changes as per shared finance support details of teachers by HEI.

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

**6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1654299	1423866	1295373	741950	486046

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Shared income and Expenditure has not reflect grants received from non-government

bodies.

- 6.5.3 **Quality assurance initiatives of the institution include:**
1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
  2. **Collaborative quality initiatives with other institution(s)**
  3. **Participation in NIRF**
  4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**
- Answer before DVV Verification : D. 1 of the above  
 Answer After DVV Verification: E. None of the above  
 Remark : Documents not shared as per SOP.

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>11</td> <td>11</td> <td>10</td> <td>10</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>178</td> <td>150</td> <td>150</td> <td>115</td> <td>115</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	11	11	11	10	10	2019-20	2018-19	2017-18	2016-17	2015-16	178	150	150	115	115
2019-20	2018-19	2017-18	2016-17	2015-16																	
11	11	11	10	10																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
178	150	150	115	115																	
2.2	<p><b>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>1011</td> <td>1014</td> <td>934</td> <td>851</td> <td>777</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>295</td> <td>268</td> <td>269</td> <td>255</td> <td>255</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	1011	1014	934	851	777	2019-20	2018-19	2017-18	2016-17	2015-16	295	268	269	255	255
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1011	1014	934	851	777																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
295	268	269	255	255																	
2.3	<p><b>Number of outgoing / final year students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>428</td> <td>404</td> <td>375</td> <td>330</td> <td>721</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	428	404	375	330	721										
2019-20	2018-19	2017-18	2016-17	2015-16																	
428	404	375	330	721																	

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
429	442	416	332	355

3.1 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 17

Answer after DVV Verification : 15

3.2 **Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
7390866	3779018	2203488	5588373	3138218

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	26.39	0	10.71	11.50