College Name : 3502, Government Jagannath Munnalal Choudhary Mahila Mahavidyalaya, Mandla, M.P.

Submit Status : Submitted

Academic and Administrative Audit (AAA) - 2023   (कुल प्राप्तांक : 572/1000)

Section: Passage

क्रमांक	विवरण	प्राप्तांक
1.	Write an introductory passage about the institution showcasing the ambience,highlights,growth and achievements since the time of establishment to date.(1000 Words) Government Jagannath Mannalal Choudhary Mahila Mahavidyalaya Mandla was established in 1969 by the Mandla College and Welfare Society. BA classes were started in only four subjects Sociology, Political Science, Economics and Hindi Literature. On 09.08.1983, the college came under the government and English Literature, History and Home Science were also recognized and at present also these subjects are being taught in the college. We offer undergraduate program in Arts discipline. The institution is affiliated to RDVV, Jabalpur, so it follows the curriculum provided by the affiliating university. Department of Higher Education, Madhya Pradesh issues the centralized academic calendar for all the higher educational institutes in M.P. The college sincerely follows the academic calendar of events prescribed by the Department of Higher Education, Madhya Pradesh. The academic calendar is uploaded to the portal of the institute. Keeping in view the academic calendar, the timetable is prepared by the timetable committee in collaboration with all the heads of the departments. The timetable of all the departments is also displayed on the portal of the institute. According to the timetable, teachers prepare their plans well in advance and maintain teachers diaries. Theory and practical classes are held according to the prescribed timetable. Co curricular and Extracurricular Activities Institute integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. Actually, the institution decides the syllabus and college has to follow it. But in this limitations college do its best for above said issues. Some of the steps taken are below Gender Numbers of programs are conducted for women and girl students such as organization of folk dance competition, haemoglobin check up camps. Major gender issues are focused and addressed through the activities like Save girl child campaign, Essay and poster exhibitions and wall paper presentations. Environment and Sustainability N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year, N.S.S. unit undertakes a host of activities in the nearby villages during the special camps. In these camps, N.S.S. organizes various environment related programs including tree plantation, village cleanliness, cleaning of gutters, digging of soak peats, eradication of Gajar grass, plastic free drive, Poster Competition, Debate Competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. Different activities have been initiated by the college to save environment such as Cleanliness Campaigns at Temple places, Bus and Public spaces etc. The cleanliness program is organized to clean ponds, watering plant, Celebration of various days like World Environment Day, N.S.S. Day, etc. The college has taken initiative in Swachch Bharat Summer Internship Abhiyan and Tree plantation programs which are introduced by the Indian Government. Human Values and Professional Ethics To create scientific approach and social awareness among the students, lectures and quiz, essay, etc. are by NSS and other NGOs or govt. bodies. The college takes efforts for integration of ethical and human values through extra curricular activities also. Programs conducted under N.S.S., SVEEP, and various departments of the institution help to inculcate human values among students. Guest lectures on value education have been organized for students. National festivals like Independence Day and Republic Day serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like Health and Hygiene awareness programs, Medical check up camps, AIDS awareness programs, Voters awareness program, Road safety Campaign, Blood donation camps etc. Teachers are frequently using Information and Communication Technology based teaching classes to provide quality education. The institute uses various methods and strategies, including demonstrations, practical, assignments, group discussions, projects, seminars, workshops, special lectures, educational tours, and industrial visits for the implementation of the curriculum. Internal Assessment is mainly conducted through continuous comprehensive evaluation in all disciplines, along with practical exams and project work or internships. For all these internal assessment activities, centralized notices are issued by the examination department of the college, and decentralized notices are issued as per requirements by various postgraduate departments. All these notices are pasted on the notice board of the college and uploaded to the institute portal. The institution focuses on skill development programs and misses no opportunity to impart students with short term training and lecture on employable skills. Our skill training program, workshops and lectures have empowered students especially women. Some students are utilizing their acquired skills in getting self employed. Acquisition of higher education opens avenues for improved health, livelihoods social stability, and sustainable economic growth. The students profile both category wise and gender wise affirms more than fifty percent of students belong to a marginalized section. Their empowerment with the tool of education would act as a powerful agent of change. The college has a strategic plan for the development of the institution. The college, taking into consideration the directives and orders received from the Higher Education Department which formulates the plans and strategies for growth of the Educational arena of the state. Meetings of different stakeholders are analyzed and acted upon in a cohesive manner. Efforts are made to transform strategic planning into action. But with a view to decentralizing the	-

क्रमांक	विवरण	प्राप्तांक
	whole decision making and implementation process, college Committees are consciously and consistently working on the strategy for the better development of the college. The structure of the college from administration to academics is in a well knitted structure working for the development process. IQAC ensures effective Feedback system from all stakeholders to get information about the implementation of plans and also their suggestions for development. The Grievance Redressal Cell if receives the complaints, takes decisions over the issues to resolve the matter. With objective the plans are made and policies are executed. The cells and committees have been formed in the institution for smooth working. There are several committees for monitoring the plans and objectives of the college.	

Section 1: Curricular aspects   (प्राप्तांक : 130/160)

क्रमांक	विवरण	प्राप्तांक
1.	**Do the HEI have an academic calendar?** ⦿ Yes ◯ No **Documents to be uploaded as evidence** 1.Copy of academic calendar 2.Timetable for the year	5
2, 3, 4.	**Give the details of % of students enrolled against the seats in each category.** <table><tr><td>S.No</td><td>Program</td><td>NoSeats</td><td>NoEnrollment</td></tr><tr><td>1</td><td>B.A.</td><td>400</td><td>379</td></tr><tr><td></td><td>Total</td><td>400</td><td>379 (94%)</td></tr></table> **Documents to be uploaded as evidence** 3. List and details of programs/courses and subjects 4. Seat Confirmation certificate (Sanctioned Seat) 5. Admission list duly signed by the Principal	2: 1 3: 3 4: 4
5.	**Give the number of courses in which CBCS / Elective Courses is implemented in the HEIs under NEP-20** 15 **Documents to be uploaded as evidence** 6. List of courses and curriculum design of CBCS / Elective courses 7. Ratio of CBCS / Elective courses against the total courses offered	10
6.	**Give the number of Value added/ certificate/ diploma/ add-on courses offered including online MOOC programs like SWAYAM, and NPTEL offered with more than 30 contact hours in last 5 years under various programs?** 22 **Documents to be uploaded as evidence** 8. List of courses and curriculum design of Certificate courses 9. Ratio of certificate or add-on courses against total number of courses offered	10
7.	**Percentage of students enrolled in certificate, Add on/value-added, MOOC like SWAYAM, NPTEL.** ⦿ Yes - More than 30% ◯ Yes - 20-30% ◯ Yes - Less than 20% ◯ Yes - Less than 10% **Documents to be uploaded as evidence** 10. List of students enrolled in courses.	10
8.	**Number of vocational courses running in college.** ◯ Yes - More than 5 ⦿ Yes - 3-5 ◯ Yes - 1-3 ◯ No **Documents to be uploaded as evidence** label class="col-md-12 control-label"> 11. List of courses and Syllabus.	2
9.	**Number of students registered and number of students who completed course and SWAYAM & NPTEL** Registered 389 Completed 389 **Documents to be uploaded as evidence** 12. List of no of students with topic name	5
10.	**Percentage of students undertaking project work/field work/internship/apprenticeship/community engagement.**	10

क्रमांक	विवरण	प्राप्तांक
	S.No **Students Projectwork** **Students Fieldwork** **Students Internship** **Students Apprenticeship** 1 0 0 374 0 **Documents to be uploaded as evidence** **13.Notice** **14.Attendance sheet**	
11.	**(A)Which are the most popular add-on/certificate courses offered?(B)Courses where there are 60% or more students against the planned seats.** | **S.No**	**Add On Courses**	**Duration**	**No.of Seats**	**No.of Enrollment** | |---|---|---|---|---| | 1 | Bachelor of Arts | 10 Days Certificate Course on Beutician | 30 | 30 | **Documents to be uploaded as evidence** **10. List of courses and curriculum** **11. Ratio of popular courses against the total certificate / add-on courses offered**	**5**
12.	**How many courses are offered that include experiential learning through project work/field work/internship during last five years?** **15** **Documents to be uploaded as evidence** **12. List of courses and curriculum** **13. Ratio of courses with experiential learning against total number of courses**	**10**
13.	**How many MoUs does the HEI have with organisation/industry/NGOs for internship/ projects/Job oriented courses /skill training?** **12** **Documents to be uploaded as evidence** **14. List of MoUs and details of duration , purpose and activities under the MoUs**	**5**
14.	**Is there a formal mechanism for taking feedback from students and parents on their satisfaction in academic practices of the HEI?** ◉ Yes ○ No **Documents to be uploaded as evidence** **15. Survey questionnaires and collected data**	**5**
15.	**Is the feedback received from above mechanism analysed for taking corrective actions?** ◉ Yes ○ No **Documents to be uploaded as evidence** **16. Reports developed in the past**	**5**
16.	**Give the Number of Student Development Programmes organized during last 5years in form of Lectures/ workshop/ training.** **22** **Documents to be uploaded as evidence** **17. Brochures, Event Summary, Photos**	**10**
17.	**Did the HEI conduct SWOC analysis in every academic session** ◉ Yes - Every Year ○ Yes - Once in Two Years ○ Yes - Once in Every 5 Years ○ No **Documents to be uploaded as evidence** **18. Details of SWOC analysis with action plan for improvement.**	**10**
18.	**How are cross-cutting issues (Gender equity, Professional ethics, Human values, Environment and Sustainability) incorporated into the curriculum?** **The institution runs the courses in Arts stream. Curriculum is designed by R.D.V.V. Jabalpur, which included various topics/chapters covering cross cutting issues relevant to gender, environment & sustainability, human values & professional ethics. The institution takes care to focus on these issues. Environment studies is a compulsory subject for all under graduate second year students, related to environment & sustainability. Similarly cross cutting issue relevant to gender, environment & sustainability, human values & professional ethics are covered in the prescribed syllabus of university in various subject in the form of topics, chapters, poems & co-curricular activities. NSS unit conducted programmes on tree plantation, Swaccha Bharat Abhiyaan, lectures of experts in these fields, Street Plays on these issues were organized. The prose, poetry & other chapters in certain courses addressed issues related to gender**	**-**

क्रमांक	विवरण	प्राप्तांक
1.	sensitivity & equity. Besides the syllabus the institution organized programs to inculcate human values in students & staffs. Blood donation camp and Health camps are regularly organized. NSS unit is very active & regularly arranged social & cultural activities in the college. Ethical practices such as truthful information, facts & unprejudiced approach are taught in content of syllabus & Career Guidance Cell organizes programmes for development of students' aptitude test etc. **Documents to be uploaded as evidence** 25.Copy of academic calendar,Portions of syllabus where cross cutting issues are addressed	5
19.	**Initiatives taken by the college for Cross-Cutting Issues(Seminars,Guest lectures,debates,selfdefence camps,Themebased painting competition etc).** **21** **Documents to be uploaded as evidence** 26.List of activities on all 4 cross-cutting issues, New course, Add on Certificate	5
20.	**Has the HEI Collected Teacher, Employer, and Alumni feedback** ◉ Yes ◯ No **Documents to be uploaded as evidence** 27.Sample copies of the feedback,ATR,Analysis of feedback,Website etc.	15
21.	**Any specific curricular aspect of the HEI which might considered as best practice maybe highlighted?** We offer undergraduate program in Arts discipline. The institution is affiliated to RDVV, Jabalpur, so it follows the curriculum provided by the affiliating university. Department of Higher Education, Madhya Pradesh issues the centralized academic calendar for all the higher educational institutes in M.P. The college sincerely follows the academic calendar of events prescribed by the Department of Higher Education, Madhya Pradesh. The academic calendar is uploaded to the portal of the institute. Keeping in view the academic calendar, the timetable is prepared by the timetable committee in collaboration with all the heads of the departments. The timetable of all the departments is also displayed on the portal of the institute. According to the timetable, teachers prepare their plans well in advance and maintain teachers diaries. Theory and practical classes are held according to the prescribed timetable. Cocurricular and Extracurricular Activities Institute integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. Actually, the institution decides the syllabus and college has to follow it. But in this limitations college do its best for above said issues. **Value Addition in curriculum** The institute strictly follows the syllabus provided by the RDVV, Jabalpur. There is ample scope in this syllabus to address the crosscutting issues relevant to professional ethics, gender, moral values, human values, environmental awareness, and sustainability. Various webinars, expert lectures, and other related programs are organized continuously on the college campus. Various days are organized in the institute to inculcate various values in the students and staff of the college. Throughout the year, the institute organized various cultural and cocurricular activities, through which it tried to foster all values among the students and teachers. **Expected Learning Outcome from the modified curriculum or related practices** The expected learning outcomes from the revised curriculum or related practices are attained through orientation programs, students developed an understanding of the syllabus. The development of values among students became possible through the practice of the curriculum and various programs and celebrations. By imparting teaching through various methods, the students learning level increased significantly. Through the uploading of information on the portal, awareness about syllabus transactions was developed among the students. **Employability enhancement through this new curriculum.** Through the practice of the curriculum and various innovations, various skills are developed in the students. Along with this, practical knowledge increases along with theoretical knowledge among the students. Due to all this, the placement of various students in the college has become possible, and indirectly, the employment potential has increased.	-

Section 2 : Teaching- Learning and Evaluation   (प्राप्तांक : 92/190)

क्रमांक	विवरण											प्राप्तांक
1.	**Give the Category wise Students profile in the HEI last 5 years against the sanctioned seats?**											5

S.No	Category	Year 2017-18		Year 2018-19		Year 2019-20		Year 2020-21		Year 2021-22	
		M	F	M	F	M	F	M	F	M	F
1	Other	0	0	0	0	0	0	0	0	0	0
2	General	0	12	0	9	0	6	0	10	0	7

क्रमांक	विवरण	प्राप्तांक

| | 3 OBC 0 38 0 75 0 70 0 69 0 107
4 ST 0 90 0 131 0 184 0 153 0 277
5 SC 0 7 0 14 0 13 0 7 0 10

*M-Male, *F-Female
Documents to be uploaded as evidence
1. Number of students admitted under each category (List duly signed by the Principal) | |

2.

Profile of all faculty members of the institution, gender-wise, caste-wise and qualification wise(including guest faculty)

Sanctioned Position				
Teaching faculty			Non-teaching staff	Technical staff
Professor	Associate Professor	Assistant Professor		
0	0	7	9	1

Working Position						
Teaching faculty					Non-teaching staff	Technical staff
Professor	Associate Professor	Assistant Professor	Guest Faculty	Guest Faculty - Janbhagidari		
1	2	1	2	0	6	1

Teching Staff Working Percentage : 85%
Documents to be uploaded as evidence
2. Number of faculty members

प्राप्तांक: **5**

3.

What is the faculty members : student ratio in the HEI?
19 : 1

Documents to be uploaded as evidence
3. Total number of faculty members against students (Teachers will include guest faculty who have worked for one complete academic session)

प्राप्तांक: **10**

4.

Does your HEI conduct remedial classes for weaker students? If yes, how many classes were conducted and how many students have been benefited
Total No. of classes 45
Total No. of student 204

Documents to be uploaded as evidence
4. Details of subjects , number of classes , duration , number of students who attended , any special feature of the remedial classes at the HEI

प्राप्तांक: **7**

5.

Highest qualification of faculty members(Please mention no.of teaching staff)

S.No	Ph.D.	NET/SLET	Ph.D.with NET/SLET	D.Lit
1	6	0	0	0

Documents to be uploaded as evidenc
6.Certificates.

प्राप्तांक: **10**

6.

Do the teachers of HEI use ICT based tools (smart/interactive boards, computer labs, google meet/google classroom / zoom/MS Team/Cisco WebEx) for teaching? Name them.

◉ Yes - Use all interactive boards/smart classes, online tools and e modules for assessment   ○ Yes - Use only Online Tools   ○ Yes - Use only e-modules for assessment   ○ Yes - Use only smart classes/interactive boards   ○ No

Documents to be uploaded as evidence
5. Details of tools use and number of courses for which these were used

प्राप्तांक: **20**

7.

How does the college ensure Outcome Based Education
The institute focuses on skill development programs and misses no opportunity to impart students with short term training and lecture on employable skills. Our skill training program, workshops and lectures have empowered students especially women. Some students are utilizing their acquired skills in getting self employed. Value Addition in curriculum Value Addition in curriculum Skill courses are the demand of time and its necessary to make it compulsory for all. Expected Learning Outcome from the modified curriculum or related practices Expected Learning Outcome from the modified curriculum or related practices Expected learning outcome from the modified curriculum or related practices. A basic course inculcate

प्राप्तांक: **-**

क्रमांक	विवरण	प्राप्तांक
	interest among trainers to further hone and polish their acquired skills. It is supporting them to pave the way for self employment. Employability enhancement through this new curriculum. Employability enhancement through this new curriculum. yes the courses hone the talent and prepare them with employability enhancement.	
8.	**Does the college have a policy for Learning Outcomes (PO, CO, PSOS) & their attainment?** The mechanism for dealing with complaint related to internal examination is transparent, and efficient. Arrangement for internal assessment system is communicated by the college to the students along with its compulsion and efficiency 15% marks are reserved for internal assessment CCE and 85% marks are reserved for external assessment in all subjects. If any student is absent in the CCE exam, he/she is notified by telephone and such students are given a second chance. The mechanism of internal assessment is completely transparent as test copies are shown to the students and discussed with them. They are told about the mistakes which have been made by them so that they may not repeat them again. Sometimes students are asked to check their own copies along with the model answer. In this method the student gives correct marks to his/her own copies. Generally the results prove that answer sheets have been corrected and marked carefully, and no discrepancy in re-totalling is found. 9.Sample of some attainment tools used (At least 10 students). 10.Sample of learning outcomes.	-
9.	**How does the HEI identify Slow and Advanced Learners? What are the strategies for slow and advanced learners (other than remedial classes)** The teachers provide counselling for the choice of subjects/groups at the time of admission and before the admission process. The college organizes orientation programmes and induction programmes for freshers. The faculties have direct discussions with students to assess their learning level. On this basis the performance, the students are identified as slow and advanced learners. They are also assessed during initial classes by asking some general questions related to subject or some other related fields. For slow learners, college conducts problem solving sessions to increase their learning level. They are motivated by providing additional learning materials such as unsolved questions papers of previous examinations and other possible manner so that they can cope up with their studies and try to compete with rest of the students of the college. Most of the students in the institution come from rural areas and tribal villages and belong to schedule caste, schedule tribe and other backward classes. They come from economically weaker sections. These conditions make teaching-learning process slow but the teaching faculty members take extra classes to complete their curriculum. The faculty members of the college try to make teaching and learning process understandable and interesting by group discussions, field visits, sharing new events and news. 11.Time table, Mechanism for identification of Slow and advanced learners	-
10.	**What are Teaching-Learning initiatives undertaken by HEI for Experiential learning** "Experiential learning is a philosophy and methodology in which teachers purposefully engage with students in direct experience and focused reflection in order to increase knowledge, develop skills and clarify values". Our use of the Experiential Learning Cycle follows five steps • Experience • Publishing • Processing • Generalizing • Applying For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional black-board presentation methods, especially in Economics, where they teach numericals and statistics as numerical solving. Some Student centric methods are: 1. Experiential learning: Planned opportunities for experiential learning are created for students helping them to find meaning in their learning and discover their abilities. Students of Political Science elect their representatives using the "First Past The Post" system as well as "Proportional Representation", learning first-hand about electoral practices in India. Students intern with the Gram Panchayat getting an insight into legislative practices. 2. Participative learning: Classroom teaching is sought to be interactive sessions between faculty members and students. Most teaching faculty members regularly hold group discussions, quizzes and seminars in which the students as well as teachers learn from one another. 3. Problem solving methodologies: Teacher-led Students' Project and curriculum-based projects encourage students to articulate a problem and systematically seek an answer. Group discussions in classrooms provide a platform for sharing information, discussing alternatives and reaching a consensus on a topic, helping learn problem solving skills. 4. Project Methods: The project work stimulate student's interest on the subject and provide student an opportunities of freedom of thoughts and free exchange of different views. As per the requirement of syllabi, the project work is done. 5. Interactive Methods: The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs. 6. ICT Enabled Teaching: ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Virtual Smart Classroom etc. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students. 7. Experiential learning: Experimental/Laboratory method is used in Home Science to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. 8. Summer Internship Program: The NSS Swachh Bharat Summer Internship has been organized for NSS students. Only 50 students can participate in this program, where they learn about the importance of cleanliness. They do their job of 100 hours in the selected villages. No other academic Summer Internship Program is organized by the college except NSS. 9. Group Learning Method: Group Learning method is now being adopted	-

क्रमांक	विवरण	प्राप्तांक
	through WhatsApp group. Student share their notes and study material through this method. WhatsApp groups are made by the concerned faculty members. They share the information to each other. 10. Black-board presentation: In this method, each student is given a certain question. And student has to solve this problem in the black-board. **Documents to be uploaded as evidence** 12.list of activities of Experiential learning, Report, and Photos related to activities	
11.	List of activities performed by different departments for Participative Learning Participative learning: Classroom teaching is sought to be interactive sessions between faculty members and students. Most teaching faculty members regularly hold group discussions, quizzes and seminars in which the students as well as teachers learn from one another. Teacher-led Students' Project and curriculum-based projects encourage students to articulate a problem and systematically seek an answer. Group discussions in classrooms provide a platform for sharing information, discussing alternatives and reaching a consensus on a topic, helping learn problem solving skills. **Documents to be uploaded as evidence** 13.Photos of activities of different participative learning, attendance	-
12.	Highlight the Student Centric Method of Problem-solving used by HEI Student centric methods, such as experiential learning participative learning and problem solving methodologies are used for enhancing learning experiences. The theories and approaches for testing are used by teachers to enable students compete in the physical world. Teaching methods can be classified into teachercentred and student- centred learning methods. Teaching methods are considered to be means of complete testing and evaluation of students learning process which is perceived through both in formal and informal forms of assessments. Commonly used technique methods include classroom participation of students. With the aim to make students not only self reliant and employable but to impart a good learning experience the college has adopted learner centric methods that prepare the learner to face the practical world; to solve problems to take decisions and to be confident. To achieve this objective most of the students centric methods have been incorporated by the institution as projects/assignments -According to the syllabus and beyond syllabus students are given projects and assignment to enhance their cognitive skills and thought process. Field trips to enhance experiential learning, increasing awareness of the real life situation. Surprise tests, quizzes, preparation of questions, class tests etc. develop memory, reflexes, improve alertness and develop comprehension skills. The preparation for the examination can be made through the previous year's paper in teaching methods. Special attention is given to slow-learners. Students are further motivated for the competitive examinations preparation techniques. **Documents to be uploaded as evidence** 14.List of Projects of problem-solving methods, List of students	-
13.	Is there a formal Guardian/Tutor program in the HEIs? What is the Guardian : Mentee ratio.? ○ Yes - With less than 1:10 ○ Yes - With ratio 1:10 ◉ Yes - With a ratio more than 1:10 ○ No **Documents to be uploaded as evidence** 6. Details of activities under the program	2
14.	Are there well-defined learning outcomes set and fulfilled for a program / course? ◉ Yes ○ No **Documents to be uploaded as evidence** 7. Give samples of courses with well-defined learning outcomes	5
15.	What are the evaluation techniques employed by the HEI for Internal Assessments? ☑ CCE (Mention types) ☑ Solving previous year question papers ☑ Display and discussions of answer sheet ☑ Discussion of question paper in class ☐ Pre-University exam **Documents to be uploaded as evidence** 8. Samples of all above assessments	8
16.	Are the question papers for CCE mapped for blooms taxonomy Internal assessment system is prevailing in the institution and is being performed by the faculty member effectively. It is aims at to improve achieve desired level. The knowledge of both scholastic and non-scholastic learners are briefly examined in this sort of assessment system. This is accomplished by monitoring the student's attendance, performance, conduct interest and involvement in extra-curricular activities throughout the academic session, if any student is unable to respondent in C.C.E. for any reason he is again reviewed. The institution uses an internal evaluation system in conjunction with a clearly defined fair and transparent examination process. The mechanism to deal with grievances/complaints related to	-

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	internal examination is fair and transparent. Structure for internal assessment system is communicated to the student in detail. 15% marks for internal assessment CCE and 85% marks for external assessment in all subjects are allocated. If any student remains absent in C.C.E. examination, he is informed by any available means and is given a second chance. After the assessment, test copies are shown to the students, where they can see their mistakes committed in such evaluation process. Simultaneously, the concerned faculty members advice the student for better performance. Grievances of the students, if any are redressed on the spot with fair and transparent intention. **Documents to be uploaded as evidence** **18.Qustion Paper Mapping**	
17.	**Give details of beyond syllabus scholarly activities like book reviews, intercollege or interstate quizzes, essay competitions etc.** ☐ Books reviews ☐ Intercollege quizzes ☐ Interstate quizzes ☑ Essay competitions **Documents to be uploaded as evidence** **9. Details of activities in form of concept. participation details, event summaries**	**0**
18.	**Does the use HEI use E-learning modules?** ◉ Yes - Self developed e-modules by faculty members ○ Yes - E-modules available on open sources ○ Yes - PPTs developed by the faculty members ○ No **Documents to be uploaded as evidence** **11. Details of modules , URL, clippings if any specific**	**10**
19.	**Has faculty members designed any type of E-content / e0study material like PPTs, PDF Notes etc.?** ◉ Yes - More than 5 modules ○ Yes - 5 modules ○ Yes - Less then 3 modules ○ No **Documents to be uploaded as evidence** **12. List and details of sample modules**	**10**
20.	**Is there any different pedagogy employed in teaching & learning other than the traditional methods at your HEI ?** **Give details of the new /different pedagogy in 250 words, describing the unique features comparison with traditional pedagogy and envisaged impact, provide design of pedagogy, details of tools used, feedback from students, evidences for improvement or impact** **Effective learning requires a comprehensive approach that involves appropriate curriculum, engaging pedagogy, continuous formative assessment and adequate student support. The curriculum being followed is interesting and relevant and updated regularly to align with the latest knowledge requirements and to meet specified learning outcomes. High quality pedagogy has been implemented to successfully impart the curricular material to students, pedagogical practices determine the learning experiences that are provided to students, thus directly influencing learning outcomes. The assessment methods are scientific, designed to continuously improve learning and test the application of knowledge. First, in order to promote creativity, institutions and faculty have the autonomy to innovate on matters of curriculum, pedagogy, and assessment within a broad framework of higher education qualifications that ensures consistency across institutions and programmes, online and traditional in-class modes. Accordingly, curriculum and pedagogy has been designed by institutions and motivated faculty to ensure a stimulating and engaging learning experience for all students and continuous formative assessment is used to further the goals of each programme. All assessment systems have also been decided by the HEI, including those that lead to final certification. The Choice Based Credit System has been implemented for instilling innovation and flexibility. HEI shall move to a criterion-based grading system that assesses student achievement based on the learning goals for each programme, making the system fairer and outcomes more comparable. HEI shall also move away from high-stakes examinations towards more continuous and comprehensive evaluation.** **Envisaged impact of new / different pedagogy** **The development of capacities that promote student wellness such as fitness, good health, psycho-social well being and sound ethical grounding are also critical for high quality learning. Thus, curriculum, pedagogy, continuous assessment and student support are the cornerstones for quality learning. Along with providing suitable resources and infrastructure, such as quality libraries, classrooms, labs, technology, sports or recreation areas, student discussion spaces and a number of initiatives have been taken to ensure that learning environments are engaging and supportive and enable all students to succeed.** **Documents to be uploaded as evidence** **13. Evidences for improvement / impact.**	**-**

Section 3: Research activities and community services   (प्राप्तांक : 68/145)

क्रमांक	विवरण	प्राप्तांक
1.	**Give details of various research projects and endowments received by the HEI during the last 5 years** | S.No	Name of Project	Funding Organisation	Amount
---	---	---	---
1	Nil	Nil	0.00 | **Documents to be uploaded as evidence** 1. Details of status, funding organisations, amount of funds available?	0
2.	**Grants received from Govt. and non Govt. agencies for research /endowments.** | S.No	Nature Of Grant	Organisation	Amount
---	---	---	---
1	Nil	Nil	0.00 | **Documents to be uploaded as evidence** 2. Details of status, funding organisations, amount of funds available? 3. Audit report	0
3.	**Percentage of teachers registered as Research Supervisors.** ○ Yes - More than 50% ○ Yes - 40-50% ○ Yes - 30-40% ● Yes - Less than 30% **Documents to be uploaded as evidence** label class="col-md-12 control-label"> 4. List with order from pertaining to approvals as research supervisors.	3
4.	**Give details of Seminars/conferences/workshops on Research Methodology, IPR, and Entrepreneurship conducted by the HEI during the last five years?** 21 **Documents to be uploaded as evidence** 2. Brochures, event plan, event summary	10
5.	**Has the institution created an ecosystem for innovation and for strengthening the Indian knowledge system (Idea house, subjects or sessions on IKS, Incubation center)** **The Institution provides an active environment for promotion of Innovative practices. All required facilities are provided and Guidance is extended to the students. Students are encouraged to actively involve in the application of Technology for societal needs. Necessary support is provided for Documentation and Publication of Research Papers. Awareness meets, workshops, seminars and guest lectures on Entrepreneurship are organized. Students are provided opportunities to directly interact with outstanding entrepreneurs excelling in their field. Product service Training is provided for creating awareness on marketing the products. For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Teachers use power point presentations and computer-based materials. For, they use the lectures of you-tube to make learning interesting besides the conventional oral presenting methods. Some Student centric methods are given below: 1. Project methods: The project work stimulate student's interest on the subject and provide student an opportunities of freedom of thoughts and free exchange of different views. As per the requirement of syllabi, the project work is done. For example, the Projects are done in UG classes. 2. Field Study: A field study is a general method for collecting data about users, user needs, and product requirements that involves observation and interviewing. Data are collected about task flows, inefficiencies and the organizational and physical environments of users. 3. Interactive Methods: The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs etc. Classroom discussions on various topics are done under features. Especially, NSS, Political science department and Sociology department organize interactive methods many times in a year. 4. ICT Enabled Teaching: ICT enabled teaching includes class rooms with LCD, Virtual Smart Classroom etc. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students. 5. Experiential Learning: Experimental/Laboratory method is used to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. Students take interest and learn things via experiential learning. 6. Student Seminars: The Student seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience. 7. Group Learning Method: Group Learning method is now being adopted through WhatsApp group. Student share their notes and study material through this method. Whatsapp group are formed by the concerned teacher. They share the information to each other.** **Documents to be uploaded as evidence** 7.Notices, Brochures, event plans, reports, photos of centers, activities, policies & events dedicated to IKS, boot camps, symposiums	-
6.	**Has the institution established an IPR cell?** ● Yes ○ No	5

क्रमांक	विवरण	प्राप्तांक
	Documents to be uploaded as evidence **8.Document of IPR cell**	
7.	**Has the institution organized awareness program on IPR?** ◉ Yes ○ No **Documents to be uploaded as evidence** **9.Notice, attendance, Photos**	**5**
8.	**Give number of papers published per faculty members during the last five years in the Journals notified on UGC website?** | SNo	Name of the Paper	Name of the faculty member	Name of the Journal	Year of Publication
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1	Nil	Nil	Nil	0 | **Documents to be uploaded as evidence** **3. Details of journals, research papers and author faculty member**	**0**
9.	**What are the activities employed topromote research culture and apptitude among senior students of the HEI** **Research culture encompasses the behaviours, values, expectations, attitudes and norms of our research communities. It influences researchers' career paths and determines the way that research is conducted and communicated. A student research conference is an easy way to build a student centred research culture in an institution. Adopting the model, there are six steps involved in the research process. These include identifying the area of study, choosing the topic, formulating a research plan, collecting and then analysing the data and then finally writing up the study. Institution promotes ethical behaviour by having formal and informal research ethics education. Formal education exposes researchers to ethical standards and policies. Use of real-world examples teaches researchers about the importance and consequences of alternate responses to an ethical dilemma. Steps to inculcate Research Culture in the students: Step 1 Identifying the Problem. Step 2 Evaluating the Literature. Step 3 Creating Hypotheses. Step 4 The Research Design. Step 5 Describing Population. Step 6 Data Collection. Step 7 Data Analysis. Step 8 The Report-writing. Key features for improving research culture in the institution and giving students the freedom to pursue their interests: Partnering with Academic Consulting Services. Encouraging Student Research Programs. Offering Research and Teaching Assistantships. Including Other Disciplines. Updating Libraries and Databases.** **Documents to be uploaded as evidence** **12.Research promotion policy**	**-**
10.	**Give details of MoU/collaborations/linkages for Faculty exchange, Student exchange, Internship etc. during the last five years** 	SNo	Name of MoU	Organisation for MoU
1	Internship for the students in Aaradhya Beauty Parlour Mandla	Aaradhya Beauty Parlour Mandla
2	Internship for the students in Centre of Discovery for Village Development Mandla	Centre of Discovery for Village Development Mandla
3	Internship for the students in Herbal Beauty Parlour Mandla	Herbal Beauty Parlour Mandla
4	Internship for the students in Kanha Krishi Vanopaj Producer Company Ltd Mandla	Kanha Krishi Vanopaj Producer Company Ltd Mandla
5	Internship for the students in NICE Fashion Designing Institute Mandla	NICE Fashion Designing Institute Mandla
6	Internship for the students in OM Boutique Mandla	OM Boutique Mandla
7	Internship for the students in Shree Sai Computer Institute Mandla	Shree Sai Computer Institute Mandla
8	Internship for the students in Tiwari Tiffin Centre Mandla	Tiwari Tiffin Centre Mandla	 **Documents to be uploaded as evidence** **4. Invites, MoUs, details of participants, certificates from institutes/ industries/organisation etc.**	**5**
11.	**What are the extension activities carried out in your HEI in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five year?** **48** **Documents to be uploaded as evidence** **5. Event brochure/pamphlet, event summary, Testimonials from beneficiaries/community partners etc.**	**10**
12.	**Have the faculty members in your HEI published books and chapters in edited volumes/books and papers in national/ international conference proceedings during last five years?** ◉ Yes - Books, Book Chapters, Research Papers, Conference Proceedings ○ Yes - Books ○ Yes - Book Chapters ○ Yes - Research Papers ○ Yes - Conference Proceedings ○ No	**5**

क्रमांक	विवरण	प्राप्तांक
	Documents to be uploaded as evidence **6. Details of books, chapters, research papers and author faculty member**	
13.	**Furnish the number of awards/recognition/honors received by faculty/students during the last 5 years** **16** **Documents to be uploaded as evidence** **7. Name of the award/ recognition etc., recipient and details of the honor/ award**	**10**
14.	**Give details regarding number of Faculty development programs conducted or attended during the last 5 years** **5** **Documents to be uploaded as evidence** **8. Name, duration, number of participants, topic etc.**	**5**
15.	**Have students/members faculty undertaken any Industrial/ Social project in last 5 years** <table><tr><th>SNo</th><th>Project</th><th>Organisation</th><th>Status</th></tr><tr><td>1</td><td>Nil</td><td>Nil</td><td>Yet to be Started</td></tr></table> **Documents to be uploaded as evidence** **9. Details of the project, status to show its progress and sanction**	**0**
16	**Is there any provision of seed money?** ○ Yes ◉ No **Documents to be uploaded as evidence** **10. Give details regarding 1.Source, 2.Beneficiaries, 3.Project Undertaken, 4.Amount sanctioned, 5.Outcome of project**	**0**
17.	**Number of extension and outreach programs conducted by NSS/NCC with involvement of the community? (Godh gram, Red cross, ELC, ECO, Red Ribbon, Robin Hood,NSS,NCC)** **48** **Documents to be uploaded as evidence** **20. Brochure, report, photos, attendance, Impact study.**	**10**
18.	**Any specific activities of the HEI which might considered as best practice to be highlighted?** **Govt. J.M.C. Mahila Mahavidyalaya, Mandla, M.P. offers undergraduate program in Arts discipline. The institute is an affiliated college to RDVV, Jabalpur so it follows the curriculum provided by the university. Department of Higher Education, Madhya Pradesh issues the centralized academic calendar for all the higher educational institutes in M.P. The college sincerely follows the academic calendar of events prescribed by the Department of Higher Education, M.P. The Academic Calendar is uploaded on the website of the institution. Keeping in view the academic calendar, the timetable is prepared by the timetable committee in collaboration with all the faculty members. The timetable of all the departments is also displayed on the website of the institution. According to the master timetable, teachers prepare their plans well in advance and maintain teachers diaries. Theory and practical classes are held according to the prescribed timetable. Teachers are frequently using Information and Communication Technology based teaching classes to provide quality education. The institute uses various methods and strategies, including demonstrations, practical, assignments, group discussion, projects, seminars, workshops, special lectures, educational tours and industrial visits for the implementation of the curriculum. Internal Assessment is mainly conducted through Continuous Comprehensive Evaluation in all disciplines along with practical exams and project work or internships. For all these internal assessment activities, centralized notices are issued by the examination department of the college. All these notices are pasted on the notice board of the college and uploaded to the institutional website.** **Significance of the activity for students.** **The plantation drive in the institute is meant to spread awareness regarding the importance of the conservation of trees water and soil among students. The practice of Prayer and quote of the day aims at inculcating discipline moral values and national fervour. Celebration of national festivals and remembrance of the struggle of freedom fighters is to build and keep the patriotic feeling alive. The lecture series are arranged to share knowledge among students of all streams.** **Expected outcome of the activity for society.** **Acquisition of higher education opens avenues for improved health, livelihoods social stability, and sustainable economic growth. The students profile both category wise and gender-wise affirms more than eighty percent of students belong to a marginalized section. Their empowerment with the tool of education would act as a powerful agent of change. Education would certainly prepare them as socially awakened**	**-**

क्रमांक	विवरण	प्राप्तांक
	citizens, bring positive changes in their personalities, and improve their chances of employment opportunities. **Impact assessment.** A distinctive college activity which is the reflection of its vision is conduct of village exposure activity by the various clubs This activity is compulsory in the annual schedule of events by the club. This activity is based at fulfilment of various objectives which in turn contribute to fulfilment of the vision of the college. A feeling of understanding the conditions and difficulties of others. Trying to have the first hand experience of grass root problems of the village of the area. To inculcate a feeling of the privileges which they students enjoy which are luxury for the people in villages.	

Section 4: Student Support and Progression   (प्राप्तांक : 99/145)

क्रमांक	विवरण	प्राप्तांक
1.	**Give the number of students benefitted by Scholarship and free ship provided by the institution** **865** **1. Name of scholarship delivered** **2. List of beneficiaries** **3. Beneficiary detail with the amount**	10
2.	**Furnish details of skill development initiatives during the last 5 years.** 	SNo	Course	Participant
1	One Day Special lecture on Critical and Creative Thinking	48
2	One Day Special lecture on How to develop Problem Solving and Decision Making Skills	34
3	One Day Special Lecture on Soft skills Development	78
4	Special lecture on Awareness on ICT Skills Development	56
5	Special lecture on Cyber Security	68
6	Special lecture on Effective Communication Skills	62
7	Special programme on Language and Communication skill	56	 **Documents to be uploaded as evidence** **1. Name, duration, number of participants, trainer, topic, brochures, pamphlets etc.**	10
3.	**Enlist the number of activities organized under Swami Vivekanand career guidance (excluding career fair)per year.** | S.No	Name of Activity	No.of Students	Impact
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1	Special lecture on Career Counselling	84	Career Building
2	Two Days Programme on How to Prepare for MPPSC Examination	128	Preparation for Competitive Examinations
3	One Day Special lecture on Career Opportunities after Undergraduation	148	Career Counselling
4	One Day Programme on Career Counselling	94	Career Counselling
5	Special Programme on Seekho Kamao Scheme	256	Career Opportunities
6	Programme on Significance of Swami Vivekanand Career Guidance Cell in the Institution	82	Career Guidance | **Documents to be uploaded as evidence** **8. Notice,Attendance,Photos**	5
4.	**Give the percentage of student benefitted by guidance for competitive examination and career counseling by HEI** **80** **Documents to be uploaded as evidence** **9. Notices, percentage of students attended, classes scheduled, timetable, no. of selections if any.**	5
5.	**Give the number of Alumni meetings conducted by HEI.** **7** **Documents to be uploaded as evidence** **10. Invitation letter, Attendance, Photos, Newspaper cutting**	5
6.	**Give the percentage of student progression to higher education.** **60** **Documents to be uploaded as evidence** **11. Identity card, exam form, Admit card, etc.**	5

क्रमांक	विवरण	प्राप्तांक
7.	List the no of students placed by placement drive of college, Rozgar mela, or departmental placement. 42 Documents to be uploaded as evidence 12.Notice, Letter, Attendance, photos	5
8.	Is there a registered Alumni Association that contributes significantly to the development of the HEI through financial and/or other support services? What is its contribution during the last 5 years? ◉ Yes - Involvement　○ Yes - Contribution　○ Yes - Just Existing　○ No Documents to be uploaded as evidence 2. Name, duration, number of participants, trainer, topic etc.	10
9.	Does the HEI have a full-fledged placement cell in last 5 years ◉ Yes - Placement Drive Conducted　○ Yes - Just the Cell is Existing　○ No Documents to be uploaded as evidence 3. Name, duration, number of participants, trainer, topic etc.	10
10.	Give the number of students placed in Government jobs / Qualified any State level / National level exam like NET/SLET/UPSC/State PSC etc.) in last 5 years 0 Documents to be uploaded as evidence 4. New clippings / certificate of selection	0
11.	What was the pass percentage of students during last 5 years at your HEI 93 Documents to be uploaded as evidence 5. Give detail of students appeared and passed the examination	10
12.	What are the initiatives undertaken by the HEI for Divyang Students? Does the HEI have an enablement center? ☐ Dedicated Enablement Centre　　☑ HEI has live MoUs with NGOs and other Organisations for Supporting Divyang　　☑ Centre Provides Books/Tools/Equipment to Divyang Students　　☑ Activities are Conducted by HEIs on Adhoc Basis　　☐ HEI Provides Skill Training to Divyang Documents to be uploaded as evidence 6. Details of number of differently abled students, activities done for these students, organisations as partners Details of enablement center	5
13.	Give details of e-content and e-library resources available on the HEIs campus ◉ Yes - The library is automated and has subscription to e-books/journals　　○ Yes - Only e-books and e-journals　　○ Yes - Only automation　　○ No Documents to be uploaded as evidence 7. List of e-journals and e-content resource subscription available with the HEI	5
14.	How many students & teachers have been using e-granthalay/N-LIST(library-footfall) Registered [100] Completed [100] Documents to be uploaded as evidence 19.Online access record of e- Granthalay or N-LIST	10

15.	How many awards/medals were won by students for outstanding performance in sports/cultural activities at the university/state level Total number of Award/Medals in SPORTS at university/state level by student.	0

S.No	University Level	State Level
1	0	0

Documents to be uploaded as evidence
20.Photos, copy of the certificate

16.	Total number of Award/Medals in CULTURAL (literature & all other except sports) activities at university/state level by student	0

S.No	University Level	State Level

क्रमांक	विवरण	प्राप्तांक
	1　　　　0　　　　　　　　　　　　　0 **Documents to be uploaded as evidence** **21.Photos, copy of the certificate.**	
17.	**Total number of sports and cultural events (organised by the college or other institution/govt/non-govt) in which students have participated** <table><tr><td>S.No</td><td>Total No.of sports</td><td>Total No.of cultural events</td><td>Sports/Cultural events by other institutions</td></tr><tr><td>1</td><td>8</td><td>12</td><td>2</td></tr></table> **Documents to be uploaded as evidence** **22. Events, report, attendance, participation certificate**	**1**
18.	**Give details of Wifi facility on the HEI campus and computer lab/language lab,Student-Computer ratio.** ☑ Computer Lab　☐ Language Lab　☑ Wifi Facility　☑ Licensed Leas Line in HEI's Name **Documents to be uploaded as evidence** **8. Geotagged hyperlinked Photos and videos of computer labs and license of wifi**	**3**

Section 5: Governance, Leadership and Management　(प्राप्तांक : 90/135)

क्रमांक	विवरण	प्राप्तांक
1.	**Does the HEI have Vision, Mission statements and core values formulated?** ◉ Yes　○ No **Documents to be uploaded as evidence** **1. Where has it been displayed? Photo of display**	**10**
2.	**Is the management of HEI participative and decentralised?** ◉ Yes - Active decentralisation　○ No **Documents to be uploaded as evidence** **2. Evidences for delegation of work , committees and other task teams**	**10**
3.	**What are the different policies of the HEI** <table><tr><td>S.No</td><td>Name of policy</td><td>link</td></tr><tr><td>1</td><td>Academic Honesty and Plagiarism Policy</td><td>https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Academic%20Honesty%20and%20Plagiari</td></tr><tr><td>2</td><td>Policy for Advanced and Slow Learners</td><td>https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Advanced%20and%20Slow%20Learners%20</td></tr><tr><td>3</td><td>Award of Scholarships and Freeships Policy</td><td>https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Award%20of%20Scholarships%20and%20F</td></tr><tr><td>4</td><td>Clean and Green Environment Policy</td><td>https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Clean%20and%20Green%20Environment%2</td></tr><tr><td>5</td><td>Code of Ethics Policy for Staff Members</td><td>https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Code%20of%20Ethics%20Policy%20for%2</td></tr><tr><td>6</td><td>Code of Ethics Policy for Students</td><td>https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Code%20of%20Ethics%20Policy%20for%2</td></tr><tr><td>7</td><td>College Development Policy</td><td>https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/College%20Development%20Policy.pdf</td></tr><tr><td>8</td><td>Policy for Differently Abled Persons</td><td>https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Differently%20Abled%20Persons%20Pol</td></tr><tr><td>9</td><td>E-Governance Policy</td><td>https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/E-Governance%20Policy.pdf</td></tr></table>	**10**

क्रमांक	विवरण			प्राप्तांक
	10	Energy Conservation Policy	https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Energy%20Conservation%20Policy.pdf	
	11	Faculty Development Policy	https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Faculty%20Development%20Policy.pdf	
	12	Policy for Gender Sensitization	https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Gender%20Sensitization%20Policy.pdf	
	13	Policy for Information Technology	https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/IT%20Policy.pdf	
	14	Library Policy	https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Library%20Policy.pdf	
	15	Placement Policy	https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Placement%20Policy.pdf	
	16	Prevention of Harassment and Discrimination Policy	https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Prevention%20of%20Harassment%20and%	
	17	Research Ethics Policy	https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Research%20Ethics%20Policy.pdf	
	18	Water Conservation Policy	https://highereducation.mp.gov.in/Uploaded%20Document%20New/3502/Water%20Conservation%20Policy.pdf	

Documents to be uploaded as evidence
22. Events, report, attendance, participation certificate

4.	**Furnish the Organogram of HEIs……………** ◉ Yes ○ No **Documents to be uploaded as evidence** **3.Photo of Flowchart of Hierarchy**	5
5.	**Has the institute prepared its short-term and long-term Institutional perspective plan.** **Perspective Plans for Short Term Govt. J.M.C. Mahila Mahavidyalaya, Mandla, M.P. has prepared a short term perspective plan to achieve the vision and mission of the college. ☐ To improve the current infrastructure. ☐ To equip maximum number of classrooms with ICT facilities. ☐ To create a conducive learning environment in the institution. ☐ Academic and curricular development by using ICT based teaching learning. ☐ To introduce more Add-on, Value Added and Professional Courses. ☐ To promote and develop research and publication work. ☐ Encourage community engagement. ☐ Encourage faculty members to participate in FDP or RC Workshops etc. Perspective Plans for Long Term (Upcoming 05 Years) Curricular Aspects ☐ To plan an effective mode of curriculum delivery. ☐ To enhance the employability of students by imparting value added courses to maximise the number of students. ☐ Defining the Programme Outcomes and the Course Outcomes. ☐ Creation of Gender Sensitization among the students and staff. ☐ Planning of Project Work, Field Work or internship for various courses. ☐ To introduce multidisciplinary or interdisciplinary under graduate courses. Teaching Learning and Evaluation ☐ Review the admission committee to help and monitor the admission process. ☐ Preparation of use of student centric methods like case studies, surveys, presentations etc. in the regular teaching learning process. ☐ Use of ICT enabled tools for the effective teaching learning processes. ☐ Motivation to the staff members to create video materials, coordinate MOOC Courses. ☐ Effective Welfare Policy to retain the staff in the institution. ☐ To develop a more effective system where examination related complaints are solved effectively and the system should be time bound and transparent. Research Innovation and Extension ☐ Create facilities to promote a research culture in the college. ☐ Create an ecosystem for innovation including an incubation centre for the creation and transfer of knowledge. ☐ Organise workshops/seminars on Intellectual Property Rights and Industria-Academia innovative practices. ☐ Conduct collaborative activities through research, Faculty exchange programs, Student exchange programs with institutions and organizations at national and international level. ☐ Sign MOU with academic institutions, industries and other Information and Communication Technological Institutes. ☐ Motivate staff to conduct research project with industry or organizations. ☐ Motivate the staff and students to conduct extension activities under NSS, Unnat Bharat Abhiyan, Tiranga Yatra, Amrit Mahotshav etc. ☐ College will work with NGOs to extend services to the community in need. ☐ The college will join hands with various government non-government bodies in carrying out their social missions. Infrastructure and Learning Resources ☐ Upgradation and augmentation of IT infrastructure to promote extensive use of ICT in all academic and administrative affairs of the College. ☐ Maintain the documents through geo-tagged photographs. ☐ Creation of facilities for cultural activities, sports, yoga centre and other physical fitness events etc. ☐ To make library portal more user friendly and to communicate the same with the stakeholders partially through the automated library system. ☐ Maintain handsome budget for purchasing of books, e-books, journals and e-journals subscription charges, INFLIBNET etc. ☐ Motivate the staff and students to the maximum usage of library resources and increase the footfalls of the Library visit. ☐ Supply ICT instruments like web cameras, computers, Wi-Fi, etc. to the Faculty members to conduct online**	-

क्रमांक	विवरण	प्राप्तांक
	classes and practical comfortably. ☐ Give remote access to teachers and students with respect to digital library resources. ☐ Moving towards paperless administrative cum academic office works. Students Support and Progression: ☐ Extend benefit of scholarships and free ships to the meritorious students and BPL students respectively. ☐ Increase the number of students getting benefit from scholarship provided by private institutions/organizations/industries and by the parent institute. ☐ Develop standard mechanism for holistic development and progression of students academic journey. ☐ Providing best adequate guidance for employment and competitive examinations. ☐ Motivate alumni to actively participate in college affairs and help increasing the placement of students. ☐ Increasing activities related to health and hygiene, physical fitness, yoga etc. ☐ Incorporate career guidance as the most cohesive activity in the college. ☐ Motivate the sports committee to organize inter college/institute sports under the college Games Committee. ☐ Motivate alumni executives to foster their association for the greater interest of the college. Governance, Leadership and Managment ☐ Communicate the vision and mission of the college with all the stakeholders for the almost adherence to the cause. ☐ Motivate the staff and students to attend conferences/workshops at national and international level by providing financial support to the staff. ☐ Organize faculty development programs for teaching and non-teaching staff of the college. ☐ Motivate staff to undergo online or offline Faculty Development Programs related to Orientation programs, Induction Programs, Refreshers Courses or any other short term courses. ☐ Strengthen the performance appraisal system for teaching and non- teaching staff of the college. ☐ Participate in all the quality assurance Initiatives like participation in NIRF, quality audit like ISO etc. Institutional Values and Best Practices ☐ To initiate the activities that promotes gender activity in the college. ☐ Develop facilities for alternate sources of energy and energy conservation measures like solar energy, sensor based energy conservation etc. ☐ Develop facilities in the institution to manage degradable and non-degradable waste in the college. ☐ Develop water conservation facilities like bore well, construction of tanks and bunds, etc. in the college. ☐ Take green campus initiatives like ban the use of single use plastic in college, Landscaping etc. ☐ Develop harmony towards all religion, language, community, tribes etc. through diverse activities throughout the year. Conclusion: Perspective plan is an important component of the College strategy development and deployment process. ☐ The institution has a well-defined organizational structure with effective processes developed for all its major activities. ☐ The institution has an effective online/offline feedback system involving all stakeholders. ☐ The institution has a well-defined Quality Policy and deployed with a systematic perspective. ☐ The institution has an action plan and schedules for its future development. ☐ The institution has an effective Grievance¬¬¬¬ Redressal Cell with both online and offline mechanism. ☐ The institution has as effective mechanism of internal assessment. **Documents to be uploaded as evidence** **4.Document related to IDP**	
6.	**Is there Implementation of e-governance in areas of governance like use of emails for official communication, updated HEI website etc.** ☑ Administration ☑ Communication ☑ Managing Accounts and Finance ☑ Updated College Website ☑ E-mail for communication between the faculty members and students for official purpose **Documents to be uploaded as evidence** **3. Give details of the above selected activity**	0
7.	**Provide details of the training activities for Administration development programs, management development programs for non-teaching staff(Supporting staff) in last 5years** <table><tr><th>SNo</th><th>Training</th><th>Participant</th></tr><tr><td>1</td><td>One Day Special Training Programme on Awareness on Code of Ethics</td><td>8</td></tr><tr><td>2</td><td>Training on Examination Procedures</td><td>9</td></tr><tr><td>3</td><td>Training on Online Admission</td><td>5</td></tr><tr><td>4</td><td>Training Programme on How to maintain code of conduct in the institution</td><td>11</td></tr><tr><td>5</td><td>Training Programme on How to maintain discipline</td><td>4</td></tr><tr><td>6</td><td>Training Programme on How to remain free from stress in workplace</td><td>7</td></tr><tr><td>7</td><td>Training Programme on ICT Awareness in teaching learning process</td><td>7</td></tr><tr><td>8</td><td>Training Programme on Physical Activity and Mental Health</td><td>5</td></tr></table> **Documents to be uploaded as evidence** **4. Name, duration, number of participants, trainer, topic etc.**	10
8.	**What has been the Institutional strategy for mobilisation of funds and resources during the last 1 year?** ◉ Yes - Strong efforts to generate funds through revenue other than fees or philanthropy ○ No **Documents to be uploaded as evidence** **5. Give details of the funds received and sources**	10
9.	**How many policies were prepared in accordance to the perspective plan/Institutional governance/Best practice.** **18**	10

क्रमांक	विवरण	प्राप्तांक
	Documents to be uploaded as evidence **8.Documents of policies**	
10.	**Write in detail about IQAC initiatives.** **Quality Initiatives by IQAC: • Academic and Administrative Audit • Participation in AISHE Survey • Green Audit • Conferences, Seminars, Workshops on quality culture • NAAC Accreditation • Faculty Development and Professional Development Programmes • Collaborative quality initiatives with other institution(s) • Feedback Mechanism • E-Governance in Documentation • Training for Admission Committee and Administrative Office staff • Student Induction Programme • Student Orientation Programmes • Initiatives on IPR • Capacity Building and Skill Enhancement Programmes • Initiatives for Research Promotion** **Documents to be uploaded as evidence** **9.Documents of Initiatives,Committees,Reports,Activities**	-
11.	**Furnish evidence of incremental growth of the institution initiated by IQAC in last academic year.** (see table below) **Documents to be uploaded as evidence** **10.orders, impact study report**	10

S.No	Initiatives	Incremental growth observed	Impact
1	Academic and Administrative Audit	Academics and Administration improved	Academics and Administration strengthened
2	Participation in AISHE Survey	Quality Culture in Academics and Administration observed	Quality Culture in Academics and Administration enhanced
3	Green Audit	Environmental Consciousness increased	Environmental Consciousness
4	Conferences, Seminars, Workshops on quality culture	Knowledge beyond the curriculum developed	Knowledge beyond the curriculum developed
5	NAAC Accreditation	Academics and Administration improved	Academics and Administration improved
6	Faculty Development and Professional Development Programmes	Experience of the faculty enhanced	Experience of the faculty enhanced
7	Collaborative quality initiatives with other institutions	Scope of Education increased	Scope of Education increased
8	Feedback Mechanism	Incremental alteration as per the demand of the stakeholders took place	Incremental alteration as per the demand of the stakeholders took place

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12.	**Mention effective welfare measures for teaching and non-teaching staff for career development.** **The institution has effective welfare measures for teaching and non teaching staff members. Some of them enumerated here under: 1. Medical reimbursement allowed to all regular employees. 2. Leave Admissible as Higher Education Department Leave rules. 3. Provision of admission of eligible wards of employees. 4. Provident Fund, Advance final withdrawal facility available as per M.P. Government Rules. 5. Maternity and Paternity leave. 6. With payment leave for refresher, orientation and training. College takes initiative to improve upon the quality of teachers by motivating them to participate in seminars, conference and workshops and also encourages them to complete orientation/refresher courses organized by academic staff of the colleges. IQAC regularly monitors the empowerment aspect of the teaching as well as non teaching staff. Through API scores any teacher can access the quality of his or her performance. This encourages them to improve their personality by removing the negatives and enhancing the positives. Principal delegates his power to the faculty members. This practice gives them a sense of responsibility and also empowers them. During the Covid-19 pandemic, extra financial support was given to the non-teaching staff members including the medical reimbursement.** **Documents to be uploaded as evidence** **11.Leave document, list of no. of training for staff development, photos of facilities for staff**	-
13.	**Mention any policy formulated for college staff to attend conferences or workshop.** ◉ Yes-Have Policy ○ No Policy **Documents to be uploaded as evidence** **12.Document of policy** **13.List of beneficiaries**	5
14.	**What is the constitution of IQAC of the HEI and what are its contribution during last 5 years?** ◉ Yes-Active in quality improvement ○ Yes-Only constituted with no contribution in implementation of quality initiatives ○ No **Documents to be uploaded as evidence** **6. Details of IQAC team and its activities /contribution in implementation of quality initiatives in the HEIs**	10

Section 6: Best Practices and Institutional Values   (प्राप्तांक : 93/125)

क्रमांक	विवरण	प्राप्तांक
1.	**Does the HEI have a Gender equity policy?** ◉ Yes ○ No **Documents to be uploaded as evidence** **1. Link to gender equity policy**	5
2.	**Mention initiatives taken by HEI for Energy conservation.** **Preamble To promote environmental consciousness and holistic development of students, Govt. J.M.C. Mahila Mahavidyalaya, Mandla, M.P. has adopted Energy Conservation Policy for an "Environment of educational excellence." The institution aims to realistically and comprehensively reduce energy consumption, assure acceptable indoor air quality and improve energy efficiency on campus through methods that are consistent with a safe, secure, and Eco-conscious campus community. As outlined in this policy, energy conservation will be accomplished by developing a proactive and progressive approach to providing energy efficient, responsible, and cost- effective operations on campus. Applies to: • Faculty. • Staff. • Students. • Visitors. Energy Conservation Practices: • Annual Energy Audit is made mandatory. • Our Energy conservation practices include the College replacing all tube lights with LED tubes, LED bulbs being the most energy efficient lighting option. • LED tubes use 75% less electricity than incandescent tubes (Energy Star). LED tubes last about 25 times longer than traditional incandescent tubes.100 percent of lighting requirement is met through LED. • Energy conservation practices and eco-friendly habits are inculcated among students and staff through cautioning them about simple things which are really effective to reduce Electricity Consumption like students and staff turning off all lights, appliances and electronics not in use. Raising Awareness on Energy Conservation. • Sustainability efforts, energy savings, and greenhouse gas inventory metrics are all high priorities to a college and more importantly, to our students. When engaging in a master energy plan or energy savings renovation project, there is an excellent opportunity to build student support around campus sustainability. Energy improvements occur mostly out of sight so raising awareness of these projects can hold real benefits, including encouraging desired behaviour on how a campus building can and should be used to contribute to a college's carbon footprint reduction goals. Rising utility rates are generally a fact of life. Just like inflation, the cost of electricity, gas, and water will go up a few percentage points each year. Whether all at once or over time, utility rate increases can wreak havoc on the operations budgets for the college. Save Energy TIPS being followed are as follows: 1. Activate power management features on computer and monitor so that it will go into a low power "sleep" mode when the students and staff are not working on it. 2. Turn off the monitor when the students and staff leave the table. 3. Activate power management features on laser printer. 4. Whenever possible, shut down rather than logging off. 5. Turn off unnecessary lights and use daylight instead. 6. Avoid the use of decorative lighting. 7. Use LED or compact fluorescent bulbs. 8. Keep lights off in conference halls, classrooms, seminar halls when they are not in use. 9. Use the fans only when they are needed. 10. Unplug appliances not plugged into power strips. 11. Avoid use of decorative and high voltage lights. 12. Take the maximum advantage of sunlight.** **Documents to be uploaded as evidence** **2..Solar Panel photos.** **3. Energy Saving devices.** **4. Energy saving analysis** **5. Report of activities if any equipment**	-
3.	**List the initiatives taken by HEI for water conservation.** **Consequent upon the decision taken by the IQAC and subsequent approval of the Managing Committee of the college to formulate Institution's Policy on Water Conservation and Management. Basically, conserving water is an excellent way to save the environment and put off chores. Rainwater harvesting is one of the most efficient and effective ways of conserving water. It is more like the recycling of natural water. This document covers the following: • Water Resources • Workshop/orientation Programme on "Save Water Programme" • Save water • Benefits of Water conservation • How to Manage Water in College Water Resources in the Institution: • There is a Bore well from where the water is stored in the tank having a capacity of 2500 litres. • Provision of water purifier system/water filter & coolers which purifies the water for drinking purpose. • For rain water harvesting, we have ground water recharge pits in the college campus. They consume the water into the ground and hence the rain water gets harvested properly. Save water Practices: • Avoid leakage of water from the taps. • Turn the tap off when not in use especially when you are not using it. • Rainwater harvesting is another method to conserve water. • The water supply should be limited in those areas which enjoys the unlimited water supplies. Benefits of Water conservation: • Saving money, environment and energy. • Protecting the drinking water resources. • Reduce or minimize the pollution and health problems. • Reduce the need for new waste water treatment facilities. • Save the aquatic environment. Water Management in the College: Water conservation and management encompasses the policies, strategies and activities made to manage water as a sustainable resource, to protect the water environment, and to meet current and future human demand, these areas are usually associated with large population centers or agriculture, where water use is high. Here are ways students can help conserve the world's most precious resource with little effort and no cost! • Bring a reusable water bottle/cups to dining halls to decrease the amount of cups that need to be washed. • Avoid food trays when possible. • Garden/Plants need regular supply of water to grow. • Use "leftover" water from a drinking glass or from washing fruit and veggies to water plants. • Water plants in the early morning/late evening to decrease the**	-

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	amount of evaporation. • Have a leak or drip timely repaired. • Rain water collected at the terrace should be either directed to the water harvesting pits or directed to the play field/garden. **Documents to be uploaded as evidence** 2..Solar Panel photos.	
4.	**Enumerate the facilities provided to specially-abled students.** <table><tr><td>S.No</td><td>Facilities</td></tr><tr><td>1</td><td>Differently Abled friendly washrooms</td></tr><tr><td>2</td><td>Human Assistance</td></tr><tr><td>3</td><td>Ramp and Rail</td></tr><tr><td>4</td><td>Rest Room or Sick Room</td></tr><tr><td>5</td><td>Scribe</td></tr><tr><td>6</td><td>Wheel Chair</td></tr></table>	**3**
5.	**Give number of activities conducted for clean and green campus initiatives.** **12** **Documents to be uploaded as evidence** 7.Letter, list of activities, brochure, photos	**5**
6.	**How many activities have been conducted beyond the campus for environmental conservation and promotion.** <table><tr><td>S.No</td><td>Activities</td><td>Area</td></tr><tr><td>1</td><td>Ankur Yojna</td><td>Azad Chowk</td></tr><tr><td>2</td><td>Gajar Ghas Unnmoolan Karyakram</td><td>Nearby the college campus</td></tr><tr><td>3</td><td>Swacchta Pakhwada</td><td>Mandla</td></tr><tr><td>4</td><td>Special Programme on Gardening Techniques</td><td>Mandla</td></tr><tr><td>5</td><td>Tree Plantation</td><td>Mandla</td></tr><tr><td>6</td><td>Tree Plantation Programme</td><td>Mandla</td></tr><tr><td>7</td><td>Rally on Environmental Conservation</td><td>Mandla</td></tr><tr><td>8</td><td>Swachh Bharat Abhiyaan</td><td>Nearby the College Campus</td></tr></table>	**5**
7.	**In which aspect do you think your institution is distinctive and unique.** **3** **Documents to be uploaded as evidence** 8. Brochures, photos	**10**
8.	**How many SDG(Sustainable Development Goals) goals does HEI cater to in its activities.Enlish the HEI's flagship programs?.** <table><tr><td>S.No</td><td>SDG Number</td><td>Flagship programme</td><td>Activities</td></tr><tr><td>1</td><td>1</td><td>No Poverty</td><td>Workshop on Entrepreneurship Development</td></tr><tr><td>2</td><td>2</td><td>Zero Hunger</td><td>One Special lecture on Significance of Millets in our diet</td></tr><tr><td>3</td><td>3</td><td>Good Health and Well Being</td><td>Health Awareness Programme</td></tr><tr><td>4</td><td>4</td><td>Quality Education</td><td>Programme on Innovations in Teaching Learning Process</td></tr><tr><td>5</td><td>5</td><td>Gender Equality</td><td>Programme on Women Empowerment</td></tr><tr><td>6</td><td>6</td><td>Clean Water and Sanitation</td><td>Cleanliness Drive</td></tr><tr><td>7</td><td>13</td><td>Climate Action</td><td>One Day Special Programme on environmental Conservation Initiatives</td></tr><tr><td>8</td><td>14</td><td>Life Below Water</td><td>One Day Special Programme on Ecosystem and Biodiversity</td></tr><tr><td>9</td><td>15</td><td>Life on Land</td><td>Programme on Biodiversity Conservation</td></tr></table>**Documents to be uploaded as evidence** 9. Flagship program, Activities report, related to SDG, registration, global presence	**15**
9.	**Institutional development plan has the HEI prepared on?** ◉ Yes ○ No **Documents to be uploaded as evidence** 10.IDP	**50**
10.	**What are Best Practices and Institutional Values List the best practices at your HEI** **Title of the Best Practice Health Well being. Women being nurturer and builder of families and societies their health is considered as an asset by the college. Context The policy of Health Well being covers personal health of each student that includes physical, emotional, social, spiritual and intellectual leading to their holistic well being. Practice Programmes informing nutritious food, importance of vitamins and minerals is also decimated. Evidence of Success NSS arranges programmes targeting the health and well being of students. Problems Encountered and Resources Required There are some problems encountered by the**	**-**

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	college as far as implementation of health policy is concerned. Title of the Best Practice Environmental Awareness Govt. J.M.C. Mahila Mahavidyalaya, Mandla, Madhya Pradesh is committed to protect and improve the environment and environmental conditions surrounding its campus and nearby areas. Context It is extremely important for everyone to conserve natural and man-made heritage including biological diversity of ecosystems. Practice To keep healthy flourishing environment students of the college are constantly motivated. Evidence of Success In the syllabus at UG level compulsory paper on Environmental Awareness imparts knowledge to students regarding environmental issues. Problems encountered and resources required Ignorance is one of the major problem encountered by the college. **Values projected thus the Best Practices sss** The plantation drive in the institute is meant to spread awareness regarding the importance of the conservation of trees water and soil among students. The practice of Prayer and quote of the day aims at inculcating discipline moral values and national fervor. Celebration of national festivals and remembrance of the struggle of freedom fighters is to build and keep the patriotic feeling alive. The lecture series are arranged to share knowledge among students of all streams. **Social Impact** Acquisition of higher education opens avenues for improved health, livelihoods social stability, and sustainable economic growth. The student profile both category wise and gender wise affirms more than fifty percent of students belong to a marginalized section. Their empowerment with the tool of education would act as a powerful agent of change. Education would certainly prepare them as socially awakened citizens, bring positive changes in their personalities, and improve their chances of employment opportunities. **Institutional distinctiveness** Govt. J.M.C. Mahila Mahavidyalaya, Mandla affirms preserving the cultural wealth of India for nation identity and integration through various activities. There are various cultural programmes organized under Youth Festival every year. In view of the security of the students, the campus is equipped with CCTV Cameras. Local bus and Auto rickshaw services have stops near college to make students communication convenient. Blood donation camps are organized with the help of NSS unit to bring awareness regarding social responsibility and health among students and society. The college has adopted one village Jhuggi Basti, Singhwahini Ward. **Documents to be uploaded as evidence** 1. Clippings, Brochures, Photographs etc.	

Uploaded Document Link

Documents URL
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