Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**GOVT. MAHARANI LAXMIBAI GIRLS PG COLLEGE**
Name of the head of the Institution	**Dr. KUSUMLATA NIGWAL**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0731-2411696**
Mobile no.	**9425948499**
Registered Email	**hegngpgckind@mp.gov.in**
Alternate Email	**coordinatoriqacmlbgpg@gmail.com**
Address	**GOVT. MAHARANI LAXMIBAI GIRLS PG COLLEGE KILA BHAWAN INDORE**
City/Town	**INDORE**
State/UT	**Madhya Pradesh**
Pincode	**452006**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Rajesh Kumar Pathak**
Phone no/Alternate Phone no.	**07312411696**
Mobile no.	**9424890347**
Registered Email	**hegngpgckind@mp.gov.in**
Alternate Email	**coordinatoriqacmlbgpg@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://mlbgpgindore.org/pdf/17-18%20IQAC%20.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://mlbgpqindore.org/pdf/academic-calender-2020-21.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Period To
1	**B**	**73.25**	**2004**	**03-May-2004**	**02-May-2009**
2	**B**	**2.71**	**2014**	**05-May-2014**	**04-May-2019**

6. Date of Establishment of IQAC

15-Oct-2002

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

National workshop on counselling & psychotherapy to enhance quality of life	24-Sep-2018 7	60
Faculty development program on computer basics & e-learning	25-Feb-2019 10	60
Plantation	02-Jul-2018 1	97
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Regular meetings of IQAC 2. Timely Submission of AQAR 3. Collection analysis of Feedback 4. Organized Faculty Development Program national Workshop 5. Plantation

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
National seminar & workshop to be organized to promote Research activities.	One national workshop has been organized. One faculty development program has been organized.
Updation of College website	College website has been updated & AQARs on it has been updated.
Cleanliness campaign	Red dust-bins have been kept in the institute for hazardous west.
Functioning of career & placement cell should be strengthened and updated.	A career fair was organized in college for the placement of students.
Emphasis of ICT should be laid. Use of ICT should be increased.	Under ICT facilities, computer of all the departments were checked taken care of. A training program on computer basics elearning was held for the faculty.

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	21-Feb-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution develops and deploys action plans for effective implementation of the curriculum by following the academic calendar issued by the department of higher education M.P. Govt. Bhopal. A staff council meeting is held at the beginning of the session, in which the entire chalked out action plan is discussed and conveyed by the principal to the staff members, for further effective implementation of the curriculum. Members of the staff are directed to follow the timetable designed by the time table committee. However the university has included many of the professors in designing the syllabus by appointing them as chairpersons or members of board of studies. The institution

provides basic requirement to the separate departments for the proper & smooth functioning, each department has a departmental library and well equipped laboratories. For the up gradation of teachers and students, computers along with internet, Wi-Fi facility have been provided with latest teaching techniques, such as smart boards, LCD, OHP etc. Monthly lesson plans are prepared by the faculty, although syllabus is uploaded on the university website, each department keeps a hard copy of it in the department, which is also provided to the students. Daily diary and attendance registers are signed by the head of the institution at the end of the every month. Professors as chairpersons and members of the board of studies play a vital role in designing the syllabus for post graduate, M.Phil. /Ph.D. entrance exams and the course works. The departments of Music, Dance, and Bio-chemistry & Biotechnology design their own syllabi in the board of studies meetings of the affiliating university. Teachers use modern technology like lap-tops and computers for effective teaching.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Art Craft Training	NIL	01/08/2018	30	Entrepreneurship	Soft Skills
Personal Grooming	NIL	24/07/2018	40	Entrepreneurship	Beautician
Journalism Training and advertisement writing	NIL	01/02/2019	30	Employability	Communication Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	dance, DP, Eco, Eng, Hin, Hist., H.S., M. Inst, M. Vocal., Poll. Sc., Psycho., Sansk., Socio., Urdu.	01/07/2018
BBA	Plain	01/07/2018
BCom	Plain, Tax, Office Mgt., Computer Application	01/07/2018
BLibSc	Plain	01/07/2018
BSc	Bio., Maths. Biotech, Biochem., Computer, Home science	01/07/2018
MA	Dance, D&P, Eco., Eng.,	01/07/2018

	Hind., Hist., M. Inst., pol. sc. Psycho., Socio.	
MCom	Plain	01/07/2018
MSc	Chemistry, Biochemistry, F&N, T&C	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	253	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	dance, DP, Eco, Eng, Hin, Hist., H.S., M. Inst, M. Vocal., Poll. Sc., Psycho., Sansk., Socio., Urdu.	139
BCom	Plain, Tax, Office Mgt., Computer Application	353
BSc	Bio., Maths. Biotech, Biochem., Computer, Home science	204
MA	Dance, D&P, Eco., Eng., Hind., Hist., M. Inst., pol. sc. Psycho., Socio.	80
MCom	Plain	80
MSc	Chemistry, Biochemistry, F&N, T&C	41
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback is an essential part of effective learning and also a vital component of successful learning and development. It helps students understand the subject being studied and gives them clear guidance on how to improve their learning. Feedback is more strongly and consistently related to achievement than any other teaching behavior. This relationship is consistent regardless of grade, socioeconomic status, race, college setting. Feedback can improve a student's confidence, self-awareness, and enthusiasm for learning. Effective feedback during the session can add the transition to higher education and may support student retention. Feedback was collected manually, analysed and action has been taken.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2661	626	21	37	58

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
79	79	9	10	10	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

All the students in the college are allotted mentors. The mentors collect full details of the students in a proforma. They solve the problems of student and guide them for their career as well. Many graduate students initially are not sure of what they will do with a graduate degree. Student's career goals are evolutionary and good mentors assist student with their professional evolution. Mentoring is important not only because of the knowledge and skills student can learn from mentors, but also because mentoring provides professional socialization, professional support to facilitate success in graduate school and beyond. Quality mentoring greatly enhances student's chances for success.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3287	79	1/42

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
57	50	7	7	51

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The department of higher education has various modes of continuous internal evaluation (CIE) or CCE and the institute adheres to the set norms. The semester cell has been established in the institute for the proper functioning of the semester examination and CIE. The cell issues a time table for conducting CIE (CCE) which is circulated to the various departments and also displayed on the notice board. The various modes of CCEs are as follows- • Class test • Group discussion • Group talk • Poster, chart, model preparation • Semi surprise test • Objective type questions • Power point presentation by the students • Preparation of Assignments

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

An academic calendar is to keep students, faculty, and staff reminded of key dates throughout the academic semester and year. It can also be useful for prospective students, alumni, and parents as well. Institute is running yearly course for under graduate students and for post graduate students semester exam pattern is followed as par the guidelines of higher education Bhopal. Academic calendar is prepared by higher education. Calendar is essentially followed by the college. It includes the beginning of the academic session, holidays, preparation leaves for students. The examination schedule is given by the university. The examinations are conducted as per the guidelines of the university.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://mlbgpgindore.org/pdf/Results.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Nil

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
01	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Dance	1
Drawing Painting	3

Economics	3
Hindi	1
Sociology	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	166	0	0
Presented papers	0	31	0	0
Resource persons	0	0	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3595000	3594925

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL 2.0	Partially	College Version	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	48844	3065428	0	0	48844	3065428
Reference Books	2223	561713	0	0	2223	561713
e-Books	23	0	0	0	23	0
Journals	3	5000	0	0	3	5000
e-Journals	6000	5900	0	0	6000	5900
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Library Automation	1	0	0	0	1	0
Weeding (hard & soft)	2970	45056	0	0	2970	45056
Others(specify)	17	7310	0	0	17	7310

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 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	80	1	4	4	1	4	22	14	0
Added	0	0	0	0	0	0	0	0	0
Total	80	1	4	4	1	4	22	14	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

14 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1500000	1445772	1650000	1627669

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There are established systems and procedures for maintaining and utilizing physical, academic, and support facilities- laboratory, library, sports complex, computers and classrooms etc. The existence of any institute is based on the building, its infrastructure, and students for imparting education to the student. Basic facilities, like class rooms, laboratories with proper arrangement of light, ventilation and furniture etc. are required. This facilitates the quality level of education. Govt. MLB girls PG College Indore has always made an effort to provide maximum facilities within available resources. Professor and other college staff have contributed to enhance the ambiance. There is a committee to look after the maintenance, repair, and construction work related to college building. Maintenance of computers is mainly done by the technicians of the college. The laboratory equipment's are maintained at the departmental level by the lab technicians or by hired technicians. For maintenance of electric goods, services of an electrician are taken. The first and foremost requirement of any institute is clean and safe drinking water. The college has functional RO water coolers. To meet the requirement of the sports ground, Narmada pipe line connection has been taken. Two shades have been built on the ground to provide shelter to the students.

> **The only hall where cultural and academic activities are conducted was renovated. The college garden has been beautified.**

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http://mlbgpgindore.org/Facilities.aspx

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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**State scholarship**	**2056**	**15270519**
Financial Support from Other Sources			
a) National	**National Scholarship for Minorities**	**52**	**520000**
b)International	**0**	**0**	**0**
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	**0**	**0**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	6

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The purpose of the student participation is to give students an opportunity to develop leadership by organizing and carrying out college activities and service projects. In addition to planning events that contribute to spirit of community welfare, the student participation is the voice of the students. In the institute, the relationship between the teacher and taught is not restricted to just the class room interaction, students have a very smooth and healthy relationship with the professors and discuss all their problems, personal as well as related to the college. The motive behind the student participation is to seek their suggestions on academic and administrative aspects of the institute.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

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No Data Entered/Not Applicable !!!

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CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

> • Under the able guidance of principal and administrative officer various committees are formed for implementing plans within stipulated time period. • Separate well equipped rooms are allotted to each department, which provide operational autonomy. • The head of the departments are given freedom and flexibility to take their own decisions in the interest of students and departments. • Culture of participative management is promoted by forming various committees. • Meetings are held, periodically by the principal of the institutions with head of departments and committees to discuss issues and take decisions related to students, academic activities and progression of college.

6.1.2 – Does the institution have a Management Information System (MIS)?

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No

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6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	The institute makes sincere efforts to strengthen the teaching Learning process. Bridge classes are held at the beginning of the session to make the students familiar with their respective subjects. Induction program was organized for the new admissions in which students were introduced to the college and the various facilities available in the premises. They were also informed about the various scholarship offered by the state and central government so that the students can take advantage of them. Students were taken for industrial visits and for field survey under projects and internships to expose them to the outer world and opportunities. The institute has continuously been making efforts to increase the ICT facilities as a consequence the institute has smart class rooms and Wi-Fi facilitated campus. Teachers use these facilities by teaching them through power point presentations. Students are also informed about subject related website to gain additional information. The institute has well-equipped laboratories with sufficient equipments and materials for performing practical's.

Examination and Evaluation	The examination system of the institute is based on annual as well as semester system hence the semester cell committee is constituted for the smooth functioning of examination related work. The committee carries out various activities throughout the academic session. Academic calendar is issued by the department of higher education Bhopal for the year 2018-19. Class wise list of the students, scheduled time table for CCEs, project and practical exam 2018-19 were provided to the related departments. To maintain smooth functioning of evaluation process a semester cell has been constituted. The cell makes strategic plan for conducting CCEs as per the schedule. The time table for CCEs is displayed and circulated well before time. Flexibility is provided to students regarding mode of CCEs by offering many options. Like assignment, Written test, oral test, poster making, chart making, group discussion, paper presentation and so on. In case of any emergency like sickness or family function, events, the students are allowed to take the test at some other convenient date. A complete transparency is maintained in internal assessment. The signatures of students are obtained in the mark sheets before dispatching to the university. At the occurrence of any grievance from the students regarding CCEs or marks, immediate cognizance is taken by the semester cell to sort out the issue.
Research and Development	The institute has well qualified and experienced faculty, most of them are having more than thirty years of experience. There are forty nine regular professors, out of which forty six professors have the degree of Ph.D. There are thirty guest faculties, out of which ten teachers have doctoral degree, six have cleared NET and five have done SLET. Twenty four faculty members are registered guide. One Co guide guiding students of other universities. Institute is research centre for six subjects namely: Chemistry, Drawing Painting, Dance, and English, Home science and Psychology. Incentives are provided to teachers for research in the form of duty leave and study leave. Institute has a well-established main library each

	department has a separate library which is used for research work by the students and faculty. Teachers and students (Ph.D. Scholars avail the facilities of the laboratories. The institutes provide computer and internet facility to enhance research work. Nine numbers of students have been awarded Ph.D. degree in the year 2018-19. Thirty three numbers of papers have been published in journals of repute. Thirty one numbers of papers have been presented in various seminars and conferences by the faculty and research scholars.
Library, ICT and Physical Infrastructure / Instrumentation	There are establish systems and procedures for maintaining and utilizing physical, academic, and support facilities- laboratory, library, sports complex, computer classrooms etc. Library is an integral part of any educational institute. The institute has a well-established automated library. In library a state of the art integrated library management system (ILMS) that is SOUL-2.0 is available. It is developed by the INFLIB centre Ahmedabad, Gujarat. The library is working on the concept of digital library, for this the same has facility of computers, one barcode printer. One barcode reader, one laser printer, photocopy machine, scanner, internet connection of 512 kbps, one router with modem of four port and CCTV camera. The library also has an e-library which comprises of ten computers with internet facility. Users can access e-resources from remote place. IT facilities have become an integral part of every institution, which needs to be updated from time to time. In order to improve and upgrade ICT facility in college, the institute uses many ICT tools of latest technology. The department of computer has projector, computers, scanner, printers, internet and wi-fi facility. The college has a virtual class room and ten smart class rooms. Virtual class has the facility of live video classes and students attend online lectures of various subject experts. Student avail this facility for career counselling, Yoga, competitive exams etc. The existence of any institute is based on the building, its infrastructure, and students for

	imparting education. Basic facilities, like class rooms, laboratories with proper arrangement of light, ventilation and furniture etc. are required. This facilitates the quality level of education. Govt. MLB girls PG College Indore has always made an effort to provide maximum facilities within available resources. Professor and other college staff have also contributed to enhance the ambiance. There is a committee to look after the maintenance, repair, and construction work related to college building. Maintenance of computers is mainly done by the technicians of the college as and when required. The laboratory equipments are maintained at the departmental level by the lab technicians or by hired technicians. For maintenance of electric goods, services of an electrician are taken. The first and foremost requirement of any institute is clean and safe drinking water. The college has functional RO water coolers. Sewage line has been repaired. To meet the requirement of the sports ground, Narmada pipe line connection has been taken. Two shades have been built on the ground to provide shelter to the students. The only hall where cultural and academic activities are conducted was renovated. The college garden has been beautified. The college has adequate sports facilities for students and staff. There are grounds developed for Volley-ball, Kabbaddi, Kho-Kho, Tennis, Basket-ball, Hockey, and cricket. The college has facility for In-door games A mini gym equipped with vibrator, Gym-ball, AB-rocker, Exercising cycle, Yoga mats for yoga.
Human Resource Management	Principal is the head of the Institution who appoints a Nodal officer and an administrative officer. Principal along with the Administrative officer constitutes various committees comprising of conveners and members. The college being a Government institution, all service rules are followed as per the statutory rules of the state government. Similarly all the appointments are done by the Department of Higher Education, Bhopal and PSC. For the self-finance courses, appointments are made through advertisements as per vacancies on the

	basis of merit and for scrutiny, a committee is formed at college level for their appointments. The promotion of regular teaching staff are performance based, or as per seniority. Appointments of office staff (Class III, IV) like head-clerk, accountant, lab technicians, Lab servants is made through state government.
Industry Interaction / Collaboration	Visit to various related industries were organized to expose the students to the outer world of which they can be part of it in future. Visit to MSME was organized to acquaint the students to the various skill development programs organized by the same. Students regularly visit sanchi milk industry to understand the processing of milk and milk products. Quality testing norms were well explained. The students of library science visited Devi Ahilya library to understand the working of a bigger set up at the university level. Students of chemistry department visited M.P. Pollution Control Board Indore. The purpose of the visit was to understand the methods of testing air and water pollution. Students of chemistry department visited IPCA laboratory a Pharma company for industry exposure. Students of chemistry department visited Shilpa Chem industry where Ayurveda medicines were manufactured.
Admission of Students	One of the most important committee formed by the head of the institute at the beginning of the session is the admission committee. Other sub committees were also formed for class wise admission in different streams. The process of admission takes place initially in three rounds followed by two CLC rounds. Student taking admission in UG and PG classes hail from different boards like CBSE, state, ICSE and have different levels of competence. Admission process is online and on the basis of merit. Reservation policies for the admission of the SC, ST, OBC students are adhered to as per the rules of higher education Bhopal. Student taking admission in graduate and post- graduate classes was provided free ship if their parents/guardians come under the category of Asangathit Karmakar.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The system of e-governance has been incorporated for quick and efficient functioning in varied areas of institution. Department of Higher Education uploads all instruction of its website. Planning is the first and most important part in development activities. Various committees are formed for its implementation. They meet periodically to discuss on those aspects on web platform. The planned activity and its implementation progress available on institutional website. The process of procurement is to a great extend has been through GEM portal (which is government of India's e-market).
Administration	All official correspondences are paperless- via e-mails. The institute intimates the faculty and other staff regarding official notices either on individual e-mail or through college whatsapp group. All activities in conducted in college are put on the institutional website.
Finance and Accounts	The salary of teaching and non-teaching staff, reimbursement of arrears and all financial transactions are done through e-governance. Even the scholarships to the students are paid online in their respective bank accounts. There is no cash transaction all payments are through NFFT/RTGS. Admission and examination Fees are also collected online. The institute has recently purchased finance management software for smooth and transparent accounting process.
Student Admission and Support	Admission of the students is done online. Online admissions are totally on the basis of merit. The process, filling of examination forms and declaration of result is online. The disbursement of various scholarships also takes place online. Intimation regarding time table of CCEs, examination dates, revaluation forms are received online.
Examination	The process of examination is conducted online. It takes place through the following heads- • Approval of examination forms • Online generation of admit cards • Attestation forms •

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NIL	NIL	0

View File

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Computer basics e-learning	NIL	25/02/2019	08/03/2019	54	0
2018	Workshop on Creative writing	NIL	03/10/2018	10/10/2018	25	0

View File

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Online refresher course	3	01/11/2018	28/02/2019	112

View File

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF, GIS, Gratuity, Medical leave, Earned leave, Maternity leave,	GPF, GIS, Gratuity, Medical leave, Earned leave, Maternity leave,	Different scholarship schemes (Post metric Scholarship for

| Medical bill R-imbursement, Festival advance, Optional leave, Casual leave, Marcy Appointment, Childcare leave | Medical bill R-imbursement, Festival advance, Optional leave, Casual leave, Marcy Appointment, Childcare leave | ST,SC,OBC, Medhavi yojana, Central Sector, Vigyan Protsahan, Awas yojana for ST/SC, Pratibha kiran yojana, Gaon ki beti yojana, Awagaman yojna, Karmkar/Sambal yojana) Provided by state government And National Scholarship for minorities. Student insurance scheme. |

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college has a mechanism for both internal and external audit the institute has appointed competent chartered accountants who visit the college to check, cash books, vouchers, income and expenditure statement and the balance sheet periodically. The college conducts audit of all government grants from which ever source the grant is received like UGC, RUSA state government and university. The audit report showing the utilization of grant is sent to the concerned authority. The external audit is carried out by a government auditor appointed by the department of higher education. The audit was conducted in June 2019. If audit objection are found, the college works on it and takes necessary steps to solve those objection.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
[View File](#)		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	No	NIL
Administrative	No	NIL	No	NIL

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NIL

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

NIL

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	**Yes**
b)Participation in NIRF	**No**
c)ISO certification	**No**
d)NBA or any other quality audit	**No**

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	**National workshop on counseling p sychotherapy to enhance quality of life**	**24/09/2018**	**24/09/2018**	**01/10/2018**	**60**
2019	**Faculty development program on computer basics e-learning**	**25/02/2019**	**25/02/2019**	**08/03/2019**	**60**
2018	**Workshop on creative writing**	**03/10/2018**	**03/10/2018**	**10/10/2018**	**25**
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lecture on gender equity	**19/03/2019**	**19/03/2019**	**40**	**0**
Lecture on women safety and security in present scenario	**28/01/2019**	**28/01/2019**	**9**	**0**

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
33.28 percentage of power requirement of the college met through LED bulb.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	**Yes**	**10**

Provision for lift	No	0
Ramp/Rails	Yes	10
Braille Software/facilities	Yes	2
Scribes for examination	Yes	2
Special skill development for differently abled students	No	0
Any other similar facility	No	0
Rest Rooms	Yes	10

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
[View File](#)							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
The Madhya Pradesh civil services rules 1965	01/01/2018	IndianEmployees.com/acts-notes/detail/madhya.pradesh.civil-services-conduct-rules1965

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
[View File](#)			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plantation for Green campus 2. Plastic free campus 3. Nakshatra garden 4. Feeding peacocks and squirrels residing in Campus. 5. College has wide pedestrian pavements instead of cemented roads

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices: I- Clean and Green Campus - Environmental pollution has become one of the major issues these days. Because of the rapid industrial growth, the most precious heritage of man-kind, the natural environment is in great danger. Environmental pollution causes Global Warming, which is a threat to the whole civilization. Since the college is situated in the midst of an industrial city where environment is affected by increasing smoke, gases, fumes and dust, it became more necessary to take an initiative for maintaining a campus to neutralize the effect of carbon and to maintain purity of environment. • The

college has a vast campus surrounded by green trees in abundance. • The extensive plantation in the college premises helps in keeping the environment clean and green. Every year fund is allocated to maintain the greenery of the college. • Two gardeners have been employed for the maintenance of gardens and plants. In every new session different variety of saplings are planted. • To make the students acquainted with plants and trees, their nomenclature has been done. • Many birds and squirrels are attracted due to green foliage and inhabit the campus, especially peacock which is a national bird. • Besides this, a Nakshatra Vatika has been developed as per the planets of solar system. • Vegetable peels, fallen and dry leaves are used for producing organic manure through varmi compost which helps in the growth of plants. II- Water Conservation: Scarcity of water has become a national problem. People in general severe water crisis, this is chiefly because of deforestation which has continued for the part many years. New various measures to save-water and to increase the ground level-water are initiated both by the government and private agencies. However the institute has never faced any water-crisis in part. This could be possible because of the awareness and consciousness of the institute following measures have adopted by the institute for conservation of water. • College has always been vigilant regarding water conservation. • The campus stretches over area of 13 acres, out of which only 30 of land comes under constructed area. • The rest 70 of the land area has not been concretized as paver's blocks have been partially installed for the convenience of commuters. • Concretization of college campus has deliberately been avoided for the unhindered perforation of underground water. • The institute also took measures to install water-harvesting system in hostel, main-building, rear-block, near sports department and near cycle-stand to ensure sufficient and adequate provision of water supply for future. • Due to these efforts, water has been accumulating under-ground and has saved the institute from facing water-scarcity throughout the year. • As a result of conservation of water the college has been able to fulfill the requirement of water not only of college but also of the 02 blocks of hostel, for watering the trees and plants of this huge campus and for maintaining the cleanliness of college.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://mlbgpgindore.org/pdf/Best%20Practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

In the year 1963, the college came into existence with a modest number of 28 students since then there has been a constant increase in the number of admissions due to the sincere efforts of teachers and staff. By year 2004 at the time of the first accreditation of NAAC, the number of students reached up to 1750 and the college was awarded 'B' grade. In 2014 that is at the time of the II cycle of accreditation the strength was 2625 and the institute scored 2.71 C.G.P.A. (B grade) The chief vision of the institute is make the girl students not only self-dependent but also to explore their potential and scale the heights of success. As a consequence, the institute has been giving almost 90-95 result every year with a minimum number of failures and a few dropouts. Professors adopt variety of methods for CCEs like group discussion, paper presentation, poster making, Quiz etc.

Provide the weblink of the institution
http://mlbgpgindore.org/

8.Future Plans of Actions for Next Academic Year

IQAC analyses the requirement of the institution regarding the infrastructure and accordingly makes proposals. IQAC makes persistent efforts for the development of college. For the up graduation of institute many proposals have been sent to the World Bank which includes renovation of many departments' laboratories, research development, and facilities for especially abled students and environment friendly initiatives. • Feedback and its analysis. • To organize faculty development programme. • To organize seminar/Conferences. • To organize workshops. • To start certificate and value added courses.