



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	Government Dr. Shyama Prasad Mukherjee Science and Commerce College,Kolar, Bhopal,M.P.
• Name of the Head of the institution	Dr. Saroj Shrivastava
• Designation	Principal (Incharge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07552551837
• Mobile no	9406532917
• Registered e-mail	hegbscbho@mp.gov.in
• Alternate e-mail	hegbscbho@mp.gov.in
• Address	Sector H, Rajharsh Colony, Kolar
• City/Town	Bhopal
• State/UT	Madhya pradesh
• Pin Code	462042
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Barkatullah University, Bhopal
• Name of the IQAC Coordinator	Dr. Sudhanshu Dhar Dwivedi
• Phone No.	07552551837
• Alternate phone No.	9425433155
• Mobile	9425007434
• IQAC e-mail address	govtdrspmjpgcollege@gmail.com
• Alternate Email address	sudhanshu_dhar@yahoo.co.in
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.mphighereducation.nic.in/InstituteAdmin/Profile/Upload_AQAR_Reports.aspx?CID=Mw==
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://gscbhopal.in/cp/noticesdownload.php?action=add

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.40	2006	17/10/2006	16/10/2011
Cycle 2	B	2.79	2016	25/05/2016	24/05/2021

6.Date of Establishment of IQAC **02/07/2007**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Government Dr. Shyama Prasad Mukherjee Science and Commerce Col	Component 9	RUSA	2019-21	1,00,00,000

lege, Kolar, Bhopal, M.P.				
Government Dr. Shyama Prasad Mukherjee Science and Commerce Col lege, Kolar, Bhopal, M.P.	Infrastructu re	World Bank	2020-22	82920489
Government Dr. Shyama Prasad Mukherjee Science and Commerce Col lege, Kolar, Bhopal, M.P.	Remedial Class and Academic Excellence	World Bank	2020-21	24000
Government Dr. Shyama Prasad Mukherjee Science and Commerce Col lege, Kolar, Bhopal, M.P.	Industrial Visit and Training program	MP Government	2020-21	75000
Government Dr. Shyama Prasad Mukherjee Science and Commerce Col lege, Kolar, Bhopal, M.P.	New Faculty development, Transportati on, Maintanance and Sports	MP Government	2020-21	1025000
Government Dr. Shyama Prasad Mukherjee Science and Commerce Col lege, Kolar, Bhopal, M.P	Uniform, Stationary, Telephone, Electricity, Wedges	MP Government	2020-21	670271

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Organised Online Webinars and Quiz		
Shifted to new Own Campus		
Organised training for Teachers to conduct Classes through online Platform like Google meet, Microsoft Teams, Teach mint, Zoom etc		
Organised Online Lecture Series for Students		
Installment of TALLY software with the help of World Bank For Audit work		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Shifting to new building was proposed	Shifted to new building
proposal for Webinars and Quiz	Online Webinars and Quiz were organized by all departments of the college
Proposal for Online Lectures by experts	Lecture Series was organised by all Departments
Audit Process through software follow the chart of Account	Internal audit of college done through TALLY software
13.Whether the AQAR was placed before statutory body?	No
Name of the statutory body	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2019-20	31/01/2022

Extended Profile

1.Programme

1.1 16

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 2774

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

1489

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

819

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

49

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

55

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	16
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2774
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1489
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	819
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	49
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	55
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	12
Total number of Classrooms and Seminar halls	
4.2	29.0843
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	42
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Govt.Dr. Shyama Prasad Mukherjee Science & Commerce college Bhopal is a post graduate college accredited with grade B by NAAC. We run B.A., B.Sc,.B.Com and B.HSc at UG level and M.A Sociology and History, M.Sc in Botany , Zoology, Chemistry, Maths, M.Com at PG level. Teaching and Non-teaching days were allotted in the calendar in the year 2020-21. Total teaching days for UG is 188 days. For PG the number of teaching days is 180 days. During the lockdown period the online classes were scheduled in the month of Sept 2020to March 2021. Every professor makes an academic plan within the stipulated time according to which they complete their curriculum. Whatsapp groups of various classes have been made. Link is shared a day prior to the class. The professor activates the link 5 min. before the commencement of the class.

Annual Function, sports, NCC, NSS and other activities are also included in the Academic calendar. Besides this, literary and cultural activities are held from time to time throughout the year

such as Essay, Debate, elocution competitions etc.

Examinations are also conducted as per the academic calendar by Barkatullah university, Bhopal. Internal assessments and CCE are conducted as per the guidelines of Department of Higher Education. It is being conducted twice a year either by different methods such as home assignment, presentation, oral tests (viva), poster and chart making, quizzes, questionnaires and online tests on Google form.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1I60VLcqQ0nm3bauppMPTf0T6XS7mJNPV/view?usp=sharing

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar is given by the Department of Higher Education, Bhopal (M.P.) before the beginning of session. According to this classes are conducted. All details of educational work like CCE, Practical exam, Preparation time to be given before exam, Annual, Semester & ATKT exam, semester break, declaration of result are mentioned in academic calendar. Apart from this, it has also details like admission, programmes, students council / union, sports, NCC/NSS/Yuva utsav/annual function, prize distribution/publication of annual magazine etc.

If due to any reason academic work is not completed within time then college increases the educational working days.

Dr. Shyama Prasad Mukharjee Science & Commerce college is a postgraduate college accredited with grade B+ by NAAC. We run B.A, B.Sc., B.Com and B.HSc. at UG level and Sociology and History, Botany, Zoology, Chemistry, Maths, Commerce at PG level.

Examinations are also conducted as per the academic calendar by Barkatullah university Bhopal. Internal assessment/ CCE are conducted as per the guidelines of Higher Education.

CCE is being conducted twice a year either by different modes such as home assignment, presentation, oral test (viva), quiz, questionnaire and online test on Google form.

If any student feels any difficulty, he or she can consult to any of the faculty members.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

NIL

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

NIL

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Environment study

A course intended to create awareness about the life of human beings which is an integral part of environment and to inculcate the skills required to protect the environment from all sides. After study this course the students must know about the environment components, pollution, biodiversity and ecosystem. Learning outcomes of course to understand various aspects of life forms of plants and animals ecological processes and the impacts on them by the human antnropocene etc.

To build capabilities to identify relevant environment issues, analyses the various underlying causes, evaluate the practice and policies and develop frame work to make inform decisions. To

develop empathy for all life form awareness and responsibility towards environment protection and nature preservation. To develop the critical thinking for shaping strategies such as scientific social economic, administrative and legal, environmental protection, conservation of biodiversity. Environmental equity and sustainable development are also useful in competitive exams.

Moral Values

Moral values are the behavioral practices, goals and habits which are validated by the society. The fundamental goal of education is to create a cultured society. This goal can be accomplished by instilling ethics, values and morality in students. As a reputed educational institution we recognized the importance of instilling principal and faulting our societal obligations for the benefit of the students. A variety of activities such as lecture series and seminars on ethical values and morality are organized. Programmes are also conducted for the benefit of the faculty and staff personnel. This year outreach programmes are also expected to be organized. Moral values are considered necessary for the students. Moral values are a part of the syllabus, prescribed at UG level by the Department of Higher Education M.P. Bhopal. In the syllabus of Hindi language (Foundation Course) a unit of moral values is prescribed in all three years of UG. The syllabus contains the stories of motivation personalities.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

07

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

170

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	https://docs.google.com/document/d/1m9xV90o0UJyQtIqiGtk99aNGowbK8w5h/edit?usp=sharing&ouid=102454331776390133779&rtpof=true&sd=true
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/document/d/1m9xV90o0UJyQtIqiGtk99aNGowbK8w5h/edit?usp=sharing&ouid=102454331776390133779&rtpof=true&sd=true

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2774

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1489

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

· The College organizes orientation program for the parents and the students for new batch every year. The program would help students and parents get familiarized with the institution, curricular and co-curricular activities, rules and regulations. Every year students are given a training on communication skills, personality development, time management and motivational session.

In science field we have come across many effective experimental learning methods. Apart from class room teaching, we promote effective learning by adopting different practicals/experiments which are based on lectures. We also teach the students by field study. So that students become aware about the nature, biodiversity and conservation of environment.

Advanced Learners -

1- High performing students are identified on the basis of internal assessment, university examination and involvement in classroom.

2- To make session interesting we encourage students to do cross questioning. To better understand we also conduct group-discussion. Random-test organize in classroom, regularly presentation on different topics to the students which helps in developing confidence and teaching skills.

3- Students are also provided opportunities to develop their creativity by participating and organizing intercollegiate as well as national level technical symposiums.

4- Bright students are motivated and inspired to get university ranks and encouraged to take up competitive exams.

5- Guest lectures are arranged for P.G.students to help them gain industry and practical knowledge from the experts.

Slow Learners -

1- The institute has a system to communicate performance and attendance of students to parents regularly. A set of 45-50 students are assigned to a faculty as mentor and academic care of student is taken care of by the corresponding mentor.

2- Frequent teacher student interaction was held to understand his difficulties and efforts were made to enhance his learning by extra classes, remedial classes for weaker students.

3. Such students are given regular class tests in order to improve their performance in the university examination.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2774	49(Regular Faculty)+10 (Guest Faculty)=59

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The college practices a teaching methodology which focuses on imparting education through a student centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active and involved in different activities apart from boosting their confidence and encouraging independence. The teacher facilitates learning by allowing each individual student to comprehend at their personal level by

ensuring their involvement in class activities so that they can absorb and grasp information at their own pace.

Courses of the institution are defined highlighting course objectives, programme specific objectives and programmer outcomes. It also helps them in self-evaluating their performance at the conclusion of the course. Teachers make classes as interactive as possible and encourage innovative through and novel interpretations Audio visual methodology, smart class room, industrial visits, field work and projects are some of the means utilize by the departments to provide experimental and participative learning.

Internal assessments are so planned so as to encourage students to work independently. Written assignments are required to be submitted by students and these need to be done individually by researching on the given topic so as to enhance confidence, develop writing skills apart from inculcating an interest in research activities seminars/webinars.

Discussions and debates on contemporary issues are encouraged so that students can reflect and analyse by eliciting responses to the subject under decision. NSS cell and NCC subunit have been setup for the students to participate, integrate and learn.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers use ICT enabled tools for effective teaching learning process. In addition to chalk and talk method of teaching the faculty members are also using the IT enabled learning tools such as PPT, Video clippings, Audio system, online sources to expose the students for advanced knowledge and practical learning. Some departments have smart board and one room is smart class room. Most of the faculty use interactive method for teaching. Institutes rooms are Wi-Fi enabled and one computer laboratory has been provided to computer science students. You tube, Email, Whatsapp group, Zoom and Google Classrooms are used as platforms to communicate, provide materials and syllabus, make

announcements, conduct test upload assignments make presentations, address quires through mentors and share information.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

59

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

49

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

44

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

49

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and mode. In order to ensure transparency in internal assessments is communicated with the students well in time. The principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis from the higher education department and the lists of students are displayed on notice board. Students who are admitted for the concern course are assessed continuously through various evaluation processes at college continuous evaluation is made through group discussion, unit tests, assignments submission field visit/field work and seminar presentation. Unit tests are conducted regularly. The weightage for the unit tests varies as

per the concerned faculty. The performance of the students is displayed on the notice board and communicated to the student's. Personal guidance is given to the poor performing the students after their assessment. Students appearing for post graduate classes are asked to deliver the seminars for the concerned subject topics are given by their teachers to the students to prepare for power point presentation. For transparent and robust for internal assessment the following mechanism are conducted.

- Internal Examination
- Question paper setting
- Conduct of examination
- Result display
- Interaction with students regarding their internal assessment.

Due to internal assessment the interest of the students towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extracurricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://drive.google.com/drive/folders/1QwzfJy5jI49lniddsKwUwere-aCM0cSW?usp=sharing

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

Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient. There is complete transparency in the internal assessment. The criterion adopted is as directed by the university.

At the beginning of the session & semester faculty members inform the students about the various components in the assessment process during the session & semester. The internal assessment

test schedules are prepared as per the university and communicated to the students well in advance.

To ensure proper conduct of formative tests, two invigilators are assigned in each room evaluation is done by the course handling faculty members within one week from the date of examination. The corrected answer scripts at random are verified by HOD to ensure the standard evaluation process. The marks obtained by the students in internal assessment tests are uploaded on the university web portal.

Noting the values in observation and validating the theoretical aspects students must submit lab record regularly. For lab courses the marks scored by the student for each experiment which includes regularity, performance, viva and promptness in submitting the record. For the quality of projects the evaluation is done by project review committee along with the project guides. The end examination for the laboratory and project shall be conducted with internal and external examiner appointed from the other colleges as decided by the university.

CollegeLevel - The institute appoints a senior supervisor for smooth conduction of examination. If students are facing any problems, they are solved by the institution superintendent. The grievances during the conduction of theory examination are considered and discussed in consultation with the principal and if necessary forwarded to the university by examination section.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The college has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

- The Learning Outcomes-based Curriculum Framework (LOCF) is intended to suit the present day needs of the student in

terms of securing their path towards higher studies.

- Learning outcomes form an integral part of college vision, mission and objectives.
- The learning objectives are communicated through various means such as college prospectus, students and parents, Alumni meets and dissemination in classroom by concerned staff.
- These are also prominently featured on college notice boards, college magazine.
- Students are made aware of the course specific outcomes through orientation programme, classroom discussion, expert lectures and practicals.
- Teachers are also well communicated about the outcomes. The college deputed teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes. Teachers actively participate in workshops on revision of syllabus organized by the affiliated university.
- Many teachers are also the members of syllabus sub committees, thus the process of perception and outcomes takes place in exact manner and excel the quality of teaching learning.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://drive.google.com/drive/folders/1zGE1LdlzPWpiomTDkXCKTycQ2oHaiQSi?usp=sharing
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes and Course Outcomes.

Evaluation Process:

The programme outcomes and Programme Specific outcomes are assessed with the help of course outcomes of the relevant programme through direct evaluation process. It is provided through University Examinations, semester exams, internal and home

assignments, unit tests, surprise tests, open book tests, etc. Throughout the year the faculty records the performance of each student on each program outcomes.

At the same time remedial coaching is also provided to slow learners to make pace with the desired progression.

The Methods of measuring attainment:

1. **Annual and End Semester University Examination:** The affiliating University conducts examinations as per semester and annual pattern through which the institution measures programme outcomes based on the course attainment level fixed by the programme. It is a direct evaluation process.
2. **Internal and External Assessment:** Internal assignments are given to the students which are mostly aligned with Programme Outcomes of the respective subject. External Assessment is evaluated by external experts for the Practical examinations, appointed by the University through Viva-Voce and practical files.
3. **Institutional Examination and Tests:** Students are assessed and evaluated throughout the year at institutional level through unit test, surprise test, semester examination.
4. **Feedback Evaluation:** The Institution collects feedback from students.
5. **Internships:** Students are encouraged to take up internships, projects, fieldwork, etc. This helps them to obtain necessary skills and practical experience in their chosen discipline.
6. **Placements:** One of the most important Programme Outcomes of Undergraduate Degree is the employability of students upon successful completion of their degree programme. The college has a vibrant Placement Cell, which caters to the demands of companies from different sectors.
7. **Higher Studies:** Another parameter to measure attainment of POs, PSOs and COs is through progression of students towards higher studies in educational institutions in India such as Research Degree and other programmes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://drive.google.com/drive/folders/1Eae8TX16ZpjY_KsRCKhZmBd_2eAu4Vd4?usp=sharing

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

819

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://gscbhopal.in/cp/noticesdownload.php>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

4.78

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

16

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

01

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

College run three Self Finance courses at UG level such as Biotechnology, Computer science and Computer Application. Govt.

Dr. Shyama Prasad Mukherjee Science and Commerce College Bhopal is a large co education institution with 7 departments where 7 postgraduate programs are running. It provides a platform to the whole society, associations, bodies for spreading innovative schemes and knowledge.

The college is an incubation centre with 4 MoUs. The college organizes many activities for promoting an ecosystem with the support of Universities, Careers related Training Academy etc. The innovation activities encompasses various programs to flourish and transfer knowledge.

The college organizes career advancement activities and career placement programs. It provides better Opportunities for students, faculty members, small scale industries, NGOs to interact with each other. The transfer of knowledge and skill takes place. The benefit is twofold. The students and faculty purchase handicraft items displayed by small scale industries and students. The corporation sectors and industries can earn money and publicize their production.

The students take part in essay writing, debate, poster, drawing and various other competitions organized in college. Students and faculty members are motivated.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

10

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

08

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

09

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

14

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

A number of extension activities were carried out during the year 2020-21 covering different social issues. Students including NCC -cadets and NSS students participated enthusiastically in these events.

When all the country was fighting with corona disease NCC cadets & NSS students joined with the movement and became Corona Warrior helping people and motivating them for corona testing, vaccination and also to spread awareness of the disease. Students also motivated their friends to become Corona warriors.

All the cadets got training on iGOT app organised by Deft. of Persound and Training, Georts of India.

Ek Bharat Shreshtha Bharat event was also celebrated which helped students to understand the diversity of India & inculcated the feelings of patriotism & Unity among them.

Swachh Bharat Abhiyan helped students to understand the importance of health & hygiene in daily life.

International Yoga Day was celebrated with full enthusiasm which motivated students as well as Professors and other family member to adopt Yoga, and Surya Namaskar was also performed. This helped all to achieve physical and mental health.

World Environment Day was celebrated during the Corona period and students planted trees in their vicinity following corona guidelines.

A number of rallies were organized by NSS and NCC to motivate students about drug abuses and social issues to spread awareness

in society.

Online lectures were organized to sensitize student various issues.

Online lecture was given on AatmNirbhar Bharat Program to NSS Volunteer regarding different government schemes, Entrepreneurship and employment. Student also pledged to use Made in India items by "Vocal for Local Pledge.

Thus extension activities covered all aspects of life, from serial to Environment, health, to patriotism motivating the students to become good citizens of our country. Youth as champion for child protection program organized.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

16

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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

16

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

02

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Details of Classrooms - 10

Laboratories: 6

Seminar Halls: 1 equipped with interactive board and LAN

Sports Facilities: 02

Virtual Class room - 01 equipped with interactive board and LAN

Computers - 15

Chemistry, Botany, Zoology, Mathematics departments and E LEARNING room are equipped with Interactive boards.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drive.google.com/drive/folders/1buH7pa42ZW01080gloClwE1KpctFjsVh?usp=sharing

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

There are various sports facilities available for students in the Campus. . Mr. Satish Kumar is the Sports Officer in the College. The Gym is equipped with three electronic and one manual treadmill, two cycles, dumbbells and plates, Leg Extension & Leg Curl Machine, Lat Pull Down Machine, Low Pulley & High Rows Pulley, Chest Press Machine and Rack Deck. It is open from Monday to Saturday and the Sports Officer is available during the working hours of the college. Two "Table-Tennis" tables are available for the students along with different Indoor and Outdoor sports equipments. The students can avail the sports and gym facilities according to their convenience during the institute working hours.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

07

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

29.0843

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- **Name of ILMS software- SOUL 2.0**
- **Nature of automation (fully or partially)- Partially**
- **Version - College Version**
- **Year of Automation - NIL**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://drive.google.com/drive/folders/1C5ezInKBriUgpAyBDBiKBZsV5GYXbBqW?usp=sharing

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1736907

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

7570

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Apart from the computer laboratories setup for syllabus programs, the Institute have provided internet facility for general purposes and learning during extra hours. This includes Internet Facilities available through Wi-Fi for providing continuous and uninterrupted internet connectivity to students and faculty members.All the

departments and the HODs have internet connectivity. We have also provided a free Wi-Fi facility in the entire campus including (conference hall, library) for the benefit of the students and faculty to avail internet connection from anywhere in the campus. These facilities are also available to students beyond college hours for preparation of seminars & projects and research-orientated work. The entire campus is Wi-Fi enabled and students can access the internet on their laptops round the clock. Institution also has SWAN connectivity in Virtual class so that students can attend the lectures from faculty of other colleges. These lectures are organized by Department of Higher education.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

42

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

29.0843

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Govt.Dr. Syhama Prasad mukherjee Science and Commerec College has its own building with 3 floors and fourth floor will be establishing soon

Ground floor has the following infrastructure:

-It has 2 rooms for office

-Visitor sitting lobby area with principal sitting room and 01 utility room with toilet

-01-Store room

-01-Chemistry department :-lab, 01 staff room ,2 class rooms ,02 lab with all requirement facilities

-01- Smart class

-0 1-Conference hall

-01 Girls common room with washroom

01-Boys washroom

01-Separate ladies and Gents washrooms

The facilityof ramp is provided alongwith stair caseto approach first floor and above

First floor

Mathematics staff room with class room

History department with class room

Physics staff room

01-Physics lab

01-Computer lab

01--Arts staff room

02 -Class room for humanities

01-Commerce staff room

02 Separate washrooms for boys and girls

Second Floor

01-Home science staff room with class room

01-Home science lab with required facilities

02- Botany staff room

01-Semester cell

01-Vocational class

01-Zoology Staff room for department

02 M.sc Class room with M.sc lab

01 B.sc. Lab with Museum

01 Biotechnology class room with lab.

02 washrooms for staff

02 separte washroom for girls and boys students

02 lab and 02 class room for botany departments

Third Floor

01 Sports room

01 Library staff room

01 Reading room

01 NCC Room and 01 N.S.S Room

04 washroom facility are available for staff and students

04 class room for different faculties who are taking classes for different students

Fourth Floor

Gym and sports complex developed with all required facilities

Laboratory and other physical facilities

The laboratory ,equipment, specimen and other necessary chemicals are purchased by the department after getting approval from purchase committee as per the requirement of the department in college.

The maintenance of class rooms is ensured by the class IV workers and sweepers by cleaning exercise. The fan and other electrical appliances are checked and ensured that all the class room has adequate desk and benches. The gymnasium also provides various facilities of physical exercise.

Student support and welfare

Various committees are in the college to support services for student welfare and to meet their needs .One of them is canteen committee for maintenance of the college canteen and to ensure the healthy and hygiene food for students as well as staff.

The student monitoring system is working under the guardian's tutor schemes started by the higher education department. Teachers are giving counseling to needy students many times they are providing economic help.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

1721

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above								
<table> <tr> <th data-bbox="86 439 539 506">File Description</th><th data-bbox="539 439 1439 506">Documents</th></tr> <tr> <td data-bbox="86 506 539 656">Link to Institutional website</td><td data-bbox="539 506 1439 656">http://gscbhopal.in/cp/noticesdownload.php?action=add</td></tr> <tr> <td data-bbox="86 656 539 723">Any additional information</td><td data-bbox="539 656 1439 723">No File Uploaded</td></tr> <tr> <td data-bbox="86 723 539 857">Details of capability building and skills enhancement initiatives (Data Template)</td><td data-bbox="539 723 1439 857">View File</td></tr> </table>	File Description	Documents	Link to Institutional website	http://gscbhopal.in/cp/noticesdownload.php?action=add	Any additional information	No File Uploaded	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to Institutional website	http://gscbhopal.in/cp/noticesdownload.php?action=add								
Any additional information	No File Uploaded								
Details of capability building and skills enhancement initiatives (Data Template)	View File								
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
406									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
406									
<table> <tr> <th data-bbox="86 1249 539 1317">File Description</th><th data-bbox="539 1249 1439 1317">Documents</th></tr> <tr> <td data-bbox="86 1317 539 1384">Any additional information</td><td data-bbox="539 1317 1439 1384">View File</td></tr> <tr> <td data-bbox="86 1384 539 1585">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td><td data-bbox="539 1384 1439 1585">View File</td></tr> </table>	File Description	Documents	Any additional information	View File	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	View File								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File								
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above								

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

67

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

02

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

(Due to Covid-19 situation extracurricular activities were not possible in offline mode. Different departments kept on organizing different Quiz's online and student's active participation was

noted.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1w7o9EjIIzMnIaG4YRZVQM00rTb8a6qo8?usp=sharing
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

19

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association of the college has been registered on 9 th December 2021, under the Madhya Pradesh society registration Act 1973-(serial no 01/01/01/38282/21).

The rules of the Alumni association have been framed. For life term membership, fee of Rs-500 (Five hundred) and yearly membership fee of Rs- 100 (One hundred only) was decided upon.

To extend guidance and support to the alumni, teachers posted in the college volunteered to help. An amount of Rs- 21500 (Twenty One Thousand Five Hundred) was donated by Professors of the college.

Due to restrictions during covid period, it was decided that the Principal of the college would nominate office bearers of the alumni.

During corona lock-down in Bhopal, many people were facing a lot of difficulty in fulfilling even the basic necessities of their family. Many people had lost their jobs, families, had lost their only earning member; children had lost either one or both parents.

A message for help was received by Dr. Harneet Chima (Convener-Alumni). One of the objectives of the Alumni Association is to extend help and support to members of the society. As responsible citizens, it was felt that our institution should extend help to those in need. The Professors and some ex-students were contacted for help. Many Professors contributed money for this worthy cause and ex-students volunteered in making packets of rations and in distribution of rations. Hundreds of packets of dal, rice, wheat, oil, masalas, milk etc were distributed to support and help those in needs. The consent of the Principal was also taken for this noble cause.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1FUkgaX0K59HH-mf0-aNwsirtRtqEh3iJ?usp=sharing
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The principal as head of the institution constitutes various committees at the beginning of the session to promote a culture of participative management. The convener and the members of this committee are accountable for various tasks. The principal mentors

all academic and administrative activities. Likewise nonteaching staff is also given charge of specific assignments indicating thereby administrative decentralization.

As the institute is having by socially and economically weaker students, the institution has acquired its mission towards achieving such goals that are helpful for the welfare of these students. In this line the distinctitive feature of the institute, it may be defined in terms of emphasis, both on curricular and extracurricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

At the college level the Principal is at the top of management who serves as the guide and a catalyser to achieve a defined level of quality in implementing the rules and directives reached from administrative department, faculty members who are under control of the principal and assists in its activities. At the same time as convener and members of various committees initiate new quality parameters in their field of activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institutes quality policy is well conveyed from its vision and mission statements. Strategic plan and action plan are designed in such a manner that this quality policy is driven and deployed during every process.

Strategy to develop competences to serve the everchanging needs of the industry and society and strategy to empower the faculty,

staff with essential knowledge and skills.

Introduction of online academic monitoring system

Due to the covid-19, education has changed dramatically, with the distinctive rise of e learning, whereby teaching is undertaken remotely and on digital platforms. The journey begins from the collective vision of UGC & MHRD, university and colleges systems and different academic departments in favour of implementing online teaching learning in the education system. In the phase of covid-19, in our institute teachers and students are motivated to adopt online teaching learning platforms in fulfilling the current educational needs. Everyone either teachers or students were friendly skilled in using social media apps viz. whatsapp, facebook, twitter, instagram which turned into smooth facilitation of using online educational platforms such as Zoom, Cisco, Webex, Google meet, Microsoft teams etc. as a sign of positive transfer of learning. Also there are some useful educational apps such as Office365, Google classroom and much more userfriendly video conferencing app that were downloaded free of cost and easy to use.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organogram is an administrative diagram of college describes the decentralized structure of administration. College administration is a cooperative effort of Principal, teaching, non-teaching staff and students with the cooperation and support of all stake holders in pursuit of common objectives. It is necessary that all aspects should be organized in order to attain the desired goals. As head of the institution the principal supervises the work of teaching staff and others. The principal also looks after the then on teaching staff. Under the administration of principal various committees are formed which includes IQAC, general body, advisory committees, development cum finance committee, committee of ST/SC, Magazine, Library, Sports,

Timetable, Internal Complaint Committee etc.

Different cells are well thought out to look after students and staff complaints. The different cells are student grievance redressal cell, staff and teachers grievance redressal cell, anti-ragging cell, women cell, IT cell etc. Different societies are formed in order to maintain the discipline among the students. The main societies are students common room, alumni association etc. Another important characteristic of the organization is its stakeholders like the students, parents guardians, alumni etc.

Organogram

1- Principal

2- IQAC

3- Teaching Faculty

4- Non-Teaching Faculty

5- Various Committees - Advisory Committee, Development Committee, Finance Committee, Discipline, Library, Sports, Time Table Committee etc.

6- Various Cells- Student Grievance Redressal Cell, Staff Grievance Redressal Cell, Anti Ragging Cell etc.

7- Societies- Common Room Society, Alumni Association etc.

8- Stake Holders- Students, Parents, Guardians, Alumni, Government etc.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and

A. All of the above

Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution provides healthy working environment and there are several facilities available for the welfare of the teaching and nonteaching staff.

The faculty members are given duty leave to participate in seminars, conferences and workshops organized in other colleges and institutions to enhance their knowledge.

Various training programs are organized by various government bodies. Teaching and non-teaching staff are sent to such training programs for their welfare and skill development.

GIS, GPF, Earn leave encashment, pension, policy, festival advance for teaching and nonteaching staff.

Facility of GPF advance available for teaching and non-teaching staff.

Provision of maternity and child care leave.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1bUnRt3PxWfbJwS54Bp-bhEbGdzo6CQN1?usp=sharing
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops

and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

26

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Department of higher education has introduced API score forms as performance appraisal system and every faculty member of the institution has to submit self appraisal report annually their role in various committees and examination participation in seminars, conferences, workshops etc.

The review of the performance appraisal report is done by the competent authority of the department of higher education, M.P., Bhopal. On the basis of the performance appraisal reports, the faculty members are promoted under time scale promotion and career advancement scheme by the department of higher education.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1CUyKnyuUw6ThiJVQyEbuS7aPYDWKDC0Y?usp=sharing
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institute conduct external financial audit regularly. This time it was done by Gupta Gourav&Associates (Chartered Accountants)51- A, Piyush Nagar Awadhपुरi, Bhopal 462020. The external agency doing audit tallies expenditure and receipts, inspects blance sheet and books of prepared and discrepancy (if any) is pointed out.

Tally Account Software was purchased by the world Bank in the session 2020-21 for Rs. 30000/-. Through which the Internal auditor was appointed by the world bank for Rs. 60000/-.

The member of this audit committee go for random checking of document, service book etc.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1aym-vRTzGfo5UgMZbhleQT8fjZYvbFQf?usp=sharing
Upload any additional information	View File

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

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

3444810

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

As per staff council MOM, certificate courses and diploma courses shall be operated in 2020-21 session under Resource mobilization policy and procedures.

The following is proposed: Photocopy machine facility for

students, canteen facility for college staff and students, Sending proposal to administration for procuring budget from world bank, RUSA, and government to setup for online competitive examination, Procuring equipment for Online examinations as per purchase/procurement rules, Green/white board facility for all classrooms, Making budget available to departments for preparation for NAAC, Advertisement for laboratory technological upgrade via public participation (?? ???????), Construction of parking shade is proposed for parking, Green campus around the college to be made by NSS, building Central instrument laboratory, Wifi facility for the college, Making available conference room table extension and chairs

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1kYuw98nuk6YmoX324NCPSGBqhNZ6WnDf?usp=sharing
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Due to Covid19 , in the year 2021 there was far-reaching impact on the academic activities of higher education. For combating the challenges, under the instructions of government, the departments unitary syllabus was conducted through online mode. Through technology both students and teachers were benefitted. The teaching skills of teachers were enhanced. On the other hand, students were given conducive environment. Different departments conducted online webinar and quizzes for academic quality enhancement. Organized training for the teachers to conduct classes through Google meet, Zoom, Teach mint.

Brief description is as follows:

On 16/2/21 The department of library organized one day webinar on the topic: Pustakalayan ka rupantaran v librarian kee bhumika.

Under Vivekananda career guidance cell scheme, orientation program and online campus drive was organised in online mode in which 6 students were selected too on 2/6/21

Department of History organised a webinar on 22/3/21 and an online

panel discussion on 5/2/21.

Department of Sociology organised webinar on 23/3/21 and a national webinar on 30 & 31/7/21

Department of Mathematics organised a webinar.

Department of Home Science organised a webinar on 3/2/21

On-line quiz was organised by department of Chemistry.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1n06IWayEb7tA88C18d94Zax6c9Kmc8CT?usp=sharing
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College shifted to Kolar road based building during the academic session 2020-21 so that sufficient amenities for the activities concerning teaching learning, sports, library etc can be availed. In the new building seven smart class rooms were procured. For sports, sufficient space for Jim too was provided and seating arrangement for library was available. During the academic session, the numbers of readers were approximately 7570. Under the welfare schemes of government, 699 students of SC category and 300 students of ST category, total 999 students were distributed books free of cost. Total 965 books costing rs 424780 through RUSA were purchased. 14 journals for rs 38120 were purchased. Under the head of SC, ST total 15521 books were purchased whose total cost was 1312127. New equipment's were purchased. Installment of Tally Software with the help of world bank for audit work.

Through world Bank under MHE0IP, the chemistry department received atomic absorption spectrometer magnetic style heating metal single own balance equipment. Jim could opened for sports. Students could get online learning facilities under teaching. Blended teaching was arranged amalgamating

PPT, online teaching, smart class room etc.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1LRkhr10zDgtQUOMuk6ejf4Pbfl5IdF2I?usp=sharing
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/drive/folders/1YaMHI0R9jSIisatJ3_2kvncmTo0b37fG?usp=sharing
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity and sensitization is one of the key challenges our society has been facing. It persists even today, despite efforts. Our college also conducted various gender equity sensitization programs in order to create proper academic atmosphere. Speakers were invited to deliver speech & lectures which highlighted the role of women in society. Some of the gender equity promotion measures initiated by the college were as follows:

- The college constituted a committee for the safety & security of the girls.
- The college premises is under CCTV surveillance.
- An Onlinecounselling was organized on Youth Stress: Reasons and Remedies by Swami Vivekanand Career Guidance and Placement Cell.
- The percentage of the girl candidates was approximately 30% enrolled in the college during 2020-21.
- The college has a common room with basic required amenities.
- A Vending machine is installed in the premises and is being used presently.
- The NSS & NCC units of our college already have a separate wing for girls.
- Fee structure benefits to SC/ST Girls along with different scholarship schemes like, PratibhaKiran&GaonkiBetiYojana were provided.
- International Girl's Child Day was celebrated on 11th October 2021 by NSS unit of the college
- A Program was organized for awareness of crime against women in association with the NGO - 'Sangini on 16 January 2021

The college has been providing Counselling to Girl Candidates as per the need and requirement.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/drive/folders/1He yvxOMK3mDniVuxtPmiNzugmZi23Qgy?usp=sharing
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- Green and blue dustbins are being used in the premises.
- Solid waste material is regularly collected and taken by the Municipal Corporation, Bhopal.
- The college follows government's procedural norms for the auction of e-waste and write-off for the disposal of e-waste material like computer, printer, monitors, mouse, LAN cables, keyboards, modem, unused LED bulb/tube lights, smart plug, photocopier, scanner, intercom Instruments and their cables, Routers and their cables, calculators etc.
- Recycling of the waste like broken, tampered, worn out furniture items are repaired, painted by the college and properly maintained for the use.

The chemicals used in the laboratory of the UG/PG classes of Chemistry are diluted before disposal through proper drainage system.

- The Botany Department has tie-up of two MOUs with two private universities for the purpose of academic and research exchange programs.
- Bio/Chemical waste is collected by Nagar Nigam & is disposed off in a scientific manner.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling

A. Any 4 or all of the above

Maintenance of water bodies and distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College has been organizing various cultural, socio-economic and other diversified programs for the students from time to time. Due to the pandemic situation prevailing across, the programmes have been conducted online and offline both.

A Webinar on Atmanirbhar Bharat was organized by the Vivekanand Career Guidance and Placement Cell in association with the Aspire Academy during the session. A training programme was organized on career options for students on 29.06.21 and 30.06.21. Youth festival is an important cultural, musical, literary and fine arts event being organized every year. It is a four level competition which begins at college and culminates at state level. During the present session it was organised in December. Students participated and qualified in various categories. National Youth Day was celebrated by the Vivekanand Career Guidance Cell of the college On 12 January 2021. NSS unit of the college organized socio - cultural activities for the NSS volunteers in association with AAWAJ and UNICEF under the programme - Covid -19 and Youth.

- An essay competition was organized on 23 March 2021 on Dandi March and Mahatma Gandhi under the programme - Aazadi ka Amrit Mahotsav. The Students participated in a webinar on youth as champion for child protection on 21st October 2020 organised by UNICEF, Awaaz and NSS MP. The students participated in a webinar on Prevalence and Measures of Domestic Violence Act on 7.11.21.
- Updation of office by training on Tally Software.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Constitution Day was celebrated On 25th January 2021 as per the directions of the Higher Education Department, M.P. in online lecture was delivered by Dr. Kalpana Jambhulkar on Dr. Ambedkar. The Principal along with the faculty members and students spoke on the importance of the day and highlighted the role and making of the constitution in our country by Dr. Ambedkar and his esteemed team. Oath was also taken by the entire college.

The International Child Right day was Celebrated on 20 November 2021 by the NCC and NSS unit of the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/drive/folders/1Yo3BCdqA9-1evbQpN4Jvz_RCCZZDdvEA?usp=sharing
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

As per the instructions issued by the Department of the Higher Education the college regularly organizes programmes on the National and International Commemorative days and festivals. The students visited Shoauryasmarak to celebrate AzadikaAmritMahotsav on 12th March 2021

26 January 2020 Republic Day was celebrated along with the march past of our NCC wing units .It was good to see the presence of girls leading the march. Our Principal delivered an energetic

speech in order to create life during the havoc cratered by corona pandemic. Same celebrations were followed on 15th August 2020.

International Yoga Day was celebrated online as well as offline on 21 Jun. 2021. As our college has been customarily organizing a yoga workshop, so our students and staff are more towards fitness regime. This day was a follow up of it. 5th September 2020, Teacher's Day was celebrated with the same spirit. We wished and blessed our students for their future. On Science Day a lecture was delivered by Dr. D.C. Atre, retired Professor Dr. Hari Singh Gaur University, Sagar On the Significance of National Science Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice 1 - 2020-21

Title- Online Teaching, Learning & Evaluation

Objectives:

- To cope up with the pandemic, the institution took up the initiative to teach the students, as per govt. directives and used the online teaching platform to compensate the loss incurred during the lockdown.
- To enable students to prepare and complete their curriculum in due course of time; To prepare them to be successful in the university exams.
- The underlying the principle behind this practice was to prepare them for challenges in the difficult situation.

Context:

- 1- Faculty members as well as students were not friendly with online teaching & learning process.
- 2- Network issues were the major hurdles.
- 3- It was a big challenge for the students belonging to the economically weaker section of the society.

Practice:

In the beginning the online training programmes for the faculty were organized and they were made familiar with various apps like Google meet, Teachment, Zoom app, Google class room etc. The most preferable app was Google meet as the institute was instructed by the department of higher education, Madhya Pradesh, to choose that app and it was free of charge also.

In the next step class wise Whats App groups were made. They were instructed to download the same App & join the link provided in their respective class groups .This led to the smooth conduction of online classes. Evaluation was done via various online Quizzes, presentations for CCE prescribed in the syllabus. For Objective and subjective evaluation, question papers were shared in the corresponding whatsapp class groups & the answer sheets in the PDF form were submitted in the allotted time by the students.

Evidence of the Success:

The number of students in online classes increased comparatively. Their queries were solved. The rapport between the teacher & the taught was highly appreciable. 80% of the students appeared in this innovative mode of evaluation. The main - annual and semester examination 2020-21 was conducted on open book exam pattern with 100% result.

Problem faced:

As stated earlier, the network was the major issue faced by both the faculty & the students during online classes.

The students belonging to the weaker section found difficulty in attending the online classes. They were given opportunity to appear in traditional i.e. offline mode of exam for CCE. Many of the faculty members got infected by Covid-19 pandemic. Hence it was a great challenge to manage online classes and exams etc.

Notes:-

Besides conducting online classes some of the college teachers recorded the lectures and uploaded them on you tube.

Best Practice II - 2020-21

Title of the Practice - Philanthropic Responsibility of the Institution

Objectives:

- To provide assistance to the people affected by the Covid-19 pandemic.
- To give them financial, medical aid as well as essential items (edibles)
- To generate awareness for social responsibility among the faculty & the students.

Context:

There has been an apprehension of getting infected among those providing help & working in the field. Not only their life and future was at risk but also their family members were also under high risk.

Practice:

With the kind consent of the principal, it was decided to provide relief and support to those in need specially during lockdown period. Professors volunteered and contributed money for this noble cause. Rations & other essentials were purchased with the amount collected, packets were prepared & distributed with the help of Gurudwara volunteers, college students & ex-student also. Barricading, curfew imposed, restricted movements & transportation were some of the hurdles which came up in the way.

Evidence of the Success:

Repeatedly distributed rations to the needy brought smiles on their faces is the mark of success. This created a feeling of oneness among them. It also developed a feeling of social responsibility among students.

Problems:

Nationwide lockdown and Corona curfew in the city was itself a major problem faced by the volunteers. To Motivate the students for this worthy cause was a great challenge for the Institution during this period.

The teaching staff as well as the students of the college have pledged to extend help to the needy from time to time.

Note:

Besides this noble cause, the students of NCC & NSS unit of the college got registered themselves for corona warriors.

Blood was donated by the NSS volunteers on 1st April 2020 during Lockdown period.

They distributed masks and soaps with the aid of Collector , Bhopal and Municipal Corporation , Bhopal on 23 May 2020.

File Description	Documents
Best practices in the Institutional website	https://drive.google.com/drive/folders/16i39gpzuWVv6vuCoqLIDJn_5b1MeQT8P?usp=sharing
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college was shifted to the newly constructed building in October 2020. The new premises is spacious so all the departments of different streams are well equipped with essential amenities .Still there is much scope left for further extension which will

be accomplished with the construction of another new building .The demands of all the departments will be met out shortly . With the extension of laboratories, the need of the newly opened UG and PG courses will be fulfilled.

Our college being a research and innovation driven institute encourages students towards research and innovative practices. UG and PG students are also encouraged and given the opportunity to pursue innovative research activities. Projects are given at PG level and the students are motivated to write research papers and get them published .Since the number of teachers from different faculties are registered research guides, the college is a research centre . Besides ,being a co- education institute the college is accommodative and vigilant towards gender sensitization and amicable atmosphere.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

We at Govt. Dr. Shyama Prasad Mukherjee Science and Commerce College, Bhopal M.P. are committed to provide high quality education along with sustainable learning environment for our students. In this context we are looking forward for the completion of the under construction extension building in the campus, so that better laboratories and more smart classes can be provided for research and learning.

The college will be organizing more faculty development programs, seminars, workshops and hands on training skill enhancement of teachers and making them more tech -savvy. The faculty will also be encouraged to take up Major and Minor Research projects.

Training programs will be carried out for the non-teaching staff which will enhance their skill and work spectrum. We aim for the fully automation of the library in the coming academic year, along with the subscription of e resources, such as e books, e-journals, e-pgpathshala etc.

The college will also carry out Carbon audit, academic and administrative audit, energy audit and green audit. Work on waste management, Development of botanical Garden and more plantations

in the campus.

For the welfare of the students special trainings will be offered to prepare the students to face competitive exams and entrance tests, students will be encouraged to participate in placement related activities.

With the aim to further develop independent thinking and diverse perspectives, the institute will try to have more MoU's with other Organisations.

To enhance the sports activities and facilities in the campus the construction of sports complex is approve, also the inauguration of well-equipped Gymnasium is proposed.

The college is also planning to raise funds through Alumni to meet the needs of the poor and needy students.

With the thrust in capacity building the college is committed to take on greater academic and administrative challenges in the future with its collaborative and interactive work culture.