



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

**SADHU VASWANI AUTONOMOUS COLLEGE,
BAIRAGARH, BHOPAL**

SADHU VASWANI (AUTONOMOUS) COLLEGE NEAR PHE PUMP HOUSE, ONE
TREE HILLS, BAIRAGARH, BHOPAL MP 462030

462030

www.sadhuvaswanicollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The foundation of Sadhu Vaswani College was laid down by Sadhu Vaswani Educational Society on 2nd October 1979 with the ideas of renowned visionary and social reformer Sadhu T.L.Vaswani and blessings of Sant Shiromani Swami Hirdaram Sahib Ji. The college was peculiarly established for Girls' education which now has flourished into leading co-educational institution of higher education in sub-urban area of Bhopal, Madhya Pradesh. The college is situated 10 Km away from Bhopal surrounded by natural beauty, beautiful lake in front providing the ideal environment for learning. It is a Government aided Institution affiliated to Barkatullah University Bhopal and recognized by UGC under Section 2(f) and 12 (B) of the act. Building comprises of 31 classrooms, 2 smart classrooms, 10 well-equipped laboratories, Library, staffroom, Girls' common room, Conference Hall, Administration Block, Seminar Hall and other necessary infrastructure. Presently, there are 13 full-fledged departments, 39 teaching staff and 23 non-teaching staff members. Out of 39 teachers, 19 are Ph.D holders.

The college was accredited by NAAC with B++ grade in 2006 and reaccredited in 2nd cycle with 'A' grade in 2014. In 2015, it has been granted Autonomous status by UGC, New Delhi. DST – FIST projects have been sanctioned to the college twice.

The best practices of the college include Super 30 Scheme, Best Student Award, many scholarship schemes besides Govt. schemes and Awards given for both curricular and extra-curricular activities.

Vision

“To be value based globally recognized institution known for its focus on delivering unparalleled education ensuring excellence in academic and research activities to meet needs of community as a whole”

With this vision, the college has following aims and objectives:

- To develop innate potential and skill.
- To inculcate values which will anchor them at all their ages.
- To equip the students with confidence and dignity of labour.
- To dream and build foundations under their dreams by working hard.
- To dare to be winners.

Mission

“The aim of Education is individual development as it leads to the development of the nation. Happiness lies in giving and the best giving is that of education”. The college caters to the educational, social, cultural, and economic needs of the society. The policies and healthy practices of the college reflect the steps being taken towards fulfilling the mission. Moreover, the value based ethical behaviour of its faculty members, administrative staff and others also contributes towards the fulfilment of the mission. The college aspires to produce academically sound and responsible citizens who can contribute best in making the world a better place

for living.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- As it is the only co-educational institute in this locality, it is making significant contribution to the society by making both male and female students realize their potential and self-worth.
- The college has sincere concern about improvement as it holds regular parent-teacher meet , mentor-mentees relationship, robust feedback system. The suggestions given by the stake holders are regularly analysed and actions are taken accordingly.
- Fully equipped labs and library provide ample opportunities to the students in their teaching- learning process.
- Contribution of Committees like Discipline, Anti-ragging Cell, Women Empowerment Cell, Grievance Redressal Cell etc. provide secure environment to the students.
- Being an Autonomous College , members of Board of Studies, Academic Council and Governing Body are experienced academicians, industrialists who contribute substantially towards Quality Enhancement.
- IQAC plays its role by monitoring, augmenting and sustainability of quality of the institute.
- Eco friendly practices like Green Audit, Energy Audit , tree plantation , plastic free campus, proper waste management and cleanliness make the campus environment sustainable.
- Super 30 scheme running in the college is one of the best practices for upliftment of students.
- Various scholarship schemes other than Govt. schemes help poor students to be benefitted in their education.

Institutional Weakness

- Research work/activities being conducted in the college still need improvement.
- The number of permanent staff members needs to be increased.
- For teaching learning process, ICT based teaching needs to be enhanced.
- As the college is funded by UGC and not by the State Govt., financial resources are very limited to support the funding requirements required for expansion and upgradation.
- Placement cell has to be more active and Job- oriented.

Institutional Opportunity

- With adequate infra-structure, the institute has opportunity to start many vocational and skill-based programmes as required in NEP 2020.
- Highly qualified faculty members can prepare adequate teaching material for online mode. They can actively organize more seminars, conference and FDPs for curriculum enrichment.
- Being an Autonomous institution, it has wide scope of curriculum enrichment where the contents of the curriculum can be supplemented by project works, study tour, field work etc. Moreover, the examination system can be redesigned which is more outcome based.
- Being a NAAC accredited institution, it has ample opportunities to expand linkages with industries and

academic flexibility.

Institutional Challenge

- Sadhu Vaswani Autonomous College being situated in semi-urban area caters to large number of students who belong to marginalized sections of society and find hard to cope with their daily needs and educational expenditure.
- To pursue research activities in the college is a challenge due to lack of funding and grants.
- The implementation of a new programme is a big challenge due to delay in the permission from multiple authorities.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Executive Summary

Criteria 1: Curricular Aspects

The College was established in 1979 with the blessing of Shri Sant Hirdaram Sahibji and on the Principles of Shri Sadhu Thanwardas Lilaram Vaswani. He said, “There are many who can believe only one thing at a time. I am so made as to rejoice in many and behold the beauty of the one in many. Hence my natural affinity to many religions; in them all I see revelations of the one Spirit. And deep in my heart is conviction that I am a servant of all prophets. “These words truly reflect the socio – political atmosphere of our esteemed campus.

The College has got Autonomous Status from Session 2016-17. The College is Affiliated with Barkatullah University. The College has 05 Degree UG Programs to offer such as B.Sc., B. A, B.Com, B.B.A, B.C.A. The Institution also offers 07 PG Programs such as M.Sc. (Mathematics, Biotechnology, Computer Science, Physics, Chemistry), M. Com, MA (Hindi) & PGDCA.

The College apart from offering these regular courses also running certificate course such as Tally, Fashion designing and Personality Development. The College has extra-Curricular activities NCC and NSS. These service schemes and Organization help to build the Personality trait of Social responsibility in our Students so in Future they contribute in the development of our Indian Society and lead it to a greater height.

The College has Academic Calendar as directed by Higher Education MP Govt. The Curriculum is designed by the BOS of the concerned Department keeping in view the aspiration and needs of ever-changing time. The changes in the Curriculum are communicated to the concerned authorities and approval for same is sought before implementation. The College follows hybrid systems where for UG yearly system of evolution and for PG Semester system in place which evaluates the Students on a Continual basis.

The Institute has a Feedback mechanism where Feedback is always sought and appropriate actions are taken to Strengthen the Institution. The Institution motivates its Student to excel both in Academic and extra-Curricular Activities.

- Academic Calendar

- Curricular
- Extra-Curricular Activities

- Academic & Administrative Audit
- Value added Courses

Teaching-learning and Evaluation

Executive Summary

Criterion II –Teaching – Learning and Evaluation

The thrust of education is “Teaching - learning” necessary for knowledge societies to flourish. The college adopts the student – centric learning and experiential learning as its corner stone in academic process.

The college follows a transparent admission policy. Admission process is conducted on the basis of M.P. higher education instructions.

Average enrolment percentage of students = 20.89 % Average percentage of seats filled against reserved categories is = 80.83%

The student-full time teacher ratio in the recent year is 36:1 (about 1265 students and 35 teachers)

For the enhancement of their knowledge the library has rich collection of books, for the students. The ratio of student to mentor for academic and other related issues is 1:43.62 (29:1265)

The college prepares the academic calendar every year, to covers the annual programs, date of examinations (internal assessments, practical, theory), seminars, conferences, guest lectures, parents’ teacher meet, extracurricular activities. etc.

Average percentage of full-time teacher against sectioned post during last five years is 80.38%. In order to maintain the standard and quality of the teaching, institute refrains well qualified faculty members. Out of 35 faculty members there are 19 Ph.D. and remaining having post graduate degree with required experience of teaching and research.

Average teaching experience of full-time teachers in the same institute is 16.6 years.

Average number of days from the last semester -end / year-end examination on till the declaration of result during the last five years is 25.16.

The IT integration has modernized the entire examination process and has speeded up the functionary mechanism.

Admission – student registration Enrolment generation

Internal assessment Exam form generation Roll No. generation

Information regarding practical & Theory examination. Result processing

Result Publishing

Report card / Marksheet generation Promotion etc. are the on-line processes.

Attainment of the program specific outcome is measured by the taking aggregate result of all courses in a given program of an individual student and then the average performance of all the student in a given program me. In the current year 2020-21, the pass percentage of student is 100%

Research, Innovations and Extension

Executive Summary

Criterion III –Research, Innovations and Extension

Sadhu Vaswani Autonomous College, Bairagarh, Bhopal fosters and facilitates quality research. Excellent research infrastructure has been created, both through Government sources such as DST-FIST, UGC New Delhi, DBT, MPCST etc., and through self-funding of Institution. Institution has recognized research center of Barkatullah University, Bhopal in the Chemistry and Commerce department besides this faculty members of Management, Zoology, Botany, Biotechnology, Computer Science and Physics are recognized as research supervisors. More than 30 students are awarded Ph. D since 2015.

To strengthen the research facilities in the college DST, New Delhi has sanctioned the amount of Rs. 95 lakh to PG Departments of Science Faculty. Apart from this faculty members have already completed two minor research projects sanctioned by UGC-CRO, one minor research project sanctioned by MPCST, Bhopal, one major research project sanctioned by UGC, New Delhi and one DBT, New Delhi sanctioned major research project.

Research papers are published by Faculty and research scholars across varied National and International peer reviewed Journals, Journals listed in UGC-CARE list, Scopus, Web of Science etc. Over 100 research papers in reputed national and international journals are published post accreditation. The college has organized lectures for skill development, National workshop, State level Conference, National level webinars and online training programme.

In order to provide assistance and support to the students linkages (MOU/ Agreements) with various organizations have been established. Field visits and industrial trips are organized to bridge the gap between theoretical and practical application of knowledge.

NSS, NCC Units and health & hygiene committee are actively carrying out extension activities in the neighborhood community; this includes activities ranging from tree plantation, swacchta abhiyan, blood donation camps, AIDS awareness, health awareness, etc.

Infrastructure and Learning Resources

Executive Summary

Criterion IV –Infrastructure and Learning Resources

The management has developed a campus of 13489.51 sq. meter area with tree plantation for providing modern educational facilities to students. Separate girl's hostel, has been constructed on the campus with the capacity to accommodate 66 girl students. The college has 14 laboratories, 28 classrooms, 02 smart classrooms, 01 seminar hall (seating capacity of 100 persons), Auditorium hall (seating capacity of 300 persons), 01 spacious Central library, 01 open auditorium, 01 conference hall, and a network resource centre. In addition, there is separate space for the administrative office, NSS room, NCC room, examination control room, girl's common room, ramp for disabled and toilets. As per incremental construction plan, autonomous separate block work is in progress. The Institution has adequate sports and cultural facilities like basketball court, volleyball court and badminton court. In addition, there are indoor games like table tennis and chess too. The cultural activities gathering and extracurricular activities are carried out in an auditorium and seminar hall. The college has well equipped laboratories in the departments of Botany, Chemistry, Computer, Physics and Zoology.

The library, automated with – Soul 2.0 software, the college library has enough number of text books, reference books and research journals (reference books-1612, textbooks-19760, journals-32, e-journals- 6000+, e-books-199500+, newspapers- 12, and other competitive books and motivational books- 418). It has a reading room also.

A Policy for maintaining and utilizing physical, academic and support facilities is in place and AMC is in force with service providers for maintaining such facilities on the campus. The Management of the college makes sufficient financial outlay for infrastructure development and enhancement of ICT and internet facility from time-to-time.

Student Support and Progression

Executive Summary

Criterion V –Student Support and Progression

The College provides various Financial, Academic Facilities, Cultural and Sports Activities for student's support for further progression.

◦ **Financial Support**

- Institution prominently concerned about scholarships for the meritorious and deserving students through Government, Non-Government Schemes and Institutional concessions.
- 2037 of the students around 37.7% have benefitted during the last five years through Government scholarships of Rs.1,67,56,888 amount has been sanctioned from Government scheme to college students.
- 3 NGOs financial supported to 94 students.
- **Extended Academic Support**

- The institution promotes capacity development and skill enhancement, facilitates vertical mobility, Career Counselling and Guidance, Placement assistance and coaching for competitive exams.

1961 students benefitted through soft skills and Communication Language, Life skills (Yoga, Physical fitness, Health & Hygiene) activities organized.

- Students benefitted through guidance for competitive examinations and 1818 students under career counseling by experts. College has provided free coaching under Super 30 Scheme facility to meritorious students for competitive examinations.
- After graduation 118 students pursuing higher education in admitted to renowned higher education institutes like IIM,NET etc in India. Many students were placed in different companies and industries

Facility Student Support Mechanism

- Institute has formed redressed of student grievances including sexual harassment and ragging committee under the guidance of UGC and time to time committee organised meetings minutes and awareness program.
- **Sports & Cultural Activities and Achievements**
 - Pass out 11 students cleared prestigious competitive examination in different central and state government sector. In session 2016 to 2021 students achieved medal and awards in national and state level.
 - Students are encouraged and supported with facilities to actively participate in intra and intercollegiate/ regional/national sports competitions and cultural activities.in last five years college organized 73 activities in cultural and sports activities for the students progression in different areas.
 - Institute organized District level Volleyball competition to promote sports activity every year.
 - Active student participation through student council and their involvement through various committees and cells and conduction of student centric activities.
 - The Sadhu Vaswani College Old Student Association has registered and The College often engages with alumni via alumni meets, BOS, IQAC meetings, alumni mentors/career counseling of students.

Governance, Leadership and Management

Executive Summary

Criterion VI –Governance Leadership And Management

A move into e-governance greatly increased the organizational efficiency of the institution. To lead the institution smoothly on the path of progress, the college has a democratic and de-centralized governance structure. The institution has a well defined Vision and Mission which form the guiding Principles based on which the Strategic Plan is drafted and implemented. All the management members are dedicated to vision and mission of the institute, having a generous approach towards the activities of the college. The basic premises for the perspective plans of the college are propagating social justice; building employment and entrepreneurial competencies; mentoring with special care for the low achievers; sustaining the quality and diversity and fostering national integration and environmental consciousness.

The management assures all welfare measures meant for teaching and non-teaching staff of the college in the form of self-appraisal forms and confidential reports. It also supports teaching staff for updating their knowledge and skills by encouraging and funding them for attending conferences seminars and workshops. The parent institution itself organises professional development workshops for its employees. E-governance system

is there in the areas of operation like admission, administration, Autonomous examination cell and Finance of the college. The college receives funds from UGC, DBT, DST-FIST, government and non-government bodies under various schemes.

The Internal Quality Assurance Cell (IQAC) looks into every aspect of the functioning of the institution and it strives to implement Quality initiatives. The IQAC meets on a regular basis to chart out plan of action for academic year. With a view to sustain quality, The IQAC arranges programs for the faculties to improve their leadership quality. The college management understands the importance of non-teaching and supportive staff who are the spike in the wheel and for whom training programmes and motivational sessions are organized on a regular basis. The college has well laid out policies which help in smooth and efficient administration. The finances of the college are managed through the budgets drawn at the beginning of every academic year and a continuous internal audit is carried out for internal checks.

Institutional Values and Best Practices

Executive Summary

Criterion VII –**Institutional Values And Best Practices**

The institution's main goal is to deliver a value-based education that focuses on holistic development of its students. Our college emphasis on ““A true search for knowledge in the service and growth of the world; supporting the dignity, uniqueness and ability of each individual; and the enhancement of human harmony, according to the proclamation between humankind and the natural environment.”

Sadhu Vaswani (Autonomous) college organizes Gender Sensitization programmes, workshops and orientation to promote gender awareness and sensitivity. Our institution strictly observes “Go Green Drive” and is continuously engaged for making campus eco-friendly. Our college conduct Green audit, energy audit and environmental audit. We have lush Botanical Garden and tagging on plants too. The college also emphasis a use of LED bulbs for fulfilling energy conservation measures. Use of plastic is strictly banned. College has vast landscaping with trees and plants that provide scenic beauty to the ambience and also neutralize carbon in and around the college.

Several activities are being conducted related to inculcation of values and ethics and sensitization to the constitutional obligations as Swachhata Rally, Blood Donation Camp, and Cleanliness Drive, Tree plantation activity, war for Purity and Vijay Diwas Celebration, International Yoga Day etc.

College conduct Women Empowerment Programme fostering social awareness every year. Our students have shown commendable track record in sports and NCC.

Various committees have been constituted to address different issues in the institution related to security, anti-ragging, harassment in order to have better governance and quicker redressal.

College runs “Super 30” scheme to promote and support intelligent students to achieve academic excellence and carrier opportunities for that separate classes are organized for the group of students. Under this scheme Super 30 committee selects 30 meritorious students every year from all UG courses. Super 30 mainly focus on preparation of government jobs like civil services, SSC and banking.

Sadhu Vaswani (Autonomous) college also manage poor fund to help poor and marginalized students to continue their studies without any hindrance. The main goal of poor fund is to provide financial assistance to the students.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SADHU VASWANI AUTONOMOUS COLLEGE, BAIRAGARH, BHOPAL
Address	Sadhu Vaswani (Autonomous) College Near PHE Pump House, One tree Hills, Bairagarh, Bhopal MP 462030
City	Bhopal
State	Madhya Pradesh
Pin	462030
Website	www.sadhuvaswanicollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	A.k.singh	0755-4244186	9827512295	0755-424418 6	anilksingh065@g mail.com
IQAC / CIQA coordinator	Madhulika Singh	0755-4244797	8989660824	0755-424418 6	madhulikasingh42 @gmail.com

Status of the Institution	
Institution Status	Private and Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of Establishment, Prior to the Grant of 'Autonomy'	01-10-1979			
Date of grant of 'Autonomy' to the College by UGC	29-07-2015			
University to which the college is affiliated				
State	University name		Document	
Madhya Pradesh	Barkatullah University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	25-09-1992		View Document	
12B of UGC	25-09-1992		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Sadhu Vaswani (Autonomous) College Near PHE Pump House, One tree Hills, Bairagarh, Bhopal MP 462030	Semi-urban	4.56	145147.2

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	12th - BIOLOGY GROUP 12th - COMMERCIAL 12th - MATHS GROUP	English,Hindi	60	0
UG	BCom,Commerce	36	12th - BIOLOGY GROUP 12th - COMMERCIAL 12th - MATHS GROUP 12th - PROFESSIONAL COURSE ITI (12th equivalent)	English,Hindi	360	199
UG	BCom,Commerce	36	12th - BIOLOGY GROUP 12th - COMMERCIAL 12th - MATHS GROUP 12th - PROFESSIONAL COURSE ITI (12th equivalent)	English,Hindi	1500	423
UG	BCA,Computer Science And Applications	36	12th - AGRICULTURE 12th - ARTS / HUMANITIES 12th - BIOLOGY	English,Hindi	180	26

			GROUP 12th - COMMERC E 12th - MATHS GROUP 12th - PROF ESSIONAL COURSE as per concerning university -with mathematics as one subject in twelfth			
UG	BBA,Manag ement	36	12th - AGRI CULTURE 12th - ARTS / HUMANIT IES 12th - BIOLOGY GROUP 12th - COMMERC E 12th - HOME SCIENCE 12th - MATHS GROUP 12th - PROF ESSIONAL COURSE	English,Hind i	180	87
UG	BA,Arts	36	12th - MATHS GROUP ITI (12th equivalent)	English,Hind i	30	0
UG	BA,Arts	36	12th - AGRI CULTURE 12th - ARTS / HUMANIT IES 12th - BIOLOGY	English,Hind i	150	70

			<p>GROUP 12th - COMMERC E 12th - HOME SCIENCE 12th - MATHS GROUP 12th - MEDICAL LABORAT ORY TECH NOLOGY (MLT) 12th - PROFESSI ONAL COURSE ITI (12th</p>			
UG	BA,Arts	36	<p>12th - AGRI CULTURE 12th - ARTS / HUMANIT IES 12th - BIOLOGY GROUP 12th - COMMERC E 12th - HOME SCIENCE 12th - MATHS GROUP 12th - MEDICAL LABORAT ORY TECH NOLOGY (MLT) 12th - PROFESSI ONAL COURSE ITI (12th</p>	English,Hind i	150	17
UG	BA,Arts	36	<p>12th - AGRI CULTURE 12th - ARTS</p>	English,Hind i	150	59

			/ HUMANIT IES 12th - BIOLOGY GROUP 12th - COMMERC E 12th - HOME SCIENCE 12th - MATHS GROUP 12th - MEDICAL LABORAT ORY TECH NOLOGY (MLT) 12th - PROFESSI ONAL COURSE ITI (12th			
UG	BA,Arts	36	12th - MATHS GROUP ITI (12th equivalent)	English,Hind i	30	0
UG	BA,Arts	36	12th - AGRI CULTURE 12th - ARTS / HUMANIT IES 12th - BIOLOGY GROUP 12th - COMMERC E 12th - HOME SCIENCE 12th - MATHS GROUP 12th - MEDICAL LABORAT ORY TECH NOLOGY	English,Hind i	150	33

			(MLT) 12th - PROFESSI ONAL COURSE ITI (12th			
UG	BA,Arts	36	12th - AGRI CULTURE 12th - ARTS / HUMANIT IES 12th - BIOLOGY GROUP 12th - COMMERC E 12th - HOME SCIENCE 12th - MATHS GROUP 12th - MEDICAL LABORAT ORY TECH NOLOGY (MLT) 12th - PROFESSI ONAL COURSE ITI (12th	English,Hind i	150	59
UG	BSc,Science	36	12th - BIOLOGY GROUP	English,Hind i	30	0
UG	BSc,Science	36	12th - BIOLOGY GROUP	English,Hind i	150	18
UG	BSc,Science	36	12th - BIOLOGY GROUP	English,Hind i	150	18
UG	BSc,Science	36	12th - BIOLOGY GROUP	English,Hind i	90	18
UG	BSc,Science	36	12th - BIOLOGY	English,Hind i	300	23

			GROUP 12th - MATHS GROUP			
UG	BSc,Science	36	12th - MATHS GROUP ITI (12th equivalent)	English,Hind i	150	22
UG	BSc,Science	36	12th - AGRI CULTURE 12th - BIOLOGY GROUP 12th - PROF ESSIONAL COURSE	English,Hind i	90	18
UG	BSc,Science	36	2th - AGRIC ULTURE 12th - BIOLOGY GROUP	English,Hind i	90	1
UG	BSc,Science	36	12th - MATHS GROUP ITI (12th equivalent)	English,Hind i	90	21
UG	BSc,Science	36	12th - MATHS GROUP ITI (12th equivalent)	English,Hind i	150	22
UG	BSc,Science	36	12th - MATHS GROUP ITI (12th equivalent)	English,Hind i	90	0
PG	MSc,Botany And Biotech nology	24	Eligibility as per concerned University. One of the subjects Bota	English	50	25

			ny/Zoology/ Chemistry/B iotech/Micro biology subject is required in UG.			
PG	MCom,Com merce	24	U.G. - B.B.A. U.G. - B.B.A. (Hons.) U.G. - B.Com. U.G. - B.Com. (Hons.) U.G. - B.Com. B.Ed	English,Hind i	480	28
PG	MSc,Comput er Science And Applications	24	Eligibility as per concerned University. One of the sub. Physics/ Mathematics /Electronics/ Com. Scienc e/Applicatio n subject is required in UG U.G. - B.C.A. U.G. - B.Sc. (Bio Group) U.G. - B.Sc. (Hons.)	English	50	7
PG	MSc,Chemis try	24	Chemistry as one subject required in B.Sc. Chemistry should be one subject in B.Sc. Chemistry subject is required in	English	50	15

			UG.			
PG	MA,Hindi	24	UG BA BSc BCom	Hindi	50	23
PG	MSc,Physics	24	Eligibility as per concerned University. Physics should be one subject in B.Sc. Physics subject is required in UG.	English	50	4
PG	MSc,Mathematics	24	Eligibility as per concerned University. Mathematics subject is required in UG.	English	50	7
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science And Applications	12	UG BA BSc BCOM BBA BCA	English,Hindi	30	0
Doctoral (Ph.D)	PhD or DPhil,Commerce	60	M.COM	English	8	2
Doctoral (Ph.D)	PhD or DPhil,Chemistry	60	M.Sc. Chemistry	English	16	0
Doctoral (Ph.D)	PhD or DPhil,Mathematics	60	M.Sc Mathematics	English	4	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	9				0				0			
Recruited	4	5	0	9	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				26			
Recruited	0	0	0	0	0	0	0	0	7	19	0	26
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				5
Recruited	4	1	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	4	5	0	9
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	6	2	0	8
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	4	5	0	0	0	0	3	4	0	16
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	1	2	0	3
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	3	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	9	0	12
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	800	3	0	0	803
	Female	332	1	0	0	333
	Others	0	0	0	0	0
PG	Male	55	0	0	0	55
	Female	54	0	0	0	54
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	1	0	0	0	1
	Female	19	0	0	0	19
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	83	32	34	25
	Female	46	14	25	18
	Others	0	0	0	0
ST	Male	34	16	1	22
	Female	11	9	2	5
	Others	0	0	0	0
OBC	Male	274	120	131	99
	Female	163	39	48	40
	Others	0	0	0	0
General	Male	381	518	505	597
	Female	175	229	173	232
	Others	0	0	0	0
Others	Male	1	0	2	0
	Female	0	0	1	0
	Others	0	0	0	0
Total		1168	977	922	1038

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Arts	View Document
Botany And Biotechnology	View Document
Chemistry	View Document
Commerce	View Document
Computer Science And Applications	View Document
Hindi	View Document
Management	View Document
Mathematics	View Document
Physics	View Document
Science	View Document

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>Sadhu Vaswani College was established in 1979 in the name of Sadhu T.L. Vaswani who was a renowned visionary and social reformer, with the vision “To be a value based recognised institution known for its focus on delivering unparalleled education ensuring excellence in academic and research activities to meet the need of community as a whole”. Keeping this in mind it is a multi disciplinary institute offering education in all streams like Arts, Commerce, science, Management and Computer Science. Besides choosing the usual combinations of a particular UG program, there is a compulsory subject of Foundation Course with Hindi& English as one of its paper in each stream. The students have to compulsorily study the subject with the minimum of passing marks prescribed for each paper. Moreover from 2021-2022 session, the students of BA programme can opt Mathematics as one of their compulsory subjects. Following is the list of programs offered by the college: A. B.A. 1. Group of any 3 elective subjects mentioned below : • Hindi Literature/English Literature • Political Science • Mathematics • Economics • Sociology • Computer Applications 2. Foundation Course- compulsory subject B. B.Sc. 1. Various combinations available: • Chemistry, Botany, Zoology •</p>
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	<p>Chemistry, Botany, Microbiology • Chemistry, Botany, Biotechnology • Chemistry, Zoology, Biotechnology • Chemistry, Industrial Chemistry, Zoology • Chemistry, Zoology, Clinical Nutrition & Dietetics •</p> <p>Physics, Chemistry, Mathematics •</p> <p>Physics, Electronics, Mathematics • Physics, Computer Science, Mathematics •</p> <p>Chemistry, Industrial Chemistry, Mathematics •</p> <p>Chemistry, Industrial Chemistry, Physics 2.</p> <p>Foundation Course- compulsory subject C. B.Com. 1. Combinations available • Accounting, Business Management, Applied Economics • Accounting, Business Management, Computer Applications 2.</p> <p>Foundation Course- compulsory subject D. BCA- All Compulsory Subjects E. BBA- All Compulsory Subjects F. PG courses • M.A. Hindi • M.Com. • M.Sc. (Physics/Chemistry/Biotechnology/Mathematics/Computer Science) • PGDCA G. Ph.D. •</p> <p>Chemistry • Commerce The institution has started CBCS system from 2021- 22 session and under NEP, students are encouraged to do field work in Community Engagement. Environmental Education is being taught as one paper in Foundation Course. The research scholars are already pursuing research in multidisciplinary approach. Students pursuing research in one subject uses inputs from other subject to make it more fruitful. As regards good practice, students of BA programme have been given a choice of Computer Application /Mathematics as one of the subjects. Students of Commerce can choose Economics /Computer Application as one of their subjects.</p>
2. Academic bank of credits (ABC):	<p>As the college adopted NEP from 2021-22 session for the first-year classes of each faculty as per guidelines of Higher Education Department, MP Government and accordingly adopted CBCS system, it will apply for registration under the ABC soon. Similarly, the institution has started signing MOU for collaboration with joint project works and study programs etc. • Under Autonomous status the faculties are encouraged to focus on job-oriented curricula which to some extent has been adopted from the current academic year 2021-22. • Regarding good practice of this institution, the institution has already adopted CBCS system from the session so that it can go for ABC.</p>

3. Skill development:	<p>Though in previous years also, the college has focused on skill-based certificate programs like Web Designing, Tally Accounting, Fashion Designing etc. but from the academic year 2021-22, students have to opt for vocational subjects compulsorily under NEP in all the faculties. For this, the institute has given choices like Nutrition and Dietetics, Digital Marketing, Accounting and Taxation with GST, Web Designing, Personality Development etc. to the students. Regarding value-based education, the institution puts its best efforts through many programs like Orientation Programmes, Webinars and Celebration of Independence Day, Republic Day etc. As the college has made Vocational Course a compulsory paper under NEP, the structure designed is: Theory – 2 Credits Practical – 2 Credits Total - 4 Credits Thus, equal weightage has been given to practical aspects of the subject.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<ul style="list-style-type: none"> • As the institute is in Madhya Pradesh with Hindi language as spoken language, all the subjects are taught both in Hindi and English medium. For this, faculties are already prepared for bilingual mode in both offline and online classes. • To promote Indian Language, Ancient Traditional Knowledge, Indian Culture and traditions the colleges already adopted teaching regarding this pertaining to each subject from 1st year classes, i.e., 2021-22 under NEP scheme. • As regards good practice, as already mentioned, the curriculum in many subjects includes small portion related to Ancient History of that subject in the first unit so that the students become well-versed with the subject deeply.
5. Focus on Outcome based education (OBE):	<ul style="list-style-type: none"> • As the overall aim of Institute is overall development of students, under NEP, the college has introduced curriculum enrichment in many subjects through various modes so that the students after leaving the institute are well prepared with theory as well as practical aspects of each subject. • As regards good practice, in many subjects besides teaching in traditional modes, enrichment has been started through videos, online sites available for the subject, lab visits, field work etc.
6. Distance education/online education:	<ul style="list-style-type: none"> • The college is trying its best to impart vocational training to the students effectively by inviting the concerned faculties in the institute itself, by visiting the respecting centres and through online learning

wherever possible. • For online education, arrangements have been made in all the subjects by setting up computers, internet connections and other facilities needed. • As NEP 2020 has been adopted from the current academic session, teaching continued in all the classes through online mode during the pandemic period. More efforts are being done to make it effective in the future time.

NAAC

Extended Profile

1 Program

1.1

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
20	20	20	20	20
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of departments offering academic programmes

Response: 13

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1265	1168	977	922	1038
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
355	193	314	210	279
File Description		Document		
Institutional data in prescribed format		View Document		

2.3**Number of students appeared in the examination conducted by the Institution, year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1186	990	774	792	811
File Description		Document		
Institutional data in prescribed format		View Document		

2.4**Number of revaluation applications year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3 Teachers**3.1****Number of courses in all programs year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
384	384	426	346	178
File Description		Document		
Institutional data in prescribed format		View Document		

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

2020-21	2019-20	2018-19	2017-18	2016-17
35	38	40	40	40
File Description		Document		
Institutional data in prescribed format		View Document		

3.3

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
48	48	48	48	48
File Description		Document		
Institutional data in prescribed format		View Document		

4 Institution**4.1****Number of eligible applications received for admissions to all the programs year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
469	635	445	288	437
File Description		Document		
Institutional data in prescribed format		View Document		

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

2020-21	2019-20	2018-19	2017-18	2016-17
234	317	222	143	218
File Description		Document		
Institutional data in prescribed format		View Document		

4.3**Total number of classrooms and seminar halls****Response: 40****4.4****Total number of computers in the campus for academic purpose****Response: 57**

4.5

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

2020-21	2019-20	2018-19	2017-18	2016-17
59.44	58.22	107.7	76.14	61.42

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the Institution.

Response:

Sadhu Vaswani Autonomous College is an 'A' Grade NAAC accredited college affiliated to Barkatullah University, Bhopal. Presently it runs five programmes at UG and seven programmes at PG level and Four certificate courses. Moreover, the college is a recognized centre for Ph.D. research work. The primary objective of the Institute is to produce generations who besides attaining higher education goals turnout to be patriotic, eco-friendly with wholesome values and ethics. The local, national and global needs are given due care while deciding the programmes to be offered. The College has meticulously drawn the programme outcomes (POs) in general and programme specific outcomes (PSOs) in specific for each program offered.

At department level Board of Studies and at the institution level Academic Council with domain experts from university, industry, alumni, student representatives formulate the syllabi for all disciplines. Stakeholders' feedback helps in updating curricula.

The college prepares the academic calendar which consists of curricular, co-curricular and extracurricular activities for effective implementation and delivery of curriculum in each academic year. Accordingly, the academic departments develop the action plans for each academic year. The details of the stages are as follows:

- Meetings at Departmental level: Regular Departmental meetings not only play an important role in planning the curriculum delivery but have also provide a platform to discuss the course contents, difficulties faced in delivering the content, finalizing the quality objectives and preparing of the assessment methods.
- Preparation of Academic Calendars: Departmental academic calendars have helped the departments to plan and implement the departmental activities. Each department has its academic calendar, which is prepared and synchronizes with the institutional academic calendar.
- Assessment of workload: The tentative workload for the academic year is planned.
- Syllabus Distribution: Based on the workload and discussions held in the departmental meetings, syllabus distributed as per classes and papers for teaching. Based on the teaching experience of the teacher, the classes/papers are also interchanged intermittently.
- Time Table: The timetable is finalized at the institutional and departmental level. The stream wise timetable committee designs the timetable for arts, commerce, and science stream. The Heads of the respective departments finalize the departmental time-table in consultation with their colleagues.
- Teaching Plan and its implementation: The faculty members prepare the teaching plan, and the concerned Head of the Department checks the plan. The teaching plan not only helps the teacher to plan the curriculum delivery in time but also reflects the use of innovative teaching methods such

as ICT, participative and experiential teaching, etc.

The implementation of the teaching plan is supervised periodically, and the heads of departments guide the faculties if there are difficulties and requirements in carrying out the teaching plan. This practice creates a pleasant atmosphere in the departments.

- Feedback System and Academic Audit: The college monitors the overall process through the collection of feedback from students and conducting regular Academic Audits by the external peers.
- Announcements through website and WhatsApp groups.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Percentage of Programmes where syllabus revision was carried out during the last five years.

Response: 66.67

1.1.2.1 Number of all Programmes offered by the institution during the last five years.

Response: 12

1.1.2.2 How many Programmes were revised out of total number of Programmes offered during the last five years

Response: 08

File Description	Document
Minutes of relevant Academic Council/BOS meeting	View Document
Details of program syllabus revision in last 5 years(Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.3 Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years

Response: 69.3

1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-

wise during the last five years..

2020-21	2019-20	2018-19	2017-18	2016-17
285	285	283	226	118

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Average percentage of courses having focus on employability/ entrepreneurship(Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.

Response: 5

1.2.1.1 How many new courses are introduced within the last five years

Response: 01

1.2.1.2 Number of courses offered by the institution across all programmes during the last five years.

Response: 20

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS) / elective course system has been implemented (Data for the latest completed academic year).**Response:** 0**1.2.2.1 Number of Programmes in which CBCS / Elective course system implemented.**

Response: 00

File Description	Document
Institutional data in prescribed format	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

College are in tune with the expectations of the society and they reflect the commitment of the institution towards the holistic development of every student. Hence, the curricula developed not only lays emphasis on knowledge acquisition and professional skill development to meet the imperatives of growth and to improve career prospects of the students but also on values that orient the students to become committed and competent future citizens. Thus, the college strives to create enlightened citizens who can cherish human values, promote gender equity and women empowerment, adhere to ethical practices, support and advocate environmental conservation and sustainable development. Women entrepreneurship, women in sports and games and feminist epistemology to create awareness on gender issues and gender inequality. Some courses especially deal with gender equality, social justice, women's rights and social, cultural and legal aspects of gender and the process of women empowerment. In addition, the role of science and technology in empowering women. Environment and Sustainability A course on "Environmental Studies" is offered to all UG students to develop the sense of awareness on environment conservation and issues related to environment. Science programmes offer a number of courses to create general awareness and to make the students conceptualize the importance of environmental concerns. Such courses focus on the functions of ecosystems, sustainable agricultural practices, sustainable energy sources and energy conservation, bio-security measures and green manures, and the measures to protect Earth from different types of pollution. Human Values College strongly believes in ingraining human values among students. Many courses that deal with ethics, human values, human rights and gender discrimination to tone the students with strong moral compass and to instil the values of democratic decentralization and participatory democracy, to promote the values of social and economic equality to help the students develop attitudes, behaviours and personality in accordance with the expected social norms and values, to nurture human values of courage, integrity, charity, compassion for others and group cohesion, to make students understand the ideals of freedom, equal rights, liberty, social justice and human dignity are offered. Industrial microbiology covers the aspect of fermentation technology, beverages production Instrumentation, techniques of instruments, drug designing, antibacterial test, antibiotic and vaccine production. It explains the activities of enzymes, food adulteration, dairy and agricultural microbiology. Determination of water quality. Students of this field have job scope in Drug industries, Fermentation Industries, Pathology Laboratories, Alcohol Production (beverages industries), Waste water treatment,

Plant Tissue Culture Labs, Mushroom Production. College Students explore their knowledge in the field of Biochemistry, Molecular Biotechnology Recombinant DNA Technology, Gene Therapy, Gene Sequencing, Food Technology, Drug Designing Environmental Technology, Plant Tissue Culture, Stem Cell Therapy Bio processing, Tools of Bioinformatics and Biostatistics Immunology, Enzyme Technology Techniques of Instrumentation, Cell biology, Biochemistry, and Fermentation Technology. Scope of Biotechnology Students are doing Visit and getting jobs in many Central Research Institutes like IISSR Kolkata, IISSR Lucknow, CSIR Lucknow and Synergy Biotech. Bangalore. Many students have got appointment in School and College Teaching.

File Description	Document
Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.2 Number of value-added courses for imparting transferable and life skills offered during last five years.

Response: 16

1.3.2.1 How many new value-added courses are added within the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	3	1

File Description	Document
List of value added courses (Data Template)	View Document
Brochure or any other document relating to value added courses	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.3 Average Percentage of students enrolled in the courses under 1.3.2 above.

Response: 6

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

2020-21	2019-20	2018-19	2017-18	2016-17
196	45	65	37	0

File Description	Document
List of students enrolled	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.4 Percentage of students undertaking field projects/ internships / student projects (Data for the latest completed academic year)**Response:** 1.9**1.3.4.1 Number of students undertaking field projects / internships / student projects****Response:** 24

File Description	Document
List of programs and number of students undertaking field projects / internships / student projects (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.4 Feedback System**1.4.1 Structured feedback for design and review of syllabus – semester-wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni****Response:** B. Any 3 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management	View Document
Link for Additional Information	View Document
URL for stakeholder feedback report	View Document

1.4.2 The feedback system of the Institution comprises of the following :

Response: B. Feedback collected, analysed and action taken

File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document
Link for Additional Information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 20.94

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

2020-21	2019-20	2018-19	2017-18	2016-17
1265	1168	977	922	1038

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5130	5130	5130	5130	5130

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 49.24

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

2020-21	2019-20	2018-19	2017-18	2016-17
135	203	84	55	105

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.2 Catering to Student Diversity

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

Response:

Response: -

Student with various degrees of learning capabilities and background coverage in the college. Therefore, the level of challenge faced by them is also different. The college takes various measures to enhance the overall academic performance of the student. It shows keen interest in incorporating various measures to promote active classroom participation, including enriching curricular and learning.

In this direction, this college undertakes two proactive exercises, on a regular and continuous basis.

1. Identification and classification of student into advance (aggregate 75% and above) and slow learners (below 50%) based on their performance in various components. This is done in the following ways

less advanced (between 50% to 75%) and slow learners (below 50%) based on their performance in various components. This is done in the following ways

- Analyzing the entry level marks (std XII Board examination) of student
- Observation and assessing the participation of student in regular classes, assignments and presentation.
- Evaluating the performance of students in Internal Tests (CCE) – Continuous Comprehensive Evaluation and examination organizing various activities and exercises to raise the attainment level of student.

• **Following measures are implemented to enhance the intellect of all student-**

- Orientation program organized by the college at the beginning of every academic year to develop a better learning environment.
- The college endorses mentoring system where faculties help student with their personal and academic challenge. (CCE) continuous Internal Assessment, class test, seminar etc.
- The college ensures Interactive teaching-learning Process through group discussion, audio-visual aids, e-content etc.

B – Measure in force for advanced learners.

- The institution force guidance to student for various competitive examinations higher studies and corporate readiness under super 30 scheme.
- Student are encouraged to interact with each other which helps to develop their personality for their success and presentation on national and international level.

C. Measure enforce for Slow Learners

. The College organizes Parent – Teacher meeting to communicate performance and attendance of students to parents regularly

. Student are encouraged and motivated by the faculty members to enhanced their skills and capability of learning

Super 30 Scheme for Advanced Learners

Super 30 is an educational program which is started in Academic Year 2019. Under this scheme, for advanced learners, 30 meritorious students from all UG 1st Year will be selected. The main aim of program is to promote students who, could not afford coaching fees and lived in remote areas for the preparation of Government jobs such as Civil services, SSC & Banking Services.

The Following Facilities Provided to the students

- Provide study material
- Library with internet facility
- Provide time to time information about government vacancy.
- Practice Session
- Weekly Test
- MOU with other Institutes.

Selection Procedure: - For Super 30

Following Procedure adopted by college for Super 30 students' selection: -

Students must have qualified with more than 70% in 12 examinations.

1. Students appeared in UG 1st Year eligible for "Super 30"

Procedure for Selection: -

1. Entrance test
2. Shortlist on the basis of merit list
3. Personal interview

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 36:1

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3 Teaching- Learning Process

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

Response:

Student centric activities in the college are foster, encourage and enthuse students to become motivated, confident, proactive, participative, gain hands on experience and have their latent skills. While lecture method is extensively used to explicate the topic. Student centric activities are adopted through certain activities like, science practical, co-curricular activities, certificate course, internships. Besides this, there are other exercises like quiz, poster preparation, group discussion and class room teaching etc. to introduce them to participative learning. Another component a provide a wide scope for students to exhibit their skill/ innovative ideas through assignment, power-Point presentation, gender or environmental issues. Internship focus on students towards research and innovation. Co- curricular activities which include NSS, NCC enhance their interest towards social responsibility and create feeling of love towards country. Experiential learning with cultural activities- one week competition in music, dance, essay writing, rangoli, mehndi, hairs styling, salad decoration helps students exhibits their creative talent. Sports, trains the students in different physical activities and make them healthy. During fashion show students learns how to Ramp walk open new avenues of creativity among student. Students learns how to compere programs and catch the technique of anchoring and event management. Certificate course Tally, Fashion designing lead towards the entrepreneurship and Employability. Internship / Project work initiates research Orientation in Student. All Post graduate departments have Internship in their Curriculum

Method	Various Technique used	Activities & Department
Experiential Techniques	learning Group assignments and Project- Student across programs are assigned group project, to enhanced their various technical and soft Skills, they encouraged to apply concepts learned in class room	Presentation, Assignment, Proj All Departments
	Internships- Students learn practical, industry related skills with this internship, these leads to enhancement of their professional skills.	Students from B.Sc. (CS), B.Sc. (Biotech (Industrial Chemistry), (Electronics), BBA, B.C. A, M.Sc. (CS), M.Sc. (Bot & M.Sc. (Chemistry), M.Sc. M.Sc. (Maths).
	College programmers / Annual Function – Annual program is conducted to acquaint student with program specific skills along with event management, leadership. Annual day of college is also organized with prize distribution function. Different activities are conducted during three days celebrations for enhancement of cultural, traditional skills of students Sports are also a part of strengthening physical health of student	Debate, Essay Writing, Mehndi Dance (solo & Group), S group), Quiz, Antakshari, Dram 1. Athletics (javelin throw throw, Race. etc.) 2. Table Tennis 3. Cricket 4. Volleyball 5. Chess 6. Badminton
Participative technique	learning Debates and Group discussion – To inculcate participative learning and improve communication skills, idea generation and presentation skills	Conducted on various topics
Problem solving technique	Assignment - Quizzes, presentation: used to develop logical reasoning and problem-solving skills. Project- Internship	Conducted across departments.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Teachers use ICT enabled tools including online resources for effective teaching and learning process.

Response:

Response-

The college have significant concern for providing infrastructure and learning resources to enhance learning experience. Keeping in mind the importance of ICT e-learning environment in related in the classroom with well-equipped smart class room, LCD projector audio-visual facilities and various ICT tools, in addition to chalk and talk method of teaching, the faculty members are using IT enabled learning tools like Google meet, Microsoft, Zoom, platform etc. that help teachers to manage course work like assignment, PPT,quiz,practical etc.

Our college have five smart class rooms with facilitate interactive instructional tools, generate more interest- and motivation among student.Post graduate department of Botany and Biotechnology facilitate with different software i.e.,PCR,Gel electrophoresis and Spectrophotometer, Statistical software and Bioinformatics, etc. Department abo have e-Books, e-Journals, drug designing program / software, plagiarism software to check literature of research student, with software tools for research paper Publication

2. All the faculties use. Google meet and Zoom like interactive and collaborative methods for teaching. Faculties do video conferencing for teaching,meeting, on line mentoring, taking session which delivers academic and online learning which is capable of connecting the student CCE, project-viva, and seminars. All PG students are also connected with latest technologies, for their internal assessment, project work, internship, etc.

The purpose of utilizing teaching and learning with e-source in class is to

- 1.Student motivation
- 2.Developing creativity
- 3.Evoking prior knowledge
- 4.Encouraging the process of understanding
- 5.Contributing to the development of different skills

Learning resources are relevant tools in education which including videos, white boards, overhead projectors power point, text smart device and software. The purpose into provide important opportunities for students to explore ideas and knowledge, solve problems, and develop knowledge and skills.

Advantages of ICT in Higher education

- 1.Enhance the mode of Communication

2. Paperless teaching
3. Better Teaching & Learning methods
4. Easy student management.

Effects of Technology on class room and student.

1. Change in Student and Teacher roles
2. Increased Motivation and self esteem
3. Technical skills
4. Increased use of outside resources
5. Improve attention to audience

Enjoyment is an important step in the learning process. ICT gives enjoyment to the learners and makes learning fun. When ICT, are used then the student at a time can visualize things and listen voice also. so they enjoy learning because all their sense are activated at a time technology helps student to research subjects, shape ideas and learn specific skills. Technology allows for such flexibility in learning that it is enabling our students to work in a more collaborative manner. Technology is a key building block in facilitating collaborative learning.

ICT Skills for Student – Information & Communication tools

1. Using computer and internet
2. Information literacy
3. Processing information
4. Presenting information
5. on line communication and collaboration
6. ICT typically refers to all forms of computing, the internet, telecommunication, digital media, and mobile phone
7. ICT skills are essential equipment for the majority of job roles.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	View Document

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

academic year)

Response: 44:1

2.3.3.1 **Number of mentors** ?????????????? ???????

Response: 29

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll	View Document
Circulars pertaining to assigning mentors to mentees	View Document
Circulars pertaining to assigning mentors to mentees	View Document
Any additional information	View Document
Link for additional information	View Document

2.3.4 Preparation and adherence of Academic Calendar and Teaching plans by the institution

Response:

Response-

The college has to follow the academic calendar as directed by the department of Higher Education, government of Madhya Pradesh. Teaching plan in prepared accordingly and syllabus

are completed in scheduled time. The head of the institution monitor the process of the syllabus covered by the teacher in regular meeting of HOD's .Various extra and co- curricular activities are also planned according to the academic calendar. The college has organized various activities of Vivekananda carrier guidance cell, personality development classes, IQAC,NCC,NSS,Sports, Cultural activities, webinar/ seminar/workshop as per the general directions.

At the beginning of the year an academic calendar (Annual academic plan) is prepared by the IQAC based on input from the university academic calendar and departmental academic plan. The academic calendar is prepared in time with the conduct of examination.

- 1.Meeting with HOD,s and faculty :-**The principal convenes a meeting with HOD,s and faculty to discuss the matter with respect to the smooth and effective implementation of academic calendar.
- 2.Board of Studies: -** A meeting of BOS in each subject is conducted in the beginning of session.The syllabus of subjects are design accordingly and implemented on the basis of academic calendar.
- 3.Schedule of examinations:-** The proposed schedule of Internal examinations (test paper, assignments etc) suggested by Autonomous body and satisfied by the staff council is given in academic calendar so that students can prepare for them well in advance
- 4.Academic Time Line :-** A time line is suggested in the academic calendar to complete the syllabus and the schedule of the internal examinations is kept accordingly. In exceptional cases the autonomous body takes decision regarding the postponement or early conduct of examination. It

happens rarely.

5. **Assignment and seminars-** Assignment and seminars are given to the students in advance so that they can prepare for the same. The evaluation is also done on a continuous basic.
6. **Alignment of Co- Curricular and extra-curricular activities** – The college expands the knowledge horizon of the students through cultural activities , sports,NSS,NCC and academic events like seminars, workshops, study tour, educational visits, field trips and industrial visit etc

These programs are included in the academic calendar in such a way that CCE / exam process is not disrupted

A teacher plans is a teachers daily / guidance monthly for what student need to learn , how it will be taught. Teacher plans help teacher be more effective in the class room by providing additional out line to follow each class period. Teaching planner is an important process which allows professor to create learning object. Organize and deliver course content and plan and prepare learning activities and materials. Each development of the college has their own teaching plan based on curriculum. Monthly teaching plan are prepared on the basic of course/ paper number of unit and number of teacher. It is also important to make sure that all paper, practical work CCE, tour, excursion, other academic activities should abo be include in the planner.

File Description	Document
Upload Academic Calendar and Teaching plans for five years	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 80.42

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 51.45

2.4.2.1 Number of full time teachers with *Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D’Lit.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
20	20	19	21	19

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 16.63

2.4.3.1 Total experience of full-time teachers

Response: 582

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years

Response: 25.1

2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
28	27	36.5	17	17

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

Response: 1.22

2.5.2.1 Number of complaints/grievances about evaluation year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	7	7	35

2.5.3 IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution

Response:

Sadhu Vaswani (Autonomous) College

- 5.3.1 IT Integration & reforms in the examination process

Examination Procedures- Flow Chart

- 1.Sadhu Vaswani Autonomous cell conducts Annual & Semester examsfor UG and PG classes through offline mode from 2016 to 2019.but in pandemic year exams were being conducted through online modefrom 2019 onwards as per the guidelines issued by UGC/MP Govt /Barkatullah university Bhopal, M.P.
- 2.College organise every year one day orientation program for all firstyear students in the beginning of the session for better understanding the autonomousprocedure, rules and regulation, academic calendar related to teaching,CCE,main examination and extracurricular activities.
- 3.The autonomous cell constituted a examination committee to conduct the exam, paper setting and answer book valuation and preparation of result as per the schedule.There is proper system for CCE

,paper setting valuation, revaluation&result Preparation

4.College has a separate computerized autonomous Exam BOS Meetings exam committee meetings A.C , E.C cell with net facility including-

- 1.Printing cell
- 2.Conference cell/valuation room
- 3.Confidential room
- 4.Store room

- 1.For the assessment of student's autonomous cell conducts internal, external, practical and projects examination as per academic calendar which include UGC/MP Govt /Barkatullah University Bhopal, M.P.guidelines.
- 2.From 2019 onwards autonomous cell for students has given online facility to fill the examination form through online mode.
- 3.Exam form, Time table, result and other important information are being upload in college website.
- 4.Autonomous cell Result upload Admit card and mark sheet upload in the website.Mother's name are include in the mark sheet of students from year 2016-17

Impact of reforms

Internal exam process helps the student to improve the subject command and clear the concepts of subjects.

- Result announced within one month that will ensure the positivity to make the future career opportunity
- Students has to reappear in supplementary exam for one subject if he/she area note clear that exam. In UG level and PG Level students to get ATKT chance as per the UGC/MP Govt/BarkatullahUniversity Bhopal, M.P. guidelines.
- If students are not satisfied with their valuation of answer sheet he/she can see his/her answer sheet as per the procedure of autonomous cell. As per rule students given to chance for re totaling and valuation of his/her answer book.
- For any query or issue student can concern the helpdesk of autonomous cell and he/she can send mail on college idenquiryautonomous@gmail.com to resolve the problem.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

All the programs of the college are clearly augmented with the –

- Program outcomes – (PO) – which is developed based on the core and prime objectives of the college to mould the graduates.
- Program specific out come (PSO)- are rooted to describe the skills that the graduates will possess after undergoing each program.
- Course outcomes (CO) – The objective of each course in all the under graduate /post graduate/research programs are duly drafted and presented in the detailed curricular structure.

The vision and mission statement of the college has broad objectives and outcomes of various programs during the admission process, the teachers counsel the prospective student and parents on the expected outcomes of the programs for selecting their course for admission.

The college facilitates holistic growth of student by developing their-

- Sense of social responsibility through committees like NSS.
- Cultural awareness-Celebration of festivals like Diwali, Dussehra, Ganpati, Durgautsav, Christmas, with great enthusiasm
- Personality development classes conducted for overall development
- Moral value –The college strives to offer “value based education” by inculcating values like hard work, truth and generosity in every activity performance
- Employable skills- career guidance programme is offered by the college. Internship and industrial visit throw list on the practical demand of the industry
- College – cultural programmes develop inter-personal skills, inside and outside, helps in developing various organizational skills.

The board of studies of each department meets in consultation with all stakeholders (Teaching faculty, subject expert, Industrial expert, Alumni, student Representative) and carefully formulates the program specific objectives and course objectives adhering to the norms of an autonomous institution and the parent university. The BOS takes utmost care to finalize the program specific outcomes of each program of the department which clearly spells out the content of the programs.

The Academic council of the college is constituted with the principal as Chair person, all the HODs, teacher representatives, subject expert and the University nominee as members. The Academic Council exercises its power carefully to scrutinize and finalize the program objectives, program specific objectives and course objectives of all the programs in the college.

Program outcomes and suggestions for improvement and introduction to new programs are thoroughly discussed. The program objectives, program specific objectives and course objectives are made available to the entire faculty and the students and made available in the web portal.

The course outcome at post graduate level inculcates deeper insight in the particular subject and opens them to specific scientific and research avenues. The student is able to compete and perform efficiently in organizations and laboratories of public and private sectors, which require high level expertise in particular subjects.

The resource (faculty, library, labs technology etc.) and pedagogy to be adopted for effective course delivery and student learning are determine in consonance with the learning outcomes to be achieved.

Ultimately it is aimed that the overall understanding of the student should reflect:-

- Proficiency in subject matter
- Effective communication
- Critical thinking
- Social responsibility
- Ethics and moral values
- Self-directed lifelong learning
- Analytical abilities
- Scientific temper and attitude.

File Description	Document
Upload COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

2.6.2

Response:-

Our college is affiliated to Barkatullah University Bhopal M.P, college offered UG, PG and Research program and course under the faculty of arts, commerce, management, science. For these program and course, the college followed the curriculum designed by affiliated university and BOS, Central Board of studies, being a-autonomous body curriculum may be change up to 20%. The program outcomes, program specific outcomes, and course outcome are evaluated by the college and the same are communicated to the student in the formal way of the discussion in the classroom

The college took care of the attainment to the measure the PO, PSO, and CO, and implemented the mechanism as follows :-

- The college followed the Academic calendar prepared by the IQAC as autonomous body.
- The entire subject teacher maintain academic diary in every academic year.
- Placement committees the student s progression of higher studies and their placement.
- Internal assessment, practical examination conduct by the department. While yearly / annual examination conduct by the time table of the college.

The program outcomes of arts as follows

Specific measurable statement of what graduating / existing student should know, be able to do believe or value offer completing the program. Our student are allow to choose from any of the three subject from the cluster of political science, sociology, Economics Hindi and English literature. BA program in our college meets the standards prescribed by general humanities education. Some learning outcomes includes cognitive skills: - student choosing combination of three subject develop social, political, economic and literacy consciousness and will be better able to appreciate different civilizations, culture.

Program Outcome- Commerce: -Student of commerce in our college has the objectives of providing knowledge, tools of analysis and skill, which they can use. Success To understand and participate in the modern business world.it aims to prepare them for subsequent graduate / post graduate studies and to archives success in their professional career.

Program outcome- Computer Application :-Bachelor in Computer Application (BCA) is affiliated to Barkatullah University Bhopal M.P. This course provides a lot of opportunities to the student who is interested in computer field and wants to work in the IT sector as program or software developers. On compilation of the course,student has a lot of options.

Program outcomes: - Faculty of Science

After graduation in science subjects a student should have

- Acquired the knowledge with facts and figures related to various subject in pure sciences such as Physics, Chemistry, Botany, Mathematics, Zoology, etc.
- Acquired the skill in handling scientific instrument, planning and performing in laboratory experiments.
- Developed scientific outlook not only with respect to science subjects but also in all aspect related to life

Program outcome- BBA (Bachelor of Business Administration)

- To provide adequate basic understanding about management education among the student
- To train the student in communication skill effectively
- To understand finance and other core business content.
- To recognize and solve business problems in an ethical manner.
- To communicate business information prof seasonally.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Pass Percentage of students(Data for the latest completed academic year)**Response:** 100**2.6.3.1 Total number of final year students who passed the examination conducted by Institution.**

Response: 355

2.6.3.2 Total number of final year students who appeared for the examination conducted by the Institution.

Response: 355

File Description	Document
Upload List of Programmes and number of students passed and appeared in the final year examination(Data Template)	View Document
Any additional information	View Document
Link for the annual report	View Document
Link for additional information	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.42

File Description	Document
Upload database of all currently enrolled students	View Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1 The institution's Research facilities are frequently updated and there is a well defined policy for promotion of research which is uploaded on the institutional website and implemented

Response:

Research is promoted at department level through curriculum-based research projects and internship projects. Each Post Graduate Programme in final semester has a compulsory Internship/project work to inculcate research activities among the students. The Institution encourages faculty members to publish their work in good quality journals and to present their research findings in national and international seminars and conferences. Academic leave/ special casual leave is generally granted for attending seminar / conference / workshop and to present papers. The faculty members are encouraged to apply to various funding agencies for research grants. Some faculty members have completed projects funded by UGC, MPCST, DBT and DST. Institute takes care to provide all the necessary physical infrastructure and laboratory equipments. Centralised facilities include Network Resource Center, Central Library with a good collection of physical and electronic subscription to journals, reference books.

The college has Research Committee which supports and enables a system for students, scholars and faculty members to pursue research. The functions of research committee are as follows:

? Prepare a college research agenda with relative priorities

? Encourage the faculty to undertake research by collaborating with other research organizations/ industry.

? Encourage faculty members and students to participate in seminars/ conferences and present their research.

? Encourage Teachers/ Researcher's doing research and publish their research only in peer reviewed and UGC listed journals.

? Create and maintain a database of research work and research projects undertaken by the faculty and students.

File Description	Document
Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View Document
Any additional information	View Document
URL of Policy document on promotion of research uploaded on website	View Document

3.1.2 The institution provides seed money to its teachers for research (average per year, INR in Lakhs)**Response:** 0**3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five years (INR in lakhs).**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description**Document**

List of teachers receiving grant and details of grant received

[View Document](#)

Any additional information

[View Document](#)**3.1.3 Percentage of teachers awarded national / international fellowship for advanced studies/research during the last five years****Response:** 0**3.1.3.1 The number of teachers awarded national / international fellowship for advanced studies / research year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description**Document**

List of teachers and their international fellowship details

[View Document](#)**3.2 Resource Mobilization for Research****3.2.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)****Response:** 55.71**3.2.1.1 Total Grants from Government and non-governmental agencies for research projects ,**

endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
1.27997	0	52.5	1.93	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by government and non-government	View Document
Any additional information	View Document

3.2.2 Percentage of teachers having research projects during the last five years**Response:** 6.74**3.2.2.1 Number of teachers having research projects during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	1	0

File Description	Document
Names of teachers having research projects	View Document
Any additional information	View Document
Link for additional information	View Document

3.2.3 Percentage of teachers recognised as research guides**Response:** 28.57**3.2.3.1 Number of teachers recognized as research guides**

Response: 10

File Description	Document
Upload copies of the letter of the university recognizing faculty as research guides	View Document
Any additional information	View Document
Link for additional information	View Document

3.2.4 Average percentage of departments having Research projects funded by government and non-government agencies during the last five years

Response: 18.46

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	0	0

3.2.4.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	13	13	13

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation etc.

Response:

The Institution has created an appropriate ecosystem for research and innovation. Excellent research infrastructure has been created, both through Government sources such as DST-FIST, UGC New Delhi, DBT, MPCST etc., and through self-funding of Institution. Faculty members are encouraged to undergo professional development programmes and organize and participate in conferences, seminars and workshops. The faculty members regularly up-grade themselves through various conference seminar and lecture series. Faculty members are granted leave to participate in conferences, seminars and workshops. Teaching and non-teaching staff are encouraged to enhance their qualifications. Faculty members are encouraged to guide research. A good number of students have registered for Ph D programs. Institution has recognized research center of Barkatullah University, Bhopal in the Chemistry and Commerce department besides this faculty members of Zoology, Botany Biotechnology and Physics are recognized as research guides. This would be an added advantage to the students to develop their prototypes.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the last five years.

Response: 26

3.3.2.1 Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
10	02	07	05	02

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.4 Research Publications and Awards

3.4.1 The Institution ensures implementation of its stated Code of Ethics for research through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3. Plagiarism check through software 4. Research Advisory Committee

Response: B. 3 of the above

File Description	Document
Any additional information	View Document
Link for additional information	View Document

3.4.2 Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/supervisors provided at 3.2.3 metric) during the last five years

Response: 3.67

3.4.2.1 How many Ph.Ds are registered within last 5 years

Response: 11

3.4.2.2 Number of teachers recognized as guides during the last five years

Response: 03

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
URL to the research page on HEI web site	View Document

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

Response: 1.74

3.4.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
11	12	16	10	18

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.4.4 Number of books and chapters in edited volumes / books published per teacher during the last five years

Response: 0.18**3.4.4.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
05	02	00	00	00

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4.5 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed**Response:** 1.95

File Description	Document
Bibliometrics of the publications during the last five years	View Document
Any additional information	View Document

3.4.6 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution**Response:** 3

File Description	Document
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View Document
Any additional information	View Document

3.5 Consultancy**3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).****Response:** 0

3.5.1.1 Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs).

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of consultants and revenue generated by them	View Document
Any additional information	View Document

3.5.2 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs).

Response: 0

3.5.2.1 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of facilities and staff available for undertaking consultancy	View Document
Any additional information	View Document

3.6 Extension Activities**3.6.1 Extension activities are carried out in the neighbourhood community, sensitising students to social issues, for their holistic development, and impact thereof during the last five years**

Response:

Our institution organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students actively participate in social service activities leading to their overall development. The college runs National Service Scheme (NSS) Units. Through these units, the college undertakes various extension activities in the neighbourhood community. NSS unit organizes a residential seven day camp in nearby village and several activities were carried out

by NSS volunteers addressing social issues which include cleanliness, tree plantation etc. The NCC unit of the college comes under 4 MP.BN.NCC . It aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service. Besides NSS and NCC units of the college Health and Hygiene committee of our college organizes general health checkup camps and some dedicated lectures regarding problems of adolescent girls and women.

File Description	Document
Upload Any additional information	View Document
Paste link for additional information	View Document

3.6.2 Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last five years

Response: 1

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.6.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 49

3.6.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
11	10	13	10	05

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.6.4 Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years

Response: 20.25

3.6.4.1 Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
136	48	402	229	212

File Description	Document
Reports of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.7 Collaboration

3.7.1 Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

Response: 0.6

3.7.1.1 Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

2020-21	2019-20	2018-19	2017-18	2016-17
01	00	01	01	00

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.7.2 Number of functional MoUs with institutions of national, international importance, other institutions, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.7.2.1 Number of functional MoUs with institutions of national, international importance, other Institutions, industries, corporate houses etc. year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other Institutions etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The college accommodates 1265 students studying in undergraduate and postgraduate, diploma, certificate courses and Ph.D programmes. The campus is spread over 145147.1276 SQFT of land which facilitates excellent infrastructure for teaching-learning process. We have **5-UG** and **7-PG** teaching departments. All the departments are given separate staff rooms. Filtered water facility is made available for teaching, non-teaching staff and students. The entire campus is under CCTV surveillance for safety and security purpose.

There is abundance of infrastructural resources such as:

Particulars	Infrastructure facilities available	
Curricular activities	Laboratories	14
	Classrooms	28
	Smart Classrooms	02
	Central library	
	Girls hostel	accommodation capacity of 66 beds
	Administrative Block	
	Exam Control Room	
	Separate Autonomous Examination Section	
	Fashion Designing Section	
	Admission Cell	
Co-curricular activities	Seminar hall	seating capacity of 100 persons
	Auditorium hall	seating capacity of 300 persons
	Open Air Auditorium	
	Conference hall	
	NSS room	
	NCC room	
Sports	Sports room	
	Badminton Court	
	Volley-ball Court	
	Basketball ground	
	Playground	
Other facilities	Girls common room	
	Health and Hygiene center	
	Canteen	
	Photocopy center	

	Botanical Garden with medicinal plants, a Poly House	
	Washrooms	12
	Parking area	

Many faculty members are actively engaged in research activities in subjects like Botany and Biotech, Chemistry, Commerce, Management, Physics and Zoology.

Some of the major laboratory equipments that can be listed are: FTIR, UV-VIS Spectrophotometer (02), PCR (Thermocycler) with illuminator, Thermoluminescence, HPLC, Microwave oven for Synthesis, Water Analyser, Binocular Microscope.

The college has received assistance for enhancing research facilities from State as well as National funding agencies: MPCST (Bhopal), UGC (New-Delhi), DST-FIST (New-Delhi) and DBT.

Institution has **DST-FIST** sponsored

- Chemistry lab, Networking Lab (2009)
- Computer, Chemistry, Physics, Biotechnology labs (2018).
- Network Resource lab (2018).

Computing Equipments -

Computer lab is well furnished, with ample number of systems, printers and scanners are there for the students. Botany, Biotech, Commerce and Computer PG departments have ICT enabled class rooms with LCD projector to integrate technology in teaching. For better visualization of the subject topics, the faculty is encouraged to use the ICT facilities. The students of all the departments are also supported by the faculty to present their seminar topics using the ICT facilities by using common seminar hall.

Library -

The college has annually updated library with 21372 books, INFLIBNET, N-List, 199500 +e-Books, 6000 + e-Journals, 32 National and International Journals with Internet, printing, photo copying and scanning facilities are the other resources available in the institutional central library.

File Description	Document
Upload Any additional information	View Document
Paste link for additional information	View Document

4.1.2 The institution has adequate facilities for cultural activities, yoga, games and sports (indoor & outdoor); (gymnasium, yoga centre, auditorium, etc.,)

Response:

Sports :

The college has adequate infrastructure to provide sports facilities to the students as a part of extra curricular activities. The institute has recruited Sports Officer for regular conduction of sports activities. The sports officer along with the faculty incharge identifies students, trains them and assist them in the chosen games to participate in University and open level sports events.

The sports committee of the college promotes sports at two levels –

a) Regular sports practiced on a regular basis as:

Cricket , Volleyball, Basketball, Table tennis, Badminton, etc.

b) Annual sports held once every year as:

Table tennis (singles & doubles), badminton (singles, doubles and mix doubles), shot put, Javelin throw, discus throw, gola throw, athletics (100m /200m racing), chess and open volleyball tournament.

• Ajit Detani Memorial Open volleyball tournament is organized every year at district level.

Gymnasium:

The college also provides facility of Bench press for weight lifting to the students.

Cultural activities:

The college has adequate infrastructure for organizing cultural events as :

a) Auditorium

b) Seminar hall

The College has the following audio-video equipments for cultural activities:

Sound System

Cordless Mike

Collar Mike

Projection Screen

Digital Camera

Podium

Projector

Public Address System (Announcement system)

Cultural events are organized every year as per the academic calendar with a suitable title like Srijan, Aayam, Impulse, Rhythm etc. Regular teaching is suspended for two days and students are encouraged to participate in different annual cultural activities as –

Debate, Essay writing, Quiz, Solo song, Group song, Solo dance, Group dance, Rangoli making, Mehendi making, Antakshree, Painting competition and Fashion show etc.

Important Days such as Sant Hirdaram birthday, Meatless day, Teachers day and “Ek Shaam Divangat Trustiyon ke Naam” to give tribute to our late Trustees are also celebrated.

Inter-collegiate wall painting competition and Inter-collegiate debate competition had been organized on 24 Sep 2017 and 29 Sep 2018 respectively.

The college has purchased necessary instruments for classical and modern cultural activities and events like Group Songs, Vocal and Classical Singing. They include Harmonium, Tabla, Casio, Guitar and other musical accessories. The students have always been enthusiastic in participating in different inter collegiate events.

Yoga:

The institute has dedicated space for Yoga for improving mental and physical health of faculty and students. International Yoga Day is celebrated every year in the campus.

File Description	Document
Upload any additional information	View Document
Geotagged pictures	View Document
Paste link for additional information	View Document

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

Response: 80

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 32

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for additional information	View Document

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

Response: 13.97

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

2020-21	2019-20	2018-19	2017-18	2016-17
9.56	3.25	33.25	11.85	1.08

File Description	Document
Upload Details of Expenditure , excluding salary during the last five years	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Link for any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

About the Library

The college has a well-equipped neatly furnished Central Library. The library was established in the year

1980 with an initial number collection of 2000 books which, at present gone up to 21372. It provides facilities to all the students of UG/PG/Ph.D and research scholars.

The library is the Heart of an institute. The Teaching and learning system is supported by a library through the provision of reading material. The library is well-equipped with reference books-1612, textbooks-19760, journals-32, e-journals- 6000+, e-books- 199500+, newspapers- 12, and other competitive books and motivational books- 418. Syllabi and question papers of all subjects are available for reference of students. The library is fully automated since 2006. Students can search for information using OPAC (Online Public Access Cataloguing). The library is equipped with Automation Software (Soul 2.0). All the activities of the library: Cataloguing circulation is managed by means of SOUL 2.0 by INFLIBNET.

- Name of the ILMS software – **Soul 2.0 (From 2009 to till date)**
- Nature of automation (Fully or partially) – **Fully**
- Version – **Soul 2.0 (2006 to 2009 it was only Soul since 2009 to till date is Soul 2.0 version)**
- Year of automation – **2006**

About SOUL 2.0

Software for University Libraries (SOUL) is a state-of-the-art integrated library management software designed and developed the INFLIBNET Centre based on requirements of college and university libraries.

Modules

The SOUL 2.0 consists of the following modules. Each module has further been divided into sub-modules to cater to its functional requirements:

- Acquisition
 - Cataloguing
 - Circulation
 - Serial Control
 - Administration
-
- OPAC -(On-line Public Access Catalogue)

Major functions provided in the OPAC module are:-

- 1.Simple Search
2. Boolean Search
3. Advanced Boolean Search
4. Displaying and downloading of records in MS Excel, PDF or MARCXML
5. Search support for the items that are in the actuation process in the library.

File Description	Document
Upload any additional information	View Document
Paste Link for additional information	View Document

4.2.2 Institution has access to the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Details of subscriptions like e-journals, e-books , e-ShodhSindhu, Shodhganga Membership etc	View Document

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

Response: 2.43

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.91235	2.93614	2.86571	2.07854	2.37935

File Description	Document
Details of annual expenditure for purchase of and subscription to journals/e-journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: 1.15

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

Response: 15

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities****Response:**

Our institution has a budget to develop IT facility . Institution frequently updates its IT Facilities including Wi-Fi.

IT Facilities for staff and other end users

- The college first assesses the needs, no. of students, staff and other end user to gauge the requirements in the year and plans accordingly for the required resources.
- Our Institution is automated with resources e-books, e-journals, soul software and all departments have Wi-Fi facilities to facilitate the current requirements of curricula.
- Institution regularly updates its IT facilities including Wi-Fi whenever required recently. Our institute has changed Wi-Fi from Airtel to Jio Fiber seeing the better connectivity and increased reliability.
- Institution has Four Wi-Fi connections provided by Jio Fiber (100MBPS), CCTV cameras, and photocopy machines.
- The Computer lab is equipped with latest software's and internet facilities which are available for the students.
- Practical sessions are allocated within the time table to ensure optimum utilization of computer lab. Students are given time slot for practice. For students and staff free Internet Facility in Library as well as in computer Lab is available.
- Hardware and software up gradations are in line with demand of latest syllabus. The institution has purchased new computers with latest operating systems as when required to better equip our students with the current demands for skill set in the new jobs.
- Our Institution has two smart class rooms and one seminar hall and conference hall with advance facility enhancements for increased effectiveness of the conferences/seminars being conducted.

Smart/Online Classroom equipments

1. Computer System -9
2. Projector with Screen

3. Wi-Fi

Seminar hall equipments

- 1.Collar mic-2
- 2.Cordless mic-2
- 3.Podium mic-1
4. Amplifier-1
- 5.Speakers-4
- 6.Big interactive LED panel-1

Conference hall equipments

- 1.Projector -1
- 2.Projector Screen-1
- 3.Desk mic-17
4. Amplifier -1
- 5.Speaker -4

IT facilities

- 1.Desktop computers
- 2.Laptops
- 3.Printer
- 4.Scanner
- 5.Photo copier machines
- 6.CCTV camera
- 7.LED

File Description**Document**

Upload any additional information

[View Document](#)

Paste link for additional information

[View Document](#)**4.3.2 Student - Computer ratio (Data for the latest completed academic year)****Response:** 22:1

File Description	Document
Upload any additional information	View Document
Student - computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution.

Response: 750 MBPS

File Description	Document
Upload any additional information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Institution has the following Facilities for e-content development

1. Media centre
2. Audio visual centre
3. Lecture Capturing System(LCS)
4. Mixing equipments and softwares for editing

Response: D. 1 of the above

File Description	Document
Upload Additional information	View Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years

Response: 86.04

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

2020-21	2019-20	2018-19	2017-18	2016-17
49.88	54.97	74.45	64.32	60.34

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts	View Document

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

Response:

The institution with its 41 years long experience has established systems and procedures for maintaining and utilizing every facility under its domain. Some of them are maintained by an Annual Maintenance Contract (AMC) given to concerned agencies, some are sustained by external agencies on demand as per the need and the others are carried on by the faculty members of the institution and skilled staff designated by the College Management. Coloring of building and Plantation of new saplings are initiatives undertaken to improve the physical ambience.

Maintenance and utilization of different facilities:

Laboratories-

The laboratories have a large collection of sophisticated & advanced equipments to carry out research. Laboratories of the college are furnished in accordance with the curriculum requirements. Necessary equipments and materials are procured to make available to the students for performing practicals. **Regular Stock Verification** of the Laboratory Equipments and infrastructure is executed by the staff members. **Laboratory Technicians** (Physics, Chemistry, Zoology, Botany and Biotech) have been appointed to look after the regular maintenance of equipments etc.

Computers -

Computers are multipurpose devices in any organization. There is a need budget for updating and maintenance of computers. Asst. Programmer has been appointed for maintenance of Computer lab. The college has AMC with Note Book Planet MP Nagar Bhopal on yearly basis. The college website hosting and maintenance services are provided by SYSTEC.

Classrooms -

Classrooms are available with necessary infrastructure under the preview of the Administrator. In case of any repair or technical objections a **standardized form** is used for the immediate rectification. As per the

requirement of each department regular refurbishment of desks, tables and chairs etc. are looked into.

Library-

Books are acquired as per **Departmental requirements**. The books in library are entered in computer data base, bar coded, accessed, stamped, and then shelved. **Periodic Book binding** is carried out to prevent the damage of books. Damaged books not suitable for rebinding are listed for recommendation to write off. A separate record of write off books is maintained in the write off register. Books and journals in the library are properly catalogued. A Library Advisory Committee exists for the optimum functioning and betterment of services. Books at the end of session are arranged systematically and **physically verified**.

Sports Utilization -

Sports items for cricket, table-tennis, Badminton, volley ball and basket ball, shot-put, javelin are issued to individuals or teams. Playground is utilized round the year for practice of different sports activities and organizing tournaments.

Canteen-

The college canteen caters hygienic food to staff and students. The food menu and the rates are decided by the Canteen Owner. The Canteen Committee takes care of cleanliness quality and prices along with other linked issues of the canteen. Due to covid 19 college canteen is closed from 23rd March 2020.

Generator Facility-

The campus has one diesel generator with a capacity of 30KVA and is availed in the period of load shedding or emergency electric power cut off by MPEB.

Other Facilities-

Clean drinking water facility with RO is regularly maintained by AMC.

Gardeners are taking care of the lawn/ trees and seasonal flowering plants. Electrician is appointed to maintain electrical requirements of college campus.

Professional housekeeping and security services are availed on contract for the upkeep of college campus.

Parking facility is well organized and utilized. The campus maintenance is monitored through surveillance cameras.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 37.46

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

2020-21	2019-20	2018-19	2017-18	2016-17
505	505	380	344	290

File Description	Document
upload self attested letter with the list of students sanctioned scholarships	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

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

Response: 1.67

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

2020-21	2019-20	2018-19	2017-18	2016-17
26	34	14	03	17

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships besides government schemes in last 5 years	View Document
Institutional data in prescribed format	View Document

5.1.3 Following Capacity development and skills enhancement activities are organised for improving students capability 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology

Response: A. All of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the Institution during the last five years.

Response: 32.72

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

2020-21	2019-20	2018-19	2017-18	2016-17
738	281	189	256	354

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies

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

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 21.44

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

2020-21	2019-20	2018-19	2017-18	2016-17
51	32	41	62	94

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch).

Response: 33.24

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 118

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

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

Response: 84

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	6	2	1

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	5	2	1

File Description	Document
Upload supporting data for student/alumni	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Number of students appearing in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

Response: 9

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	3	3	1

File Description	Document
Number of awards/medals for outstanding performance in sports/ cultural activities at inter-university / state / national / international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Sadhu vaswani autonomous college bring up the students overall development and shape their future. The students catch the opportunities to involve their interest in various committees. The college management and faculties to planned and organized the seminars , workshops cultural , sports activity and the different extra curricular activities for the students progression. The college students union will be formed as per the guidelines of Higher education department of MP. In students Union President, Vice president , Secretary, Joint secretary and class representative will be elected by the Student Union election .The elected council and its member to assist the various committees. In session 2016-17, 2018-19,2019-20 and 2020-21 there will be no Student Union Election conducted ,only 2017-18 session election has done students council formed as per the guideline. Institute set up every ye ar the various committees to get involve the students to develop leadership quality, motivation, self confidence and courage are overall progression of the students.

Role of Students NSS Committee : NSS volunteers perform various task and activities through team work.

students play motivational role in spreading awareness during camp through their performance. students through this scheme they engage social work through camp and extension activities time to time. Volunteers support to NSS officer to organized Cycle rally for matdata awareness .

NCC Committee :The NCC cadets dynamically involve the various programme of the college, they maintain discipline during the annual fest, prize distribution and orientation program. Cadets actively participate and manage the blood donation camp, organize the awareness rally for Voters day cleanness, tree plantation. programme., cadets every year celebrated Yoga international day and motivate to other students. Cadets assist NCC officer to accomplish their work and documentation of camps detail.

BOS committee: In board of studies, two students representation who are nominated by the body to help BoS to design syllabus, exam pattern and marks scheme.

Personality development Committee: Two nominee students of college to help the convener of and members of the committee such as Anchoring, registration and certificate distribution of the attended students.

Anti Ragging and Discipline Committee: Under this committee grievances received from the students, two student's representation for the suggestion and involvement of the further action.

Grievances and redressal cell (women) committee. The cell members take the students grievances to the notice of the principal. Two nominee girls student are involved for the concerned issue to resolve the matter.

Cultural committee : The college organized Annual function every year the student council and their representative to support the faculty incharge of the event. Students engaged facilitation program Ek Shamm divangat Trustiyo ke nam "through cultural committee.

Sports Committee : the college will be conducted sports and games every year and students eagerly participate and contribute their assistance to event game incharge. Students committee members contribute in Indoor and Outdoor games.

Outcome

Students representation and fully involvement activities of college and programme to build the confidence, character and leadership quality and develop better time management skill.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

5.3.3 Average number of sports and cultural events / competitions organised by the institution per year

Response: 14.6**5.3.3.1 Number of sports and cultural events / competitions organised by the institution year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
00	18	17	18	20

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events / competitions organised per year	View Document

5.4 Alumni Engagement**5.4.1 The Alumni Association / Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services.****Response:****Response** **Contribution of the Alumni Association to the institution****Introduction:-**

Alumni Association bridges the widening gap between the former students and the institute to keep them in touch with the present growth, development and also the challenges before the institute. The Alumni Association of our college was officially formed in the year 2007-2008 with a purpose to have a say in certain matters of our outgoing students to better the quality enhancement process of the institution. They encourage our students to carve excellence for an integral development.

Alumni are the brand-ambassadors of the institution from which they graduated. Alumni serve many valuable roles, such as helping to build and grow an institution's brand through word of mouth marketing.

Contribution of Alumni Association can be many fold:-

1. Placements: - The alumni network of a college is one of the biggest sources of placement opportunities to the students. Alumni can help students get placed at prestigious organizations on the basis of their merit.
2. Mentorship:- Alumni can play an active role in voluntary programmers like mentoring students in their areas of expertise.
3. Networking Platform:- Alumni Network by itself is one of the best professional networking platform

available today.

4. Career building tools:- One of the things to remember about alumni association is that they want you to succeed. Of course, they are hoping that you will use your success to help the association and university but successful graduates are a university's best asset. It is no surprise that most alumni associations offer a variety of career services. Activities like job fairs, resume workshops, job postings and online resources for job-seekers.

5. Online Alumni Directory:- An instant platform to connect with people. Attending online events and joining professional groups can build long term relationships.

6. Training and retraining:- Trainings given by alumni are also competency based, meaning they allow learners to display real life skills that are used on the job. In turn this gives graduates a back up when they apply for jobs.

Conclusion:-

The alumni association in this way mirrors the positive efforts undertaken by the institute to enhance the quality at external as well as internal level. It has a pivotal role in shaping and preserving a lasting relationship between the former and existing students on the one hand and the institute and the society on the other.

Principal

Dr. A.K Singh

Convener

Dr. Yogendra Yati

File Description	Document
Any additional information	View Document
Link for additional information	View Document

5.4.2 Alumni financial contribution during the last five years (in INR).

Response: E. <2 Lakhs

File Description	Document
Any additional information	View Document
Link for additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Response:

Vision

To be a value based globally recognized institution known for its focus on delivering unparalleled education ensuring excellence in academic and research activities to meet the needs of community as a whole.

Mission

The aim of Education is individual development as it leads to the development of the Nation. Happiness lies in giving and the best giving is that of education.

- 1.Skill development programs to be executed and monitored.
- 2.Career oriented guidance to shape up the students' growth, personality development and goal achievement.
- 3.Advancement of research attitude and scientific temperament among the youth to develop intellectual society.
- 4.Serving the underprivileged rural youth, educating them to social consciousness of rights and responsibilities.
- 5.Integrating Human Values, thus developing a sense of the divine presence by means of group activities and personal guidance, in a family atmosphere.

Aims and Objectives of the Institution

- 1.To develop innate potential and skills.
- 2.To inculcate values which will anchor them through all their days.
- 3.To equip the students with confidence and dignity of labour.
- 4.To dream and build foundations under their dreams by working hard.
- 5.To dare to be winners.

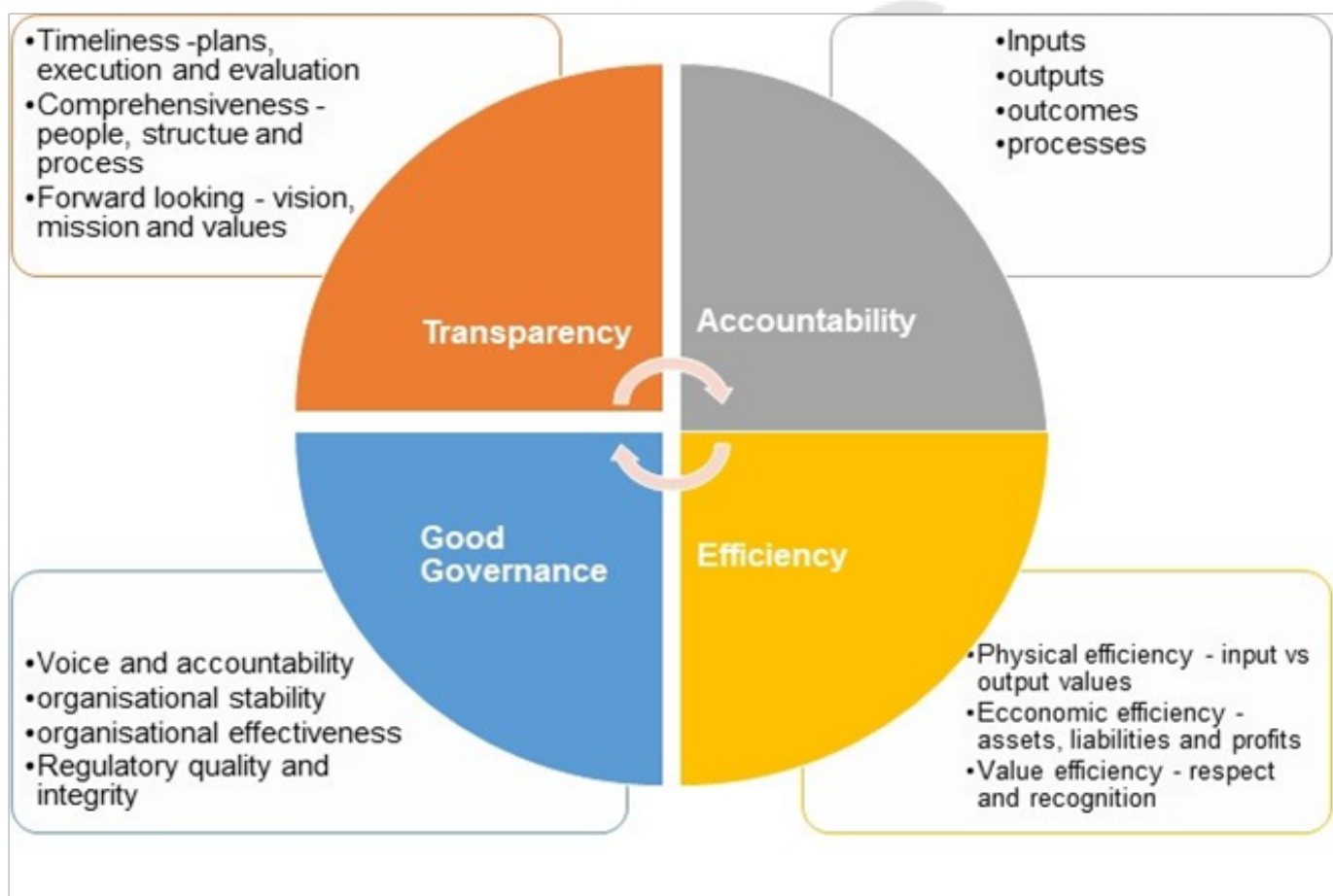
JUSTIFICATION:-

- 1.Our mission for offering quality education to socially and economically backward classes addresses the social needs, equality and quality.
- 2.Our College motivates and constantly encourages students participation in various activities like NCC, NSS, Sports, cultural Programmes which leads to overall development of the students.
- 3.Governance of the college is decentralized.
- 4.The gender equality is maintained by encouraging girls to be an active participant in various academic and mission non-academic events.
- 5.The increasing use of information and communication technology to cope up with rapid

digitalization.

The Nature of Governance

The sole motive of the Sadhu Vaswani Educational Society to which the college belongs is to educate young people who are poor and abandoned providing them with knowledge and skills of high quality, thus empowering them to fit into the society. With a well-defined vision and mission statement, the Board of Management ensures that the purpose, for which the college is established, is safeguarded. It promotes an atmosphere conducive to produce intellectually competent, morally upright, socially committed, spiritually inspired citizens in the service of our nation. To achieve this, the Board of Management meets every month, to review the working of the institution and plans for the development of the institution.



Participation of the Faculty in Decision Making Bodies

The Management holds regular meeting with its stakeholders. They play a key role in various committees which include the **Governing Body (GB)**, **Academic Council (AC)**, **Finance Committee (FC)** and **Board of Studies (BOS)** which are statutory bodies for making key decisions in influencing the policy of the management and the functioning of the day-to-day activities of the college. At Sadhu Vaswani Autonomous College there are various committees with adequate faculty participation to ensure the practice of democratic principles, team work and culture of excellence. Frequent meeting of these committees help in the smooth and effective functioning of the college

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The college practices participative management and decentralization in all activities with a balance between transparency and confidentiality. Each of the functionaries has specific roles and responsibilities confining to the policies of the institution.

1. Case Study Showing Decentralization and Participative Management

in the process of academic and administration.

- The Top Management gives generous freedom and flexibility to the Principal together with the academic council to lead all the academic activities of the college.
- In the beginning of academic year all faculty members conduct a staff council meeting and discuss the smooth functioning of the institution. Various committees are constituted and responsibilities are assigned to them.
- In the regular meetings of IQAC Committee conveners and Head of the departments report to the principal through there concerning reports.
- IQAC chalk out the plan of action of the current academic session and action taken report of last academic session. Feedback from stakeholders, Parents, students and staff taken for the taken for further improvements.
- The administrative and academic duties are Governed by the Principal of the Institution. Head of the department follows the guidance of the Principal and IQAC. All faculty members are actively involved as well.

Activity-1- Curriculum design Process

1. Honorable Sadhu Vaswani Educational Society Members are Actively involved in

- IQAC
- Academic Council meeting
- Finance Committee Meeting
- Executive Council Meeting

Activity-2

Annual family gathering of all educational committee members, teaching , Non teaching staff class 3 and class 4 members participated in a program organized by the educational society of the college. Cultural program is celebrated every year. Honourable members of the local society have facilitated for noble work in the field of medicine, education, social service.

Admission Process

Admission committee constituted by the college principal actively participate in online admission process. The College ensures publicity and transparency in the admission process.

UG Admissions: The College ensures merit of the students while taking admissions to the UG programmes. After inviting applications they are scrutinized by the higher education and short listed on the basis of merit and reservation policy

PG Admissions: Admissions to PG programmes are on par with rules and regulations and the calendar of events fixed by the Higher education. The following steps are adopted for PG admission at the institution level:

- Announcement for on-line registration of applications.
- Notification of on-line registration of applications to admission through Centralized Admission Cell.
- Announcement of seat matrix.
- Allotted and waiting list.
- Announcement of the lists on the Notice board.

- Obtaining approval by the University for Students Admission.

Outcome : The Management of the Society and Principal of college conducts the regular meetings regards the development aspect of the College. Thus, Management of the college encourages the teachers and students by awards in every year. Non -teaching staff, alumni and committee co-ordinators are also facilitated every year for their academic and co-curricular activities. On the occasion of the Diwali

File Description	Document
Any additional information	View Document
Link for strategic plan and deployment documents on the website	View Document
Link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Response:

Plan elements include many of the academic quality policies framed by the Staff Council and implemented through various committees which are monitored by the Principal. Plan elements also include the perspective plan to encourage staff to improve their Research Publications, to attend more Seminars, Conferences and present papers.

The main emphasis of Strategic Plan:

Attaining academic excellence by using latest pedagogy and offering need based courses.

- Strengthening teaching-learning by ICT methods.
- To inculcate the sense of social responsibility to conduct more outreach programmes.
- To promote training on the campus to increase the number of placements.
- To conduct more FDPs to update the knowledge of the faculty.
- The strategic plan of the Institution is deployed through regular plan of action and its implementation with the involvement of all stakeholders at the required level.

As per the strategic plan of the Institution it is proposed to focus on improving academic excellence, research, collaborations, start-ups, self-learning, co-curricular and extra-curricular activities, training and placements.

Activity implemented successfully

To achieve excellence the institution has opened new avenues of knowledge by introducing new courses with students benefit need based curriculum that will facilitate ample employment opportunities for the students.

Some of the courses which were started in our institution are as follows:-

1. Fashion Designing
2. Personality Development

1. **Fashion Designing**:-It is an art of applying design, clothing, fabricating and natural beauty to clothing and its accessories a designer create a lots of all types clothing including dresses, suits, pants and skirts etc.

1. Importance of fashion designing in future to student:-

Fashion designing is a very good option by completing this one year course of fashion designing you can reach the heights, fashion is very good for those people who need to earn money or if money is not right they also need to earn a name and fame. There is a way by following that path he/she can make his name in his fame and career and if a little bit of time is contoured to work in any career then it is not a bad option

1. Career options in fashion designing

- Fashion designer
- Boutique
- Fashion stylist
- Fashion model
- Fashion exhibition organizer
- Fashion shows organizer
- Retail buyer
- Retail manager
- Textile designer

1. Betterment plans and future roadmap for your subject

- Textile designing, CAT designing, saw work, embroidery work, ethics work making accessories etc. is to be included in the syllabus so that career options can increase for the students.
- Training in many big program like modeling exhibitions and fashion shows so that students can get better result.

2. Personality development course:-

This course covers various dimensions and importance of effective personality. It helps understand personality traits and formation and vital contribution in the world of business. Also the course makes the students aware about the various dynamics of personality development.

The course aims to cause a basic awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality.

File Description	Document
Any additional information	View Document
Link for Strategic Plan and deployment documents on the website	View Document
Link for additional information	View Document

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

Response:

Response:-

ADMINISTRATIVE SETUP:-

The Sadhu Vaswani Education society is involved in framing the strategic plans, policies and decision.

- **Governing Body:** The Governing Body is the highest decision-making body, It develops the policies and deliberates on the academic, financial and administrative initiatives for the future which guides the institution to serve its stakeholders as per the mission statements of the institution.
- **IQAC:** Responsible to develop a quality system for conscious, consistent and catalytic action to improve the academic and administrative performance
- **Board of Studies:** Reviews and revise the curriculum and matters related to academics. The recommendations are forwarded to the academic council for approval.
- **Academic Council:** The core objective is to maintain the standards of education, approval of almanac and syllabi, approval of new programme, admission process, teaching-learning and evaluation methodologies, research initiatives and student support facilities.
- **Finance Committee:** Supervision and allocation of the financial resources for academic & infrastructural facilities, student support, administrative and welfare activities. The committee reviews and prepares budget proposal under the direction of the Principal which is forwarded to the Governing body for approval.
- **The Principal** is responsible for day-to-day academic and administrative matters. The Principal chairs all the statutory and non-statutory bodies such as Governing Body, Finance Committee, Academic Council, IQAC and Staff Council.

Service Rules: The service rules of the Principal, teaching and non-teaching staff are laid down by UGC and adopted by the University from time to time. For proper implementation of service rules particularly with regard to leave, the rules are as per M.P. Government and the Board of Management decide about the additional holidays, if any.

Procedures: All procedures related to admissions, recruitment, Leave, promotion, purchase of equipments and other objects and construction for augmenting infrastructure of the college are followed as per UGC, University and the Governing Body (GB) guidelines.

Recruitment: Recruitment of teaching staff is as per UGC/MP Govt. Higher Education guidelines. Nonteaching recruitments is as per MP Govt. Higher Education Guidelines

The promotional policy of the college:-The Promotional Policy of the college is as laid down by Higher Education, MP Government and University.

The Principal executes any academic as well as administrative plans and policies of the college with the help of the following sub-committees

1. Grievance Redressal Cell
2. Women Grievance Redressal Cell
3. IQAC
4. Green Audit Committee
5. UGC Committee
6. Research Committee
7. Discipline & Anti – Ragging Cell

8. Purchase committee
9. SPORT
10. NCC
11. NSS
12. Cultural
13. Career Guidance & Placement
14. Students Feedback & Teaching Learning Evaluation
15. Scholarship Cell
16. Write off Committee
17. Hostel Committee
18. Press & Publicity
19. Library Committee
20. Health & Hygiene
21. Parent Teacher Meet
22. Student Union & Council
23. Counseling Cell.
24. SC/ST/ OBC Cell

Grievance Redressal mechanism: The college has Women Grievance Redressal Cell for faculty, Staff and students can report there Grievances to the cell. Committee resolved the problems. Anti Ragging committee resolve the cases of ragging if any.

File Description	Document
Any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format	View Document
ERP (Enterprise Resource Planning) Document	View Document
Any additional information	View Document
Link for additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression

Response:

The management of Sadhu Vaswani Autonomous College have several welfare measures for well being of teaching and non-teaching staff

- The Institution has its own staff credit co-operative society through which the short term and long term salary advance are disbursed to the staff members according to the need e.g. construction of house, purchasing of vehicle, marriage, education of children etc.
- For updating the subject knowledge, the teaching staff members are allowed to participate in Orientation Programmers, Refresher Courses, and Short Term Courses etc as and when they need. By participating in these courses, it is easy to go for Career Advancement Scheme as per the UGC norms.
- Faculty Development Program facility is also available in the Institution to enhance capacity building.
- At the time of superannuation considering the service rendered to this Institution, both teaching and non-teaching staff are felicitated by the Management.
- The teaching and non-teaching staff are granted different types of leaves such as duty leave, earned leave, medical leave etc. as per the norms of State Government and the UGC.
- Lady teachers can avail Maternity Leave as per Government rules.
- Non-teaching staff is provided with the admissible allowances such as uniform allowance, washing allowance etc.
- College has appointed counselor for counseling of students to maintain mental stress and other Problems.
- Well maintained reading room equipped with Wi-Fi enabled computers and printer facilities is available in the library to access e-resources. Teaching and non-teaching staff are also entitled to issuance of books.
- The college encourages teaching staff for Minor, Major and Research Projects from different agencies like UGC, DBT, MPCST, DST etc.
- Lab Facility is provided to teachers to conduct research.
- Celebration of important festivals for the teaching and non-teaching community.
- EPF facility is provided to Teaching and Nonteaching Staff

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

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

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

Response: 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
06	01	02	00	02

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for additional information	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development

Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 51.23

6.3.4.1 Total number of teachers attending professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
32	17	36	06	06

File Description	Document
IQAC report summary	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:-

Budgeting and optimum utilization of finance as well as mobilization of resources are the issues considered under this Key Indicator. There are established procedures and the institution has developed strategies for mobilizing resources and ensures transparency in financial management of the institution. The income and expenditure of the institution are subjected to regular internal and external audit.

Financial audit aims at ensuring financial transparency for the smooth running of the institution. For the requirements of academics, it is done by Coordinators of various courses in consultation with other faculty members of their department. Various other departments like the library, laboratory, sports, examination and admin office also fill in their requirements in the prescribed format. The Accounts department gives the income and expenditure statement of the previous academic/ financial the budget and then the budget is presented to the principal and after he reviews it, is forwarded to the management for the final approval. The Management appoints an auditor for auditing the financial statements of the at the end of the financial year ending 31st March, in accordance with the accounting principles generally accepted in India. Based on the audit of financial statements, the responsibility of the auditor is to express an opinion in the form of Auditor's Report.

Internal Audit:-

1. Requirements are specified on note sheet and forwarded by Principal and
-
2. Quotations are Tender limited with the help of advertisement on website.
3. Tender opened on specified data and comparative chart is prepared.
4. Quotations approved by purchase committee and forwarded to the

respective departments.

1. Supply/ Purchase order placed.
2. Items Purchased are received and recorded by the store.
3. Invoice verified are then forwarded to the principal and chairman for the
-

External Audit: -

1. New Budget is prepared by finance Committee in Every Year.
2. Budget is head wise divided.
3. Report for expenditure is prepared.
4. Auditor verifies the audit report.

S.No.	Year Audit	Daate of Audit	Auditor
1	2016-17	16/09/2016	Mr. Satish Chugh Chartered Accountants
2	2017-18	05/08/2017	Mr. Satish Chugh Chartered Accountants
3	2018-19	08/11/2019	Mr. Suresh Lakhani Chartered Accountants
4	2019-20	08/11/2019	Mr. Suresh Lakhani Chartered Accountants
5	2020-21	12/10/2020	Mr. Suresh Lakhani Chartered Accountants

File Description	Document
Any additional information	View Document
Link for additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)

Response: 4.06

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.81	1.05	0.64	0.90	0.66

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Annual statements of accounts	View Document
Link for additional information	View Document

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

Response:

The Institution has standard channels for mobilization and utilization of financial resources. The following are the sources of funds mobilization :

1. **Tuition Fee:** Major part of the institutions fund is raised from tuition fee. The fee collected will be used for the following:

- Providing best academic and infrastructure facilities.
- Organizing various curricular, co-curricular and extra-curricular activities.
- Facilitate student support through endowments such as scholarship and concessions, cash awards and prizes for achievers in academic, sports and extracurricular activities.
- Safety facilities (Ramp, Fire Safety, Generator, Security personnel, Parking, Water Purifiers, CC Cameras, Hygienic Canteen facility).
- Staff Salary.

2. **Sponsorship during Events:** Institution conducts various FDPs, Seminars/Conferences for staff and

students, Inter and Intra Collegiate events for student like Open Divisional Volleyball Tournament, Cultural night function etc. The events attract sponsorship from well-wishers which is used to fulfill partial requirements of the events.

These funds are used in stipulated time in the following manner :

Funds of the college are managed frugally and transparently according to the Madhya Pradesh state purchase rules ,services and product rules.

- Funds generated by fee collection from students are used for the expenses in running laboratories, academic activities and campus maintenance. Additional funds are obtained by faculty members by sending proposals to funding agencies like UGC, DST and FIST through Research proposals. These funds are utilized for the additional academic facilities, research and laboratory development.
- Coordinators of different cells and Examination Cell submit their budget to Principal. Institutional budget is prepared every year taking into consideration the recurring and non-recurring expenditures. This budget is presented to Governing Body for approval. Proposals for expenditures under different heads such as Library Books / Journals, Repair/ maintenance, Printing/stationary, Equipments and Consumables, Furniture/Fixtures are discussed in the departmental meetings then in the meetings of Heads of Departments.
- Purchasing process is carried out by purchase committee and central store, which calls the quotations and the purchase orders are placed. Authorized faculty member ensures that whether suitable equipment/machinery with correct specification has been delivered. The payments are released after delivery of the respective goods as per the terms and conditions mentioned in Purchase order.
- The entire process of the procurement of the material is monitored by the Purchase committee and the Principal. Financial audit is conducted by Chartered Accountant every financial year to verify the compliance.

File Description	Document
Any additional information	View Document

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 visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle) Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)

Response:

Response:

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. The following are the major incremental improvements and quality

initiatives taken up by the IQAC are :

- NAAC RE-accreditation process for IIIrd Cycle.
- Proposal submitted for Autonomy.
- Academic and Administration Audits.
- Submission of AQAR Reports.
- AISHE Survey.
- Coordinating statutory body meetings and General staff Meetings.
- Preparing Academic calendar.
- Conduct of IQAC Meeting.
- Administrating and Monitoring Feedback analysis collected from various stakeholders.
- Organizing workshops and seminars related to quality enhancement.
- Faculty Development Programmes.
- Student Orientation Programmes.

Case Study –I Proposal submitted to UGC & college got Autonomous status from 2016-2022

With the quest to provide quality education and to introduction new programmes for students, with wider opportunities for career & future prospects. Sadhu Vaswani College submitted proposal to UGC New Delhi.

The following were the major initiatives adopted after Autonomy :

1. Meetings of BOS to design Curriculum.
2. A some new programmes were introduced for the career aspect of the students.
3. ICT facilities s were introduced and utilized in advance technology for the betterment of students.
4. Meeting of Academic council and executive council were held regularly to implement the procedure of Autonomy.
5. Conduction of internal exams/class tests for CCE.
6. Academic calendar for the examination process were prepared.
7. Autonomous examination of UG and PG were conducted as per schedule.
8. Result of the examinations was declared as per schedule.
9. Marksheets were prepared and distributed as per schedule.
10. Central valuation process was adopted.
11. Introducing relevant process was adopted Introducing relevant reform in evaluation process.
12. Conducting internal and external audits.

Case Study-II:- Participation in AISHE survey

IQAC initiates participation in surveys of AISHE. The Parameters of these surveys are informed to all the departments for taking conscious efforts to implement activities which will enhance the quality. The IQAC pays on active role in internalizing quality culture within the institution. This culture is sustained and enhanced by several initiatives taken up the cell throughout the year.

Planning is chalked out in the following method

1. Action plan is drawn/chalked out at the beginning of the academic year to identify curricular, extra-curricular, co-curricular and examination schedule month wise/semester-wise to be conducted by the college/departments/cells/committees.
2. The objective of preparing a planner well in advance before the start of the academic year is to give a direction and guidance for the institution to accomplish the strategic plan of the college.
3. Faculty submits self appraisal in a prescribed Performa at the end of the session.

Daily Diary & Planners prepared regularly by the teaching faculty.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

Response:

The Technique adopted by the IQAC to check periodically the teaching learning process, structure and methodologies of operations and learning outcomes are as follows:

- College timings and discipline are strictly followed
- Preparation of time table and lesson planners.
- Prospectus incorporating rules, regulations and academic calendar of events is distributed.
- Providing infrastructure facilities to conduct and create teaching, learning environment
- Regular checking of daily diaries and lesson planners, attendance registers and academic records.
- Monitoring attendance of the students and mentoring them.
- Providing study material.
- Guest lectures, seminars and industrial visits are organized.
- Carrier guidance cell gives counseling.
- Feedback is taken from students, teachers.
- Parents' teacher meetings are arranged.
- Verifying the syllabus completion statement consolidated by the departments.

Case Study –I: Administering feedback for quality enhancement

The IQAC administers the online feedback from the students on curriculum, teaching learning, infrastructure facilities available, teacher quality and students support. It helps in analyzing the overall

academic performance.

The feedback is collected in the end of the session to access the students support and upload the scholarly and ethical standards of the faculty.

Few of the parameters that are taken into considerations are:

1. Knowledge, enthusiasm and skills of faculty for the subject
2. Communication skills and preparedness for the class with a range of appropriate pedagogies and technologies.
3. Explicitly states the learning objectives and goals of the syllabi.
4. Usage of different teaching aids such as ICT, PPTs, black boards, web resources, video links, case studies etc.
5. Professional interactions with students within and beyond the classroom.

Case Study –II: Academic Audit

The management in co-ordination with IQAC and Heads of Department conducts a peer review as a part of AAA once in a year to evaluate the continues enrichment of teaching learning practices, Infrastructure, ICT facilities, teachers quality and other effective parameters to extract the best from faculty and students for a quality education.

The Academic and administrative Audit comprises of Internal and External audits to assess and analyze the academic and administrative compliance system.

1. The Internal Audit: Internal Academic Audits are conducted by chairman and Principal of the college, who interacts with HOD's and faculty members to know the functioning of the departments and analyses for the improvement.
2. The External Audit- three Experts from other institutions were invited to verify, assess and suggest for improvement objectively. Evaluative reports of all department, committees/Cells, reports/ Autonomous cell. IQAC initiatives and procedures are examined, consolidated and compiled by the audit panel and an executive summary highlighting the strength suggestions for improvement is prepared which helps the institution to move ahead considering the recommendations for improvement.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)

3.Participation in NIRF**4.Any other quality audit recognized by state, national or international agencies (ISO Certification)****Response:** 1 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload e-copies of the accreditations and certifications	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Paste web link of Annual reports of Institution	View Document
Link for additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

As part of the college vision of establishing a **distinctive educational ambience built on humanitarian principles and social responsibility**. Gender equity and sensitization are made an inherent component of the educational process in both academic and co-curricular areas.

CURRICULAR: Gender equality is promoted at the college, and staff and students are educated on gender-related issues and concerns. Prescribed curricula in various programmes provide an important platform for analyzing gender disparity and the factors that cause and promote it in our society.

CO-CURRICULAR: In addition to curriculum exchanges, several co- and extracurricular programmes emphasise the importance of addressing gender concerns and the need to transform a patriarchal system into a gender-equal one.

The annual plan to implement gender equity in concept and practice is developed by a number of College committees. The women empowerment cell of the college conduct workshops and seminars to educate girl students about their safety, equality, rights in the college premises and grievance. Throughout the year, these groups host lectures, panel discussions, community outreach initiatives, and workshops on gender issues. Along with women empowerment cell other committees of college including NSS, Cultural committee and NCC conduct programs for their participants on women empowerment according to their annual plans and programmes to spread awareness about gender equity and sensitizations.

FACILITIES FOR WOMEN ON THE CAMPUS

Safety and Security-

1. All first year students of all the disciplines are given an orientation about committees with complaint redressal mechanism available in the college like NSS, NCC, Cultural activity, anti ragging cell and student grievance redressal cells. All students and faculty members are examined for their ID cards before entering the campus. CCTV Surveillance cameras have been put throughout the campus to track student movement and ensure their safety. Security guards assigned to each floor will keep an eye on disciplinary issues. The anti-ragging and anti-sexual harassment cell interacts with the women empowerment cell to conduct regular safety awareness programmes, such as self-defense training, for women. The class in-charges physically supervise and counsel the girls on safety issues. Female faculty organizers accompany field visits and extension programmes. **The committee, which keeps a grievance redress box at a handy access point, addresses the complaints.**

1. Counseling The College has a Counseling cell which has facility of a separate counseling room where a teacher available for counseling of students on various psychological issues, including healthy relationships and gender parity. Exclusive workshops and seminars were organize for girls address issues of emotional abuse, emotional breakdowns, low self-esteem, poor body image etc. and counsel them into being confident and competent happy individuals.

1. The Common Room The College has a room exclusively to female students, in addition to the 2 female bathrooms on the ground and second floors. It is intended to provide a comfortable environment for female students to relax, study, and have meaningful discussions about any topic of mutual interest or arrange an activity. Magazines, novels, and newspapers are available in the common room. It is easily accessible because it is located on the ground floor.

File Description	Document
Annual gender sensitization action plan	View Document
Specific facilities provided for women in terms of: a.Safety and security b.Counselling c.Common Rooms d. Day care center for young children e. Any other relevant information	View Document

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

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

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

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

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management

- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

7.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste.

Sadhu Vaswani Autonomous College is having consistent and comprehensive approach towards the cleaning of the college. The wet waste collected is composted and the dry waste is collected. The college takes great effort to ensure that none of the waste it generates ends up in landfills.

Several committees of the college like NSS, NCC and nature club take part in the waste minimization and proper disposal of waste in campus emphasizing reduction and reuse of waste. The garbage is divided into solid, liquid, and electronic waste. The following are some of the strategies used to handle these wastes:

1. Solid waste management –

Horticultural trash, such as dry leaves or plant clippings, is one of the most common solid waste products created at the college. A certain quantity of glass, fiber, food waste, paper, and plastic is also present. Food and plastic waste are collected on campus by placing bins in various locations. Wastes gathered in campus waste containers are disposed of with the assistance of local cleaning crews. The college has placed one unit of bio compost and is in the process of preparing biofertilizer. Bio-bins are positioned in various locations to collect food waste. The college organized various awareness programmes on clean environment. NSS and NCC committees organize various rallies other activities to promote the cleanliness of environment. Wooden furniture that is old or broken is mended and recycled as soon as possible. The college has hired cleaners to keep the classrooms and campus tidy. The college office has taken steps to reduce the amount of paper used. Steel plates and glasses have been made accessible by the college's NSS unit, which have replaced plastic/paper plates and glasses that were commonly utilized by all of the college's departments to serve meals during seminars and workshops. **Weekly fogging** is being done in the campus on a regular basis under the clean campus campaign.

1. Liquid waste management –

The liquid wastes generated in the campus include Sewage, Laboratory and hostel effluent waste. The entire water is used for watering the gardens and lawns maintained in the campus. The laboratory waste water does not contain hazardous chemicals and periodical monitoring is done by the Lab attendants. The College has installed RO Purifiers which converts 2 glasses of water into 1 glass of purified water. The impute water is used for washroom, conserving fresh water sources. The liquid waste generated in the campus is piped out through municipal pipelines for safe disposal

1. E-waste management –

Electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff; and the major repairs are handled by the Technical Assistant and are reused. College has entered into Contract with Notebook Planet for the damaged computers and other non-reparable e-waste and issues certificate. There is a write off committee in college which checks the working condition of the instruments and ensures the proper disposal of non-working electronic items. .

File Description	Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

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

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any additional information	View Document

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

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

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

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document

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

Response:

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

Sadhu Vaswani (Autonomous) college, values inclusionary practices at multiple levels including its admission policy, where students from diverse cultures are admitted. Sadhu Vaswani (Autonomous) college inculcates values of inclusion and respect for people from all strata. It makes students key agents in the process of empowering young minds through education. The college remained committed to being inclusive as a diverse population of students, faculty and staff from different religions, castes, cultures, physical abilities and countries are its greatest strengths. The policy instruments are designed keeping this diversity in consideration and aim towards equality, harmony and socioeconomic balance between staff and students .

Equality, justice, inclusiveness and harmony are the key points on which the academic and administrative vision of the college is build on. Regional diversity, communal diversity, cultural diversity, Socioeconomic diversity and linguistic diversity are important for developing effective ways to solve a variety of issues and to meet the requirements of students, as well as to create a coherent, inclusive learning environment.

During the admissions process, minorities, girls, and students with disabilities were given special consideration. Over the course of five years, the ratio of female students and pupils from low-income families has risen. The substantial presence of students and teachers from other regions adds to the Regional diversity.

Mentoring and personal counseling services ensure that students receive sociopsychological support in addition to academic support in order to achieve their full potential.

Individual growth regardless of one's origin, gender, cultural or social identity, and status apart from psychological and academic counseling.

The SC/ST/OBC cell also provides information on government scholarships as well as other professional development advice.

Students who are financially disadvantaged receive fee concessions and other management support.

Collaborative learning, such as group discussions, creates a conducive environment; equality in the classroom creates a conducive environment.

Several academic and cultural clubs, activities, and festivals provide leadership possibilities for students concentrate on their unique passions and talents.

Students can focus on their particular hobbies and talents by participating in a variety of academic and cultural groups, events, and festivals.

College offers a variety of academic and cultural clubs, events, and festivals where students can emphasize on their unique interests and abilities while overcoming class and caste barriers.

As students from various regions and with various mother tongues become an intrinsic part of the campus culture, the college becomes a melting pot of linguistic diversity.

The cultural distinctiveness among students is inculcated by college through various cultural programme in order to develop a sense of respect for each others cultural distinctiveness and also making student understand the indian integrity and unity through cultural diversity of nation

College organizes the communal events like dandiya for making communal harmony. Students perform diverse dance styles as part of the cultural programmes on Fresher's Day, Annual Day, and other occasions, showcasing the multicolored array of India's rich linguistic and cultural diversity.

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

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens (within 500 words).

Response:

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race and gender. Sadhu Vaswani (Autonomous) College has been committed to educating our students as constitutionally aware citizens sensitized to their Fundamental Rights and Duties. Various programmes and activities are organised both by departments .

The Sadhu vaswani (Autonomous) college establishes the policies that reflect core values. Code of conduct is prepared for students and staff and everyone is supposed to abide by these code of conducts. In order to develop Harmony among the students of various cultures and regions of India and abroad, Annual function is organised.

The Sadhu vaswani (Autonomous) college is committed to teaching students human values and social duties based on constitutional ideals. This is accomplished through establishing fundamental values that promote social cohesion and national growth. Our college does justice to the progress of its students and staff by providing equitable chances to all, regardless of caste, culture, or economic standing.

To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community.

The Sadhu vaswani (Autonomous) College conducts several Government endorsed programmes like the Fit india campaign, Swachh Bharat Abhiyan campaign, Atma-Nirbhar Abhiyan, Azaadi 70 years celebration, Matra Bhasha Diwas celebration, Constitution Day, International Day of Yoga, World Environment Day etc.

To educate students to their citizenship role and obligations, lectures and seminars on voter awareness, democracy, human rights, and students involvement in politics were held.

Students are provided a forum to express their thoughts and creativity through discussions, extempore, and plays without infringing on the rights of others.

The posters and photos on the walls of the college premises made students aware of constitutional values.

The college has different cell like NSS, NCC and women empowerment cell which make active participation of students towards the understanding of their rights as an Indian citizen.

The college perform extension activities with the college organizes various community development programmes under extension activities. In these extension activities students get aware and learn the sense of nation building by participating in various programmes like health and hygiene awareness, Blood donation camp, child literacy programme etc. through interacting with the village and surrounding community people.

While educating the less fortunate children in the area, tree plantations, Swach Bharat, medical camps, and surveys are undertaken.

College celebrates independence day, Republic day and organize various cultural programmes, (dance performs filled with patriotism) quizzes, poster making competitions, were performed by students to spread the sovereignty, unity and integrity of India.

On all important occasions and functions, National Anthem is played to inculcate the feelings of respect for our nation, its constitution. On Independence Day and Republic Day Flag hoisting ceremony with National anthem and oath of national integrity is the regular decorum of the institute.

File Description	Document
• Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document
Any other relevant information	View Document

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

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

Response: C. 2 of the above

File Description	Document
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 Document
Code of ethics policy document	View Document
Any other relevant information	View Document

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

Response:

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

Commemorating days, events and festivals of national importance honors the great heritage of India. Recognising the momentous contributions of historical figures to freedom and justice, likewise, inspires the youth. Sadhu Vaswani Autonomous College observes several significant occasions to educate our students on the history, traditions and practices of India in engaging and participatory ways.

Sadhu Vaswani Autonomous College has a thriving campus culture that includes national and international remembrance days, celebrations, and festivals. These are designed to provide children with a variety of learning opportunities in order to complete personality development of students. The fundamental basis of the growth of the students is based varied cultural and traditional values, strong sense of nationhood, Research aptitude and social responsibility.

Sadhu Vaswani Autonomous college celebrates India's Independence Day with much fanfare, usually on a prior working day. Students, teachers and administrative staff join in the celebrations, which commence with the singing of the National Anthem, and include cultural performances carefully curated by the Indian Cultural Society.

The republic day also marked in college. Republic day is celebrated every year on 26th January in the college with great enthusiasm and pride. It is a day to remember when India's constitution came into force on 26 January 1950 completing the country's transition toward becoming an independent republic. A function is organized on the college campus where all staff members and students share their thoughts about the importance of this day in the history of our nation and pay tribute to all freedom fighters who sacrificed their lives in order to gain freedom for India.

As a tribute to the father of our nation, on 2nd October, the birth anniversary of Mahatma Gandhi, programmes by NSS, NCC etc., and familiarize students with the life and philosophy of Gandhiji.

Dr. Sarvepalli Radhakrishnan's birth anniversary on 5th Sept, observed nationally as Teacher's Day, is celebrated at both the department and college level.

In December 2014, the United Nations General Assembly Resolution adopted 21st June as International Yoga Day. Sadhu Vaswani Autonomous College celebrates this day, acknowledging the transnational role of Yoga, an ancient Indian knowledge system, in promoting physico-mental health.

Sadhu Vaswani Autonomous college has a dynamic campus culture that includes national and international celebrations. The special day that our college celebrates includes:

Days to promote national consciousness like Independence Day

Days to promote social consciousness and raise awareness like Meet less day.

Days to promote health and well-being like International Yoga Day

Days to promote healthy relationships like Freshers Day- OREINTATION PROGRAMME

Days to promote environmental consciousness like Tree plantation Day – 5 August.

Days to promote devotion towards teachers like Teacher’s Day

Days celebrated annual Cultural fests

Apart from this all the special days and awareness programs are organized like debates, quiz, rallies, poster making presentation, plays etc. by the students of different committees or clubs like NSS, NCC and women empowerment cell etc. to promote a sense of social, environmental, scientific, and national awareness.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

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

Response:

BEST PRACTICE – I

1. Title of the practice: Super 30 Programme

2. Objective of the practice

- 1.To promote students who could not afford coaching fees and lived in remote areas for the preparation of Government jobs such as Civil services, SSC & Banking Services.
- 2.To track bunch of meritorious students provide them a conducive environment. The talented student has been given quality teaching and open atmosphere to perform to the best of their potential.
- 3.To gain in an depth knowledge of their chosen field of their interest beyond the curriculum for integrated development of the students.

1. The Context

The Super 30 programme is a educational program which is started in Academic Year 2019. Under this scheme Super 30 Commute will be Selected 30 meritorious students from all UG 1st Year (B. Com, BA, B.Sc., BBA & BCA) students. . Aim of this program is to promote students who cannot afford coaching fees. Super 30 mainly focus on preparation of government jobs like civil services, SSC and Banking. under Super 30 programme. To be a part of Super 30 group, student must secure 70 % or above in 12th board examination. The main object of Super 30 is to track bunch of meritorious students provide them a conducive environment.

1. The practice

1.Selection procedure of 30 Students comprised of three steps

- The Entrance test is organized to take free coaching & facilities in the college premises for three years up to the completion of UG Program me.
- The students are Shortlisted on the basis of merit list.
- The final selection is done on the basis of personal interview conducted by expert teachers of the college.

1.The Students enrolled in the Super 30 programme get access to library with internet access, as well as up-to-date information about government job openings, learning resources, practice tests, and weekly assessments. Exam-related study materials, as well as access to the internet and a library, as well as training sessions and mock exams, are all available at Sadhu Vaswani College.

1.Students were aided both online and offline as part of the Super 30 initiative. Students get access to online resources such as study materials and links, online practice papers for reasoning or math, and a teacher-led online interaction station. Students were given access to a Whatsapp group where they could receive information about competitive exams and vital links. The students will be instructed on how to fill out examination forms. The expert responds to the questions of the students. The offline tools made available to students by the college are regular classes after college hours, regular connection with professionals and experts, personal attention to each student, and a clear foundation for competitive exams. The talented student has been given quality teaching and open atmosphere to perform to the best of their potential.

1. MOU Contract MOU has been signed between college and AVYAN Academy – IAS Academy – MP Nager Zone I- Bhopal, Director – Rajiv Singh- for all subjects, selected with competitive Examination.

Competitive Preparation Classes

For super 30 Students on Line & Offline Classes has been conducted as Follows

S.No	Online Classes from 4 may 2020 to 18 Aug2020			Offline Classes from 18 Feb 2021 to 19 Mar 2021		
	Name of Expert	Subject	Total Classes	Name of Expert	Subject	Total Classes
1	Mr. Ashutosh Verma , British Academy Bhopal	English	34	Mr. Deepak Kumar, Nishham The General's Academy, Bhopal	Maths	22
2	Shivaji Rai ,	General Knowledge	24	Mr. Deepak Kumar, Nishham The General's Academy, Bhopal	Reasoning	22

1. Evidence of success-

The Super 30 Programme was launched in 19-20.session started jan to feb and be stopped due to covid.apart from the pandemic we had conducted online classes upto july month.our two sessions were lapse due to covid therefore we have not regularize the classes.

Super 30 scheme is a long term process to show the results of success. It may be min 3 to 5 years because of the pattern of the exam and its schedule.

Some students appear in the competitive exams but still they are waiting their results.

1. Problems encountered and resources required –

- Students selected for the Super 30 programme had difficulty getting access to the Internet from home during online classes. As some of the students are from poor background and some are from interior rural places. There is difficulty of network of internet in their hometown areas.
- The students who are knowledgeable and hardworking but still didn't get the eligibility criteria of the 75% due to some of their personal reasons were not get selected.

BEST PRACTICE – II

1. Title of the practice: Poor Relief Fund

2. Objective of the practice

1. To provide financial assistance to the students having incapable of paying fees.
2. To encourage studious students from low-income families to pursue higher education.
3. To encourage children to study in order for them to become self-sufficient and have a decent life and future.

1. Context

The financial assistance is provide to the students who are financially week but capable of the studies. The four different funds are generated for the Students with a willingness to learn and a desire to excel like Nachlani foundation, Seetaram jindal, Jeev sewa sansthan and Sri Dayaram Detani memorial fund.

2. Practice

1. Seetaram jindal –

Objective - This scholarship is provided to all the students without any discrimination with the only motto of educating the children and raising their life standards.

Criteria - The criteria for availing scholarship is the students must score first division and the income of the guardian must be less than 6 lacs per annum. The basic criteria for the selection of student for this scholarship is students who score above 60 % and having the financially week background.

Beneficiaries – Sitaram jindal foundations is Bangalore based organization offers scholarship to the

students of undergraduate (UG) and post graduate (PG). Total number of 14 students are selected in every 6 months and the total amount of Rupees 4800 (400 per month) is given to boys and 6000 (500 per month) is given to girls.

This scholarship is not paid to the student if student is in receipt of any other scholarship from minorities' welfare department in the state/ financial aid from any other scholarship.

2. Nihchal israni foundation –

- – The main objective of the foundation is to provide financial help to the students belong to lower middle class families in order to provide them high class education with the view of raising the standard of the children and their families.

Criteria – This foundation offers scholarship to 30 meritorious students who score 65 % and above marks in higher secondary examination.

- - This scholarship is provided by Mumbai based organisation known as Nihchal Israni foundation and the name of scholarship is Geeta Israni scholarship. The scholarship named late Geeta Israni scholarship of Rs 200000 were given - for 2020-21(20 students), 100000 for 2019-20 (10 students).

3. Dayaram Daryani memorial fund-

Objective - Dayaram Daryani scholarship is provided by the college. The fund is raised by the management and faculty members of the college in order to help the poor students.

Criteria - The students from underprivileged backgrounds.

Beneficiaries - This scholarship is provided to 35-40 students every year as per requirements. The college authority decides the amount of the scholarship keeping and the financial background and the status of their family. Generally this scholarship of amount of Rs 2000 is given to the students 50 poor students per year.

4. Jeev sewa sansthan –

- - They provide scholarship to very poor students who could not complete their studies

Criteria – The students from less wealthier families

Beneficiaries - Jeev Sewa Sansthan (JSS) is an NGO run by the disciples of Sant Hirdaram Sahibji. The fund is raised by the NRI followers all over the world. They provide monetary scholarship through their organization named Navyuvak Parishad.

They provide scholarship to very poor students who could not complete their studies. The percentage required to avail their scholarship is more than 75%.

The beneficiary students of this scholarship have the benefit of availing this support as long as they

complete their studies and get the job. Jeeva Sewa sansthan gives scholarship of rupees 1500-2000 to the poor students.

5. Evidence of success

The Sadhu Vaswani Autonomous College's initiative for poor relief fund assists students from low - income backgrounds. The opportunity is one that will change the students' lives. Through this initiative, numerous students get benefitted. In last 5 year through the Sitaram Jindal Foundation, 28 students and through the Late Shree Dayaram Daryani Memorial Fund, 176 students received educational benefits. Jeev Sewa Sansthan helped 26 students in last four years , and in the past two years, about 17 students have benefitted through Nihchal israni foundation.

6. Problems encountered and resources required –

Students from low-income backgrounds who are unable to afford the college's fees are assisted by our institution. As a good number of students are being admitted to our college. To address the demands of the students, we need more scholarships. We require more connections with organisations that are prepared to aid financially struggling students.

File Description	Document
Best practices in the Institutional web site	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

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

Response:

7.3.1: Portray the performance of the Institution in one area distinctive to its priority and thrust .

To develop a **distinctive educational ambience built on humanitarian principles and social responsibility**. "Distinctive environment of educational excellence with human values and social commitment,"

Sadhu Vaswani Autonomous College, with a brief but illustrious **43-year** history, is known for its distinctiveness in delivering high-quality education that goes beyond academic achievements to with life skills for personal satisfaction and professional success. Our college has established a wide reputation among parents and academia as the most trusted name for integrated/holistic development of students, with value-based education as its top emphasis. Our college through a variety of "beyond the curriculum" activities promotes knowledge that is blended with the right skills, attitude, and values for lifelong success and wholesome living.

The campus is ever vibrant with opportunities galore to nurture talent, build competencies and confidence among students to face challenges in the context of rapidly changing global dynamics. Our College is committed to students in socio - economic transformation by providing inclusive innovative quality education of global standards. Our college is having Enrich library and provide latest teaching gadgets and process to promote effective teaching, learning. Our college has splendid library. It is housed in a big hall and has seating capacity of 30 students. It has an extreme collection of around 24000 books and reference materials for satisfying the academic and research needs of the students and faculty. Recently library has automated all its functioning with high speed wifi connection to provide effective and wide range of academic resources such as journals and online learning material in order to strengthen its collection. Various committees inculcate enthusiasm among students to go beyond the curriculum to develop innovative ideas, team building and leadership skills.

Our college awards the Best Students Award to students as a sign of appreciation for their efforts, implying that their efforts are appreciated. This encourages sentiments of pride, which is linked to contentment. This Award is conferred to best achievers who have the potential to serve as role models for the youth of college now and in the future. The key objective of this award is to acknowledge students academic excellence and motivate other students to perform better thereby upgrading standards of excellence and achievement. Eligibility criteria is self discipline, diligence, punctuality, courteousness, teamwork , confidence and responsibilities. At the of this procedure the principal invites students to apply for the award . There is proposed method of evaluation on the basis of Merit, Attendance and participation in extra curricular and co-curricular and social activities. The performance sheet ,forms and certificates of the students are critically examined by the panel of faculties and then our student is selected every year for the Award. The process of screening of best student is :

1. Notification is given.
2. Nomination.
3. Submission of forms and docs by the student.
4. Assessment of the docs on the basis of listed criteria.
5. Final recommendation made to the management.

Poor student's relief fund is established in college to encourage students to study in order for them to become self-sufficient and have a decent life and future. Under this the financial assistance is provide to the students who are financially week but capable of the studies.

Scholarship College funds:

1. Seetaram jindal – The basic criteria for the selection of student for this scholarship is students who score above 60 % and having the financially weak background. Total number of 14 students are selected in every 6 months and the total amount of Rupees 4800 (400 per month) is given to boys and 6000 (500 per month) is given to girls.

1. Nihchal israni foundation – This foundation gives financial help to poor students. The scholarship named late Geeta Israni Scholarship of Rs 200000 were given - for 2020-21(20 students), 100000 for 2019-20 (10 students).

1. Dayaram Daryani memorial fund- This scholarship of amount of Rs 2000 is given to the students 50 poor students per year.

1. Jeev sewa sansthan – Jeeva Sewa sansthan gives scholarship of rupees 1500-2000 to the poor students.

There is an educational programme called super 30 in our college. Super 30 is an educational program which is started in Academic Year 2019. Under this scheme Super 30 Commute will be Selected 30 meritorious students to promote students who could not afford coaching fees and lived in remote areas for the preparation of Government jobs such as Civil services, SSC & Banking Services. College run certificate course for professional subjects like tally , personality development, fashion designing.

Women empowerment cell organizes the lecture and seminars to promote gender equality and educate staff and students on gender-related topics and concerns.

Our college has Career and Counselling cell which provide the students with training on leadership and managerial skills for both higher studies and employment. Our college do efforts in the placement of student. Seminars/conferences, in combination with research project-based learning, effectively strengthened the institution's research culture. Sadhu Vaswani College believes in overall 360 degree

development of students. Therefore apart from academics programmes, there are many extracurricular programmes available for students. In our college, NCC cadets provides exposure to the cadets in many activities with a distinct vision of instilling in them as discipline, hardwork , social service and integrity. In order to shape them into dynamic and responsible citizen of country. In 2020, our NCC cadets begged gold medal in kabaddi and firing and silver medel in volley ball.

Participation of students in sports was carefully fostered by the institution. From last five years our college is organizing open volleyball tournament at regional level.

Sadhu Vaswani (Autonomous) college has received immensely successful DST- FIST project for research and development activities in academic field. The scheme provide optimum infrastructure and facilities for improving existing laboratory, modernization of laboratories including scientific and technical tools. Maintance and refurbishing of existing and new facilities etc.

In this way, the institution maintains its distinctiveness in every avenue of curricular as well as extracurricular initiatives.

Attached file:

1. **Volley ball tournament**
2. **Best student award**
3. **Library**
4. **Carrier and counselling cell**
5. **NCC- Testimonials**
6. **Super 30**
7. **Poor relief fund**
8. **DST**
9. **Distinctive courses**

File Description	Document
Any other relevant information	View Document
Appropriate web in the Institutional website	View Document

NAAC

5. CONCLUSION

Additional Information :

For any institution to grow to achieve excellence, it must introspect its strength and challenges. Though situated in semi-urban area far from the city with very limited resources and catering to those students who already find hard to make their both ends meet, the college tries its hard to maintain its standards and give best to its stakeholders.

The college started certificate course in Fashion Designing and Tally Accounting seeing the demands of its surrounding area.

Super 30 Scheme is a well-driven step toward to help those meritorious students who are unable to afford coaching for their further careers.

To organize “Ek Shaam Diwangat Trustiyo Ke Naam” every year is another innovative practice where besides paying tributes to our late trustees, the college invites the family members of both teaching and non-teaching staff so as to make the environment more conducive.

“Shri Dayaram Daryani Memorial Fund” is another novel practice in which both teachers and management collectively contribute to create a fund which is distributed amongst needy and meritorious students every year.

Division level “Ajit Detani Memorial Volleyball” Tournament is organized every year to encourage students towards sports.

“Best Student of the Year Award” is given every year based on the performance of students in curricular, co-curricular and extra-curricular activities.

Allocation of DST-FIST projects to the college twice itself reflects its active engagement of faculty members in research.

The college put its best efforts to maintain its teaching-learning standards through online mode of teaching during the Covid Pandemic period.

Concluding Remarks :

Since its inception in 1979, the College has expanded its horizons, attaining many milestones. It started with only two programmes, B.A., and B.Com. In 1988, B.Sc. Programme with basic combinations was introduced. After that PG programs were gradually added in some subjects. The College was sanctioned Vocational course in Industrial Chemistry from UGC. After that the college introduced BBA and BCA programs. The college also added many subjects in various programs like Microbiology, Biotechnology, Electronics, Computer Science in B.Sc., Computer Applications in B.Com, PGDCA etc. so that a variety of combinations may be available for students. Recently, Clinical Nutrition & Dietetics, Mathematics, Computer Applications have been started as one of the subjects in B.Sc. & B.A. programmes. Many short – term and Diploma courses such as Tally

Accounting, Web Designing, Fashion Designing, Personality Development are already running in the college. Many skill-based courses have been introduced under NEP which has been successfully adopted by the college. The college has been sanctioned FIST program twice by DST, New Delhi. The faculty members are actively engaged in research and literary work. Besides curricular aspects, the college gives equal focus on co-curricular and extra-curricular activities. Orientation programme is arranged every year for the new students so that they become well-acquainted with the college. The Autonomous Cell has formulated very fair and transparent mechanism for examinations and results. Many scholarship schemes are available for needy students besides Govt. schemes. The students are receiving industry relevant skill-based education with the objective to meet the rising demand in healthcare and retail sector job market. To support interactive/classroom pedagogical methodologies, the teachers are also encouraged to use ICT tools to deliver their lectures using audios, videos and PPTs. The College has introduced many awards for excellence in curricular and extra-curricular activities. Best Student Award is one of these. The college is proud of many of its alumnae who have made a mark for themselves in various spheres of academics business entrepreneurship and corporate industry. The college strives to fulfil its vision of imparting transformative education for the empowerment of youth and promotion of a more humane society.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.</p> <p>1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 03 Answer after DVV Verification: 01</p> <p>1.2.1.2. Number of courses offered by the institution across all programmes during the last five years. Answer before DVV Verification : 12 Answer after DVV Verification: 20</p> <p>Remark : values as per data provided by HEI</p>																				
1.3.2	<p>Number of value-added courses for imparting transferable and life skills offered during last five years.</p> <p>1.3.2.1. How many new value-added courses are added within the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>1</td> <td>2</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>4</td> <td>4</td> <td>3</td> <td>1</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	1	2	1	2020-21	2019-20	2018-19	2017-18	2016-17	4	4	4	3	1
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	0	1	2	1																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
4	4	4	3	1																	
1.4.1	<p>Structured feedback for design and review of syllabus – semester-wise / year-wise is received from</p> <p>1) Students, 2) Teachers, 3) Employers,</p> <p>4) Alumni</p> <p>Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: B. Any 3 of the above</p>																				
2.5.2	<p>Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years</p> <p>2.5.2.1. Number of complaints/grievances about evaluation year wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17															
2020-21	2019-20	2018-19	2017-18	2016-17																	

0	0	0	0	0
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Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	7	7	35

Remark : Values as per amended data provided by the HEI

3.7.1 Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

3.7.1.1. Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
04	00	01	01	00

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
01	00	01	01	00

Remark : values as per data provided

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
07	04	02	03	02

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
06	01	02	00	02

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of programs offered year-wise for last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	12	12	12

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
20	20	20	20	20

NAAC