



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOVT. P. G. COLLEGE, BINA

GOVT. P. G. COLLEGE, BINA, NEAR TELEPHONE EXCHANGE, RAJEEV
GANDHI WARD, BINA

470113

www.highereducation.mp.gov.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Introduction :- Govt. P.G. College, Bina established on 1st august 1964 by Department of Madhya Pradesh is a coeducation college of Sagar district. About 25 acres area of the institute is surrounded by agricultural lands at a distance of 78 Kms from Sagar district and 12 Kms away from historical Place Eran, Bina is a tahsil where students come from urban, semi urban and rural areas. College provides a platform to students and staff for academic and value based interaction. The College management is actively determined to develop and maintain academic environment and work as per the instructions given by Govt. M.P time to time. The College building encompasses spacious and well equipped office with ICT facilities. Number of departments, Laboratories, Classrooms, Computer center, Virtual class centre, rich library provides students wings to fly in the sky of their relevant area.

Vision

Vision – To develop the feeling of social service and national integrity among the students by improving their self confidence and personality so that they can established as a good citizen.

Mission

Mission – To prepare the students for getting proper employment and generating their own resources for employment.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The College students and staff work together to achieve their academic goals in a healthy atmosphere.
2. Full support of college students, society and parents is available extended for making success in every initiative taken by college.
3. Lady Attendants are available in institute to attend the girl students if required.
4. College has an efficient career guidance cell.
5. As per the scheme of Government of M.P. Pratibha Kiran, Gaon ki Beti, Vikramaditya, Alpsankhyak, Postmetric and various scholarships are running successfully in college.
6. The College has an active antiragging, women harassment and grievance redressed cell.
7. Online Admission was introduced by in the year 2015 as per instructions of Government to ensure the entry

on the basis of merit in all the courses.

8. IQAC motivated faculty members and students to take part in research seminars and research activities.
9. The college has a virtual class room.
10. Biometric verification system since 2016.
11. The College has playgrounds for outdoor games.
12. The college has received grants from RUSA and World Bank schemes.

Institutional Weakness

1. The College has insufficient computers to meet the requirement of students.
2. The college is yet to receive the funds from UGC although the utilization certificate for UGC 12th plan has been submitted.
3. The College is in need of more ICT enabled classrooms in all wings.
4. The students are less frequent in spoken English as it is located in semi urban area and many of the students come from rural regions.
5. Many of the permanently faculty positions are yet to be filled up by governments.

Institutional Opportunity

Institutional Opportunity

1. To provide quality education to students and produce self independent citizens.
2. The College Organized UGC sponsored seminars in emerging areas time to time such as was ten management , Women entrepreneurship, Human Rights, Cashless Economy etc.
3. Number of Job Oriented skill development training programs are conducted for students such as cooking and baking, fashion designing, Mobile repairing, judo karate etc.
4. Career Fairs, Placement activities and competitive exam coaching are organized for students.
5. College has been founded under 12th plan of UGC, RUSA and World Bank projects.
6. Girls and Boys hostels are available within campus.

Institutional Challenge

Institutional Challenges

1. Less fluency of students in English language due to being located in tehsil.
2. The students computer ratio is to be improved by getting more computers.
3. Many of the permanent faculty positions are yet to be filled up by governments.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Criterion I- Curricular aspects :- The College has displayed the aim, vision, and mission of the college in display and website of college. The college plan to implement the curriculum provided from Department of higher education in a manner that the students become educated, well behaved citizens realizing their responsibilities towards the society and specially weaker sections. The syllabus is distributed among all the faculty members of departments at the beginning of session. Besides the classroom teaching, lecture method other methods are also adopted for effective teaching and learning such as ICT classes, group discussions, providing notes, clearing their doubts at personal level. The time table of the classes is planned at the beginning of session and displayed on website of college. The classes are conducted strictly as per the time table so that the curriculum is covered as per the academic calendar. The faculty receives the support from laboratory technicians in performing practicals. The monitoring of teaching and learning and timely conduct of classes is done at two levels, first by faculty in charge and secondly at IQAC level. Various extension activities, social awareness are done by organizing programs under personality development, skill developments cells, NSS, NCC, Sports etc.

Teaching-learning and Evaluation

Criterion II- The college managements focus on students centric academic and co curricular activities. Lively atmosphere and interaction between faculty member and students facilitated the path for achieving the excellent academic results ranging from 70% to 100% in various UG and PG programs. The college is running 14 programs from 14 departments including 2 self finance departments. The college strictly adheres to its policies towards empowering the learners in multi directions. The results feed backs and placement activities are analyzed by the IQAC. The IQAC taken an initiative in implementing the new thoughts and schemes as per the feedback obtained from students. The developmental plans are also based on recommendation of IQAC forwarded by academic council of college the decision making body of college.

Research, Innovations and Extension

Criterion III- The institute has 14 departments including 2 self finance departments i.e. computer application and business administration where all the science departments have sufficiently spacious laboratories. Although college is not registered as centre for research by affiliating university MCBU, Maharaja Chhatrasal Bundelkhand University but the staff and students are involved in research activities. Various research

equipments, chemicals and ICT facilities are available. The central and departmental libraries have sufficient number of reference books. The young teachers appointed by Department of Higher Education on temporary basis conduct their research. Some of them are trying to peruse their Ph.D. while some are with doctoral degrees. The college is benefitted with their research aptitude and new ideas. The faculty members remain active in research work in their specialization and publish papers in research journals, books, proceeding and present research paper in National, International seminars/conferences. This keeps faculty charged with an influx of new research and inventions in the subjects they teach. Students of UG and PG courses takes active part in the national and district level seminars organized by various departments of the institute and other institutes time to time.

Infrastructure and Learning Resources

Criterion IV- The college infrastructure has been developed considerably with the academic developments in last years. Construction of classrooms, well equipped laboratories, Vivekanand career guidance Hall, academic block, administrative block, boys hostel, playground modification etc. are some of the remarkable enhancements in infrastructural facilities during last five years. The increase in ICT facilities developed for students and staff. The office and library have been renovated and electronically developed to facilitate academic and administrative working, The botanical garden, tree guards, water supply facilities are also updated. All these facilities are maintained and upgraded regularly. Looking towards the huge number of students more drinking water coolers are installed at various points.

Student Support and Progression

Criterion V- Govt. P.G. College, Bins is sincerely determined to impart the quality education to its learners. This task is achieved with the tireless efforts of highly qualified and dedicated faculty members, disciplined and energetic students, supporting parents and helping surrounding bodies such as sarpanch of village, SDM, Tehsildar, Nagar Palika, BURL, refinery, SBI etc. The social and constructive activities are performed at various platforms such as, sports, cultural programs, NSS, NCC where students take part very enthusiastically and represent the college at district level, University level, division level and state level. The faculty members guide and motivate students for taking part in co curricular activities for developing their confidence and personality. They win prizes and certificates at various levels. The teacher guardians solve the problems of students whether academic or personal. The College has grievance redressal cell, anti ragging committee, equal opportunity cell, sexual harassment cell etc. as per the norms of UGC.

Governance, Leadership and Management

Criterion VI- The Principal as the head of the college along with the recommendations of governing and academic council body of the college regulate and maintain an academic and healthy environment in the college. At the beginning of each session, committees are formed to function and implement the policies of the government in an effective manner. The committees meet regularly, check out their requirements and function eventually. The developmental plans and future plannings are based on the recommendations of NAAC peer team so that the suggestions given by NAAC peer team are implemented on priority basis. The fee structure is kept at a reasonable level and scholarships are provided to students as per schemes of state government. A large number of students are benefitted under scholarship schemes. The smart phones have been distributed to all students admitted in 2014, 2015 and 2016. The E accounting, E Transactions, online payment of fees by

students are in practice in college. The higher authorities visit the college at random such as additional director district level, Principal of Nodal College etc. Financial audit is completed every year. NSS, NCC, anti ragging cell, Youth Red Cross society are set up in college.

Institutional Values and Best Practices

Criterion VII- Govt. P.G. College, Bina has taken active interest in creating an ecofriendly campus and by making the students and faculty conscious about clean and green campus are proper management of e-waste points are established at the laboratory of Physics and Computer. The institution has signed an MOU/Contract with M/s Azure Power Rooftop Five Pvt. Ltd dated 29-09-2018 for the installation of solar energy plant. This will meet the power requirement of college. The college has received Rs.2 crores grant under the RUSA and Rs. 10 crores grant under World Bank Projects by state Government for infrastructure and other facilities. The special emphasis is given to skill development short term courses for preparing students for self employment. Besides this Judo Karate Training, Yoga, Surya Namaskar, NSS, NCC, RED Ribbon Club, Youth Red Cross Society, SVN Career, Guidance cell, sexual Harassment cell, scholarship like Gaon ki beti, Pratibha kiran, Vikramaditya, Post Metric etc are all focused for students welfare. Digitalization of the library is process. A large number of books are available for competitive exams preparation. Purchase of journals is proposed under world bank project.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. P. G. COLLEGE, BINA
Address	Govt. P. G. College, Bina, Near Telephone Exchange, Rajeev Gandhi Ward, Bina
City	BINA
State	Madhya Pradesh
Pin	470113
Website	www.highereducation.mp.gov.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Professor	Mahira Parveen	7580-222051	9424473680	7580-221220	mahiradaudi@gmail.com
Principal(in-charge)	R.C. Gupta	07580-222051	9425671553	07580-221220	govtpgcollegebina@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-08-1964

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

State	University name	Document
Madhya Pradesh	Maharaja Chhatrasal Bundelkhand Vishwavidyalaya	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	22-03-1968	View Document
12B of UGC	22-07-2003	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				

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Govt. P. G. College, Bina, Near Telephone Exchange, Rajeev Gandhi Ward, Bina	Semi-urban	25	24783.51

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	Twelfth Pass	English,Hindi	350	188
UG	BCA,Computer Application	36	Twelfth Pass with Fifty Percent Maths Compulsary	English,Hindi	30	8
UG	BSc,Science	36	Twelfth Pass	English,Hindi	390	202
UG	BBA,Management	36	Twelfth Pass with Fifty Percent	English,Hindi	50	13
UG	BA,Arts	36	Twelfth Pass	English,Hindi	650	514
PG	MSc,Botany	24	B.Sc. Pass	English,Hindi	30	0
PG	MSc,Chemistry	24	B.Sc. Pass	English,Hindi	50	3
PG	MSc,Chemistry	24	B.Sc. Pass	English,Hindi	30	0
PG	MA,Economics	24	B.Sc. Pass	English,Hindi	50	38
PG	MA,History	24	UG Pass	English,Hindi	50	14
PG	MSc,Mathematics	24	B.Sc. Pass	English,Hindi	50	30
PG	MA,Political Science	24	UG Pass	English,Hindi	50	37
PG	MSc,Zoology	24	B.Sc. pass	English,Hindi	30	17
PG	MCom,Commerce	24	B.Com. Pass	English,Hindi	100	72

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	6				0				29			
Recruited	3	1	0	4	0	0	0	0	2	2	0	4
Yet to Recruit	2				0				25			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				17			
Recruited	0	0	0	0	0	0	0	0	4	3	0	7
Yet to Recruit	0				0				10			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				21
Recruited	5	4	0	9
Yet to Recruit				12
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				10
Recruited	7	0	0	7
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	1	0	0	0	0	1	2	0	7
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	11	2	0	13
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	7	5	0	12

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

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
PG	Male	131	2	0	0	133
	Female	244	1	0	0	245
	Others	0	0	0	0	0
UG	Male	1316	2	0	0	1318
	Female	829	1	0	0	830
	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	199	199	241	241
	Female	190	189	190	214
	Others	0	0	0	0
ST	Male	4	8	8	6
	Female	4	6	3	4
	Others	0	0	0	0
OBC	Male	381	476	541	617
	Female	409	331	371	420
	Others	0	0	0	0
General	Male	206	233	301	330
	Female	250	268	230	298
	Others	0	0	0	0
Others	Male	33	18	16	0
	Female	45	10	21	0
	Others	0	0	0	0
Total		1721	1738	1922	2130

3. Extended Profile

3.1 Program

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

Response: 14

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	14	14	14	15

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2130	1922	1738	1721	1621

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
955	497	407	400	400

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
558	527	444	535	392

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
41	40	39	39	36

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
41	41	41	41	41

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 21

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

2017-18	2016-17	2015-16	2014-15	2013-14
4493991	1273706	2510931	2554215	6151447

Number of computers

Response: 30

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institute is accredited with NAAC twice. This is one of the largest institutes of the district. There are various guidelines of UGC and Department of Higher Education which the institute strictly follows such as regular classroom teaching, use of ICT in Teaching, LCD, Projector, Practical in laboratory, providing internet study material etc.

Govt. P.G. college Bina is affiliated to Maharaja Chhatrasal Bundelkhand University, Chhatarpur. It follows the syllabus prescribed by Department of Higher Education Govt. of M.P.

Various strategies are adopted and implemented during the session to ensure effective curriculum delivery through a well planned and documented process.

1. The annual academic calendar is provided by Department of Higher Education at the beginning of each session specifying the schedule for significant activities and holidays. The institution organizes cultural, sports and other activities as per the academic calendar. The nodal college sages appoints the subject experts as external examiners for project, viva, internship activities. University provides the schedule to conduct CCE, Practical examination and theory examination etc.

2. The Institution plans the time table and ensures proper teaching learning process as per time table. Continuous monitoring is done at faculty level and IQAC level. Departments at the beginning of academic session distribute syllabus to faculty depending on their expertise. Head of the Department along with faculty members plan to teach the complete course in a well planned manner.

3. Syllabus of each subject is provided to all teaching staff systematically. They provide it to students. Students are also given the link of syllabus if they wish to search it online. All the teaching faculty maintain daily diary along with the class wise attendance register provided to them by institution at the beginning of session.

4. Theory and practical classes are conducted as per the time table which is displayed in notice board and institutional website. Before the start of course teaching the zero and bridge classes are run followed by zero and bridge tests as per the schedule of DHE. This helps teachers to identify the slow and advanced learners.

5. The conventional classroom teaching is blended with ICT enabled classes, participative learning, experiential learning, problem solution method, providing study material, personal and group discussions are in practice in institution. Besides classroom teaching special lectures, projects, internship, education

tours, assignments are also used for effective curriculum delivery. Departments plan these activities and maintain their records and provide information to IQAC when asked.

6.Virtual Classes:- The Govt. P.G. Collge, Bina is amongst selected colleges of state where virtual classas are conducted. The college has a recognized virtual class centre, The experts from different subjects teaches online and students attending the class at college can ask questions and get answers from experts.

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

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 28.21

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	1	1	2

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years	
Response: 0	
1.2.1.1 How many new courses are introduced within the last five years	
File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented	
Response: 0	
1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.	
File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years				
Response: 0				
1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0
File Description	Document			
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document			

1.3 Curriculum Enrichment

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

Response:

Govt. P.G. College, Bina offers the environmental studies as a compulsory subject in B.A., B.Sc. and B.Com. Courses. It includes various critical issues related to

1. Environmental awareness.

- . Need for public awareness.
- Pollution and effects of pollution.
- Population explosions, family welfare programs.
- Conservation of natural resources
- Disaster managements.
- Biodiversity and its conservation.
- Cleanliness and disposal of domestic wastes.
- Human Health.

2. Human Rights –

- The institution celebrates international human rights day every year on 10th December.
- The curriculum of B.A. course subject political science includes the human rights. Right to information, constitutional rights, rights of women, rights of weaker sections. Gender equality students of B.Sc. zoology. study the gametogenesis, fertilization and chromosomes in detail so that they understand the role of chromosomes in sex determination at the embryonic stage. They come to know that to determine gender is not in human hands but is a natural phenomenon so we should obey natures decision and give equal respect to male and female both.
- Social issues related to human relations, family and society are taught under the B.A. course subject sociology. This helps students to be a responsible and socially sensitive citizens.
- National seminar on human right was organized by Dr. M.L. Soni as convener and professor of Commerce Department on sept. 2016 in which experts, delegates from all over the country delivered their lectures on human rights. The laws and legislations provided in the constitution of India were also discussed.

3. Sexual Harassment - To sensitize the students about laws for protection from sexual harassment the college organizes various awareness programs.

- Inspector Anjana Parihar from police station Bina along with her staff Aditya Pratap singh and Gourav Rajoriya members visited college and addressed students on 18/12/2017. Police officers Kalpana Gupta, Manish Bhadoria and Dharmendra Yadav visited college on 18/07/2018 and gave tips to the students specially girls for self defense. She let them know the various examples of cases registered in to their police station to aware girl students about criminal activities including cyber crime taking place nowadays. So that the girls be preventive and alert about the types of harassment. taking place against them.

4. Awareness Programs - Various awareness programs are organized in college to sensitize students about

- Terrorism.
- Exploitation of women

- Illiteracy
- Poverty
- Dowry
- Blood donation
- Aids Awareness
- Nasha Mukti

Dr. Usha Tiwari took the training for disaster management at the Nodal college sagar in December 2017. The institute has a college committee to prevent gender discrimination, sexual harassment, ragging etc. The committee organizes meetings and seminar on regular basis.

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

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

Response: 10

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 10

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 26.2

1.3.3.1 Number of students undertaking field projects or internships

Response: 558

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A.Any 4 of the above</p> <p>B.Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: C. Any 2 of the above</p>	
File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>Response: A. Feedback collected, analysed and action taken and feedback available on website</p>	
File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.36

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	3	11	7

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 186.29

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2130	1922	1738	1521	1621

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1610	995	815	800	800

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 84.23

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

2017-18	2016-17	2015-16	2014-15	2013-14
465	442	402	397	342

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The Institution assesses the level of learning of students after their admission. The institution organizes zero and bridge classes to evaluate the learning levels of students. There is two way system to identify the slow learners.

- (a) On the basic of marks of 10+2
- (b) Oral and written test in class.

The Strategy adopted for slow learners-

1. Slow learners are taught by teachers during extra hours, their doubts are cleared, their parents are invited if there is any reason of slow learning exist at home, parents are counseled as per requirement.
1. Once identified by the teachers the slow learners are given special attention during classroom teaching, group discussions etc.
2. In the beginning of session, extra book and study material are provided to slow learners so that they are facilitated to gain the knowledge of important topics.
3. The advanced learners are motivated to help the slow learners in understanding and learning through group studies after the class is over.

Out of all students generally in an average 4-5% students are slow learners. To solve their problems and explain them important topics they are given time and advise by subject teachers. They are given books, notes and study material separately.

The strategy adopted for advanced learners –

The advanced learners are encouraged for their best performance so that their academic and understanding of the concepts develop.

- a) Advanced study material is provided to them.
- b) Their personal knowledge is improved.
- c) They are advised for their personal improvement.

The innovation and creativity in teaching the improvement of teaching and learning atmosphere in college is given its priority.

Library- We has sufficient books in our library. The e-library development is in progress.

Personality development lecturs – The renowned personalities are invited in college to deliver the lectures which help in developing the personality of students and get energized & strong.

Power Point Presentation – students are laughter taught PPT where written and diagrammatic way of teaching is used this helps students in understanding the subject.

Regular Contact of Department with students – Teachers of college remain in contact with students through mobile, whats app group, email etc.

Mentoring of students by teachers to minimize the dropouts :-

Students are counseled before taking their admission and after the admission by their mentor/teacher guardians to continue their higher studies and build a strong career. They are motivated not to dropout college by informing about the importance of education. They are informed about campus, useful courses, highly qualified and dedicated faculty, of better teaching; higher pass out percentage, skill development courses that are available throughout the session for students.

2.2.2 Student - Full time teacher ratio

Response: 51.95

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.19

2.2.3.1 Number of differently abled students on rolls

Response: 4

File Description	Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this 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:

Our college is an affiliated college under Maharaja Chhatrasal Bundelkhand University, Chhatarpur, the role of college in curriculum design is very less. However the faculty of the college is a part of various bodies of University and the actively take part in curriculum design and development. Learning at the college has always been student centric. The students take part in various academic and co-curricular activities within and outside the college. ICT teaching aids such as videos, online materials and PPT's are incorporated in the day to day teaching learning process which enables students to easily understand the subject. Teachers are encouraged to use of modern teaching aids in addition to conventional classroom teaching. Laboratories with internet facilities widen the knowledge and skills of the students. Basically, the faculties take efforts to make the subject interesting and simple as well as to make the learning process student centric. College has 6 smart classrooms with ICT enabled facilities along with a video hall to screen educational material/videos to the students. The video screened is decided by the students in consultation with faculty members and approved by the principal. Guest lectures by academicians and experts of the subject are organized by the respective department to provide current knowledge of the subject beyond the syllabus. Virtual classes from experts are organized by Higher Education Department of Madhya Pradesh on regular basis to enhance the knowledge and skills of students. College organized various training programs, seminars, and personality development programs for the students to improve their overall personality. Students are encouraged to organize and participate in various inter college events such as symposia, seminars, projects, etc to bring out the potential of students. Industrial and educational visits are arranged to provide hands on experience to the student. To be a social responsible person our college encourages students to take part in NSS and NCC programs. College has Swami Vivekanand Cell to provide various schemes for the students.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 75.61

2.3.2.1 Number of teachers using ICT

Response: 31

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 51.95

2.3.3.1 Number of mentors

Response: 41

2.3.4 Innovation and creativity in teaching-learning

Response:

At the beginning of the academic year all the faculty plans their teaching schedule according to the University academic calendar. In present scenario classroom teaching becomes a traditional process where the teacher and the student are engaged in interactions, lecture method classroom teaching, seminars and ICT teaching etc. These teaching methods are very useful to the common students in view of the aim to pass out the course offered by the college. Apart from these teaching methods the college faculty makes use of ICT. Multimedia teaching aids such as videos, online materials and PPT's are incorporated in the day to day teaching learning process of the college, which enables the students to learn easily. The continuous assessment includes assignments, written tests, seminar presentation etc. Use of ICT aids and tools like computer, audio-visual multimedia, etc would make awareness amongst the students about their subjects. College uses student centric teaching in which a teacher with full of knowledge and a teacher with innovative teaching by using different ICT aids and tools nurture the hidden creativity of students.

2.4 Teacher Profile and Quality

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

Response: 95.12

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 0.5

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 11.27

2.4.3.1 Total experience of full-time teachers

Response: 462

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 5.13

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 7.32

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	3	3

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

One of the major components of the college is examinations. The entire effort put in by the teachers on teaching and the student on learning is centered on getting good results in the examinations. Several committees and commissions were constituted from time to time to suggest reform in education in general and examinations in particular. Here Maharaja Chhatrasal Bundelkhand University syllabus and academic calendar is followed through the academic year. As an affiliated college of Maharaja Chhatrasal Bundelkhand University, Chhatarpur evaluation norms of the university are followed. The college has adopted a method of assessing the academic performance of the students on a continuous basis. Monitoring mechanism is also available in the institute for teaching learning and evaluation process. Assessment of performance is an integral part of teaching and learning process. As a part of sound educational strategy, the institution adopts Centralized Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis throughout the year.

An academic calendar clearly specifying the date/time of various academic events to take place during the academic session notified prior to the commencement of the academic session. Annual/Semester examinations are held as per Maharaja Chhatrasal Bundelkhand University examination schedule at the end of academic year/semester. The evaluation system, as adopted by the college, has two components, viz,

1. The Continuous Internal Evaluation (CIE)
2. The End Semester Examination (ESE)

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory subjects. The institute follows the regulations of Maharaja Chhatrasal Bundelkhand University, Chhatarpur.

Students are made aware of the evaluation process. Department has exhibited Academic calendar before the commencement of classes every year. Teaching loads are allocated to all faculties and time table is displayed on notice board well before the commencement of Academic session.

Teachers prepare teaching plan, practical plan etc. before the commencement of classes. Teacher displays the assignment questions and last date of submission. The Departmental notice board. Assignments are evaluated and teacher gives suitable marks with the conversation to the concerned students for the further improvement in the subject. The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of students' performance. The college keep on monitoring the performance of the students and reports to the Parents. The internal assessment test schedules are prepared as per the university and communicated to the students well in advance. There is complete transparency in the internal assessment. The criterion adopted is as directed by the university. The marks obtained by the students in internal assessment tests are displayed to students on demand. As per the University ordinance, projects and oral tests are conducted in the institution. The results of these tests are declared withing time. The faculty members inform and guide the students to improve the performances in University examinations.

Rules and Regulations pertaining to evaluation of students under various courses are informed to them at the beginning of each academic session. At the end of the term University conducts examination and evaluates the performance of the students. College carries out result analysis. Institute provides the information to IQAC and seeks the guidelines from it for further improvement.

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

Response:

Our college is an affiliated college under Maharaja Chhatrasal Bundelkhand University, Chhatarpur. The University currently following various methods of examination and assessment suitable for the course. In assessing the performance of the students in examinations, the general approach is to award marks / grade based on the performance in the examination. In our college assessment consists of internal, theory and practical examination. Theory and practical exams conducted by the University and internal examination conducted by the College.

For internal examination: in case of any governance regarding the internal examination the grievance is conveyed to the head of the department concerned. The grievance is redressed by the concerned subject teacher and head of the department with the permission of Principal.

For University Examination: In case of any grievance of the students regarding the assessment of university examination, the University has formulated the rules and regulations. After the declaration of result the dates of revaluation / re-totalling are provided by the University for the information of the students. Students have the right to re-evaluation. Student can even ask for the photocopy of their answer books by depositing required fees to the University.

Our college has a tradition of conducting examination with no malpractice. If any malpractice is performed

by the student, college administration takes action against the student as per University rules and regulations.

In this way college has evolved a transparent time bound and efficient mechanism regarding the examination related governance. In this way college has evolved a transparent time bound and efficient mechanism regarding the examination related governance.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Department of Higher Education, Madhya Pradesh publishes Common Minimum Standard in respect of academic calendar at the beginning of each session. As per the minimum standard described by the Department of Higher Education, Madhya Pradesh our university prepares the academic calendar before the commencement of academic year. The College publishes a common time table to the students at the beginning of the session and adheres to it in a time bound manner. Academic activities are always kept at priority and all other activities are performed without disturbing the classes. The monthly tests and test examinations are conducted as per the academic calendar and evaluation process follows in a transparent manner. The institution adheres to the academic calendar for the conduct of CIE.

The academic calendar outlines the annual/semester class work schedule, internal examination schedule and external examination schedule. The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. The faculty members prepares the lesson plan before the commencement of academic year, indicating the topics to be covered which include the evaluation process to be opted. It is duly reviewed by the head of the department and approved by the principal. Head of the department of each department prepares the timetable as per the guidelines of respective statutory bodies for the number of credit hours for each subject prior to the commencement of the academic year/semester. The performance of the students is assessed on a continuous basis by conducting exams as per the Maharaja Chhatrasal Bundelkhand University norms.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

B.Sc. & M.Sc. in Zoology :-

The Students gets the knowledge of hematology urology, physiology cell biology etc so that they can further go for specialized branch of pharmacy and opt it as a career.

Preservation of animals, slides of gamete genesis, biochemical tests, cell biology, cell division slides, specimens, models, charts etc are taught. This helps laboratory technician and museum keeper as a job.

At the end of course student become familiar with global warming, pollution, wild life protection and conservation, ecosystem, biodiversity , green house effect becoming aware about the nature conservation at various levels.

B.Sc. in Botany & Biotechnology

At the completion of B.Sc. in Botany the students are able to:

Understand the structural organization and variation in cell organelles and chromosomes.

Get self-employment in the fields as: cultivation, organic manure preparation, the horticultural plant production, cultivation of crops in poly-house condition, plant tissue, culture laboratories etc.

Understand plant structures in the context of physiological functions of plants.

Understand photosynthesis, respiration, and nutrition and plans.

B.Sc. & M.Sc. (Mathematics) :-

Descartes' rule of sign.

Relation between the roots and coefficients.

Matrix : Eigen values, Eigen vectors.

Logical connectives.

Boolean algebra.

Logic gates and circuits.

Vector and scalar.

Gradient, Divergence and curls.

Homomorphism and Isomorphism.

Auto orphism and conjugate relation.

Ring : Ring homomorphism, Ideals etc.

Uses of vector and scalars quantities in circuits.

Continuity of function.

Differentia Function.

Find volume and surface.

Bessel's function and Legendre's equation.

Power series solution.

Laplace transformation Inverse Laplace transform.

B.A. (History) :-

As we all know history is the study of written documents of not only kings and emperors but also important persons and deeds of past. History makes possible the calculable prediction of the future. In other words history now does not appear as conglomeration of discrete facts rather the facts as a series of logically interconnected events with a culture, economy etc.

B.A. (Political Science) :-

The undergraduates study political science as a subject as per the syllabus prescribed by Department of Higher Education. The syllabus prepares the students to choose career as professionals or academicians in the field.

BBA :-

Principles of Management

Communication Skills

Marketing Research

Human Resource management

B.Com.:-

Students are able to understand income from salaries, house property, business, capital gains and other sources.

They learn financial accounting.

They learn preparation of ledger, cash book, final account, branch, royalty, investment and partnership account.

Understand cost account calculations of quotation, estimates and tender price.

M.A. (Political Science):-

The P.G. Political Science syllabus is structured to impart the knowledge about international politics, importance of president, Prime Minister and chief Minister and foreign policy.

They are able to understand the important issues human rights, laws relate to human rights, significance of new administration, research policy etc.

M.A. (History):-

P.G. course in History is successfully run in institution. The course that we teach our postgraduates satisfies the requirement of detailed knowledge of historical events.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The Institute evaluates program outcomes, program specific outcomes and course outcomes. Teaching learning outcome is evaluated by the results of CIE, Annual Exams, where the students performance shows the attainment of program outcome another method used for evaluation of attainment is by obtaining feedback from students. The institute get feedback forms filled up by students of final semester students of every program.

Their views on teaching learning methods, drawbacks and other suggestions are viewed, analyzed and resolved by the IQAC. College has also on grievance redressal system to solve the problems of students, anti ragging cell, equal opportunity cell so that no hurdles come in the way of students. The healthy and academic atmosphere in campus. facilitates the students to attain their expected course outcome. Publication of results, merit list in display active Vivekanand Career and counseling cell, support them to be independent and skilled for entering next in step in life. SVN cell organizes coaching's for competitive exams. Provide sample question papers, organized lectures of experts to supplement the class students, lectures etc. The college has a prize distribution and facilitation ceremony after the successful completion of the course. The tracking record of pass out students is maintained and analyzed at institutional level by IQAC.

2.6.3 Average pass percentage of Students

Response: 64.58

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 361

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

Response: 559

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 2.44

3.1.2.1 Number of teachers recognised as research guides

Response: 01

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

As Govt. P.G. College, Bina is a large coeducation institution with 14 departments where nine

postgraduate programs are run. It provides a platform to the whole society, associations, bodies for spreading innovative schemes and knowledge. The College has no incubation centre with industrial MOU but it organizes many activities for promoting an ecosystem with the support of industries like BIRLA, Banks, Municipal Corporation of Bina and faculty members. The innovation activities encompass various programs to flourish and transfer the knowledge.

The College organizes career fair where students, faculty members, small scale industries, NGOs interact with each other. The transfer of knowledge and skill takes place. The benefit is two fold. The students and faculty purchase handicraft items displayed by small scale industries and students. The corporation sectors and industries can earn money and publicize their production.

A national seminar on management of waste specially biomanagement was organized by department of Zoology. The new techniques of e waste were discussed by experts coming from various parts of country. Similarly a knowledge and skill oriented National seminar was organized by Dr. R.C. Gupta then head Department of commerce on women entrepreneurship which was very successful. This included the exhibitions, Stalls by NGOs, students initiating the knowledge and entrepreneurship skill transfer among all.

The students take part in essay writing, debate competitions, poster, drawing and various other competitions organized in college annually. The winner students qualify for further participation at district level, division level, state level and so on. This provides an opportunity to enhance the transfer of knowledge.

The college is privileged to be selected as virtual class centre by Department of Higher Education. We have a virtual class set up where the subject experts of state level takes classes with the help of PowerPoint presentation, diagrams and easily understandable study material. The students get subject knowledge and can ask the questions also.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 6

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	5	0	0	1

File Description

Document

List of workshops/seminars during the last 5 years

[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 3

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 03

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

Response: 01

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

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

Response: 1.74

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	7	17	22	18

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

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

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
11	18	22	11	16

File Description

Document

List books and chapters in edited volumes / books published

[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Govt. P.G. College, Bina is running girls and boys unite of NSS with 100 students in each. Extension activities are conducted for the betterment of weaker sections of society from neighborhood community. This is done under the NSS, NCC, Youth Red Cross etc.

2014-15 :-

1. NSS extends helping and awareness activities at near by village Guloua where special camp is arranged for 7 days from 05.01.2015 to 11.01.2015. The students and faculty members stay there. They understand the problem and requirements of villagers and specially women, elders and children students also visit door to door to make them aware about health care, Cleanliness, malnutrition, vaccination, education, loans and other relevant issues.

2. A blood donation camp was organized on 23.01.2015 at with the help doctors of civil hospital Bina College where boys and girls students and faculty donated the blood for the critically ill and needy persons. They came forward to save the human life.

3. Voter awareness program in January 2015 was conducted by students.

2015-16 :-

1. Special camp of NSS was organized at guloua village from 16.01.2016 to 22.01.2016. students are encouraged to participate in the awareness programs like saving water, trees, saving environment,

importance of education in human life. They carried these inputs to the residents of Guloua village adopted by the institution as part of the NSS activities.

2. Voter awareness program in oct. 2015 was conducted by students.

2016-17 :-

1. Students conducted field survey about the facilities available to slum dwellers during the special camp of NSS at guloua from 15.03.2017 to 22.03.2017.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 3

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	1	0

File Description

Document

Number of awards for extension activities in last 5 years

[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 18

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	3	2	4

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0.05

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	1	0	1

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document

3.5.2 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

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities 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 facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college is actively trying to improve the quality of the knowledge imparted on the students, college policy allows us to be flexible and adapt to the current needs of our students so that we can able to bring the best out of them.

The college also organizes several seminars, talks, general lectures and faculty development programmes related to the emerging technologies to keep everyone in college updated in their respective fields. The mode of teaching on college is both conventional chalk board and talk method along with digital mode.

The college has well equipped laboratories, class rooms and library with around 36000 books and bound periodicals. The administration block has sufficient number and spacious rooms: 22 class rooms of different capacities are available for UG and PG students. Each classroom is equipped with appropriate furniture, good ventilation and good light. 13 out of 22 classrooms equipped with ICT facilities. College has a seminar hall with ICT facilities. College also have indoor stadium and outdoor grounds. Girls common room is present beside the library.

The college has its own campus area of 25 acres surrounded by a boundary wall. The college is situated at a walking distance from the Bina railway station and well connected by road also.

Curriculum and co-curriculum activities– Class rooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, animal house, learning and research etc.

Class rooms- The college has sufficient number of class rooms for all faculties. All the class rooms are well floored and ventilated. The number of class rooms with area of more than 500sq.ft are 18 and the number of class rooms with the area of less than 500sq.ft are 4.

Technology enabled learning space - 2 class rooms /conference hall with area of 7.80x7.40sq.mt. has been developed for ICT. It is well furnished with computer, LCD, Projector screen etc. It has been developed for multipurpose teaching and learning. All the teacher takes classes at least once a week with the power point presentation on subject. The smart class rooms are also there.

Seminar hall- One seminar hall has been developed for programmes and cultural activities and functions. Seminar hall with the area of 70x30sq.mt. Even two toilet and wash rooms are also there for girls and boys separately. Some times seminar hall is used as ICT rooms.

Laboratories – The departments with the well equipped laboratories are Botany, Zoology, Chemistry, Physics, Computer etc. Sufficient number of equipments, Chemical, Furniture are available in all the departmental laboratories.

Botanical garden – Botany department has been developed a botanical garden with the area of 40x40sq.mt. Surrounded by a fencing and mehandi trees. It contains number of flowering and decorative plants as well as there are some medicinal plants also planted. Gardener is appointed for garden to maintenance.

Animal House- Department of zoology has a small animal house.

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

Response:

College has a setup for sports / games (indoor, outdoor, gymnasium, yoga centre etc.) inside the campus. Sport facilities have been established for various games such as Cricket, Football, Basketball, Volley ball, table tennis, etc. To ensure the extra-curricular activities to the students.

Sports –

1. A large play ground is available in college campus conducting the outdoor games such as athletics, Discus throw, Shot put, Javelin, Long jump, High jump, Cricket and other.
2. A separate play ground is available for volley ball and basket ball.
3. A Gaur hall as auditorium is available for indoor games like table – tennis, Bad Minton, Chess, Rope skipping etc.
4. For games and sports all the required accessories, Kits and material and first aid is available .

Gymnasium and yoga room – A gymnasium and yoga room are present where the students can come and workout under the guidance of the sports officer.

NCC and NSS – NCC parades and NSS activities are conducted at ground of college. For storage of NCC and NSS sufficient number of almirahs are available.

Cultural activities – For cultural programmes auditorium and seminar halls are used. Conference hall is used for public speaking and communication and meeting.

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

Response: 38.1

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 8

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 0

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.05	139.83	12.32	27.32	0

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

Abstract: SOUL 2.0 or any Library Management Software will work efficiently only if parameters (rules) for each operation are set before the start using in-house working. These parameters are stored in the set-up pages and can be accessed through the various modules as per the requirements of concern libraries. In this paper researcher studied which reports can be generated in SOUL 2.0 software. Administration (14 reports), Acquisition(12reports), Catalogue(20reports), Circulation(31reports), Serial Control(15reports), OPAC and WEB OPAC (13reports) all these modules are provides various daily working reports for the library information. It is very useful to development of any types of library.

Introduction: We live in an increasingly globalized and interconnected world. Barriers in trade, commerce, banking, industry, science, technology, education, etc., are breaking down and will continue to become more and more borderless with time. Globalization also means increased dependency on one other in various domains. Globalization also has increased competition; consumers of all kinds now, more than ever before, have a number of choices. Globalization is in a sense synonymous with networking. Computers, telecommunications infrastructure and the Internet are not only essential but indispensable in the world we live in today. For the requirements of era of information explosion libraries should be improvements their housekeeping operations with the help of use of ICT. In India many library automation software are available i.e. Commercial based and Open Source Software. So, for this study researcher

choose the SOUL 2.0 software for evaluate the reports generating features of library in house processing work.

Importance of the Library Automation : mention the importance of library automation as realizing the important role that the library management system will play in planning and implementing library automation projects, it is necessary to educate ourselves and know more about these systems. Library automation is the general term that is used when information communications technologies (ICT) are used to replace manual systems in the library. The application of ICT may be to a single function only as in the creation of an electronic catalog or index or to all subsystems in the library. The system may or may not be integrated and may or may not be applied on a local area network. The functions that may be automated are any or all of the following: circulation, cataloging, acquisition, serials management, and reference.

Methodology: SOUL software is used in Govt.P.G. College, Bina Library, since 2013-14. In this study The SOUL 2.0 library management software is available and is partially installed in this college library.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The Central Library has many rare books available such as : Kyo ?, Kamyabi Kaise, Turning points, Biochemical chikitsa, Shiv Puran, Geeta Prerna, Geeta Gyan, Vedo me kya hain, Upnishado me kya hai, Yujurved, Samved, Atharv Ved Bhag – 1, Atharv Ved Bhag – 2, Atharv Ved Bhag – 3, Vyvharik Urdu, Sarvangeen Vyaktitva, Vishva ke pramukh Dharm, Bhartiya Dharm mai Kya hai, Devta Hamare Pran, Mahabharat Saar, Hindu Dharm ke Moolbhooth Adhar, Ved Purano me Varjit Shaktiyan, Bhartiya Dharm aur Ham Bharatwasi, Madhya Pradesh Ek Parichay, Prathmik Ank Ganit, Prathmik Mansik Yogyta, Correct English, Eqpreshar, Keero Ank Vidha, Bhartiya Gadit Jyotish, Chanakya Neeti, Keeto Sampoomn Hast Rekha, Vidur Neeti, Medical Tips, Shri Mad Bhagwat Geeta, Swasthvardhak, Reko Kors, Pranayam Sadhna, Kya hai Purano mai, Mahilao ke pramukh Rog, Mahapurusho ke Vachar, Sparsh Chikitsa, Malish Dwara Rog upchar, Swadeshi Chikitsa saar, Andhkar ki Sadhna, Madhya Pradesh Ke Parytan, Aseem anubhooti, Hast Rekha ke Vaigyanik Siddhant, Jyotish aur Ratn, Turning Points, Pranayam Sadhna, Dhyan Yog, Anashakti Yog, Yogasan Sabke Liye, Yog Dwara Swasth, Yog se Rog nidan, Adarsh Swasth Kranti, Rahasy, Moun Ki Goonj, Bhartiya Sanskrati Ki Vividhta, Adhunik Bharat ke shilpi, Mahan Vyaktitv aur Vicharak, DeenDayal Upadhyay, Vivekanand Sahity, Mahamana Ke pretak prasang, Premchand ki Vaicharik Tatha Rachnatmak PrashthBhoomi, Natakhar Bhartendu, Vishv Etihash ka Sarvekshan, Bharatiya Sanskrati evam Dasha, Geetanjali, Soor ki kavy Chetna, Nirala Sahity mai, Mahatma Kabeer, Arthik Vikas evam Niyojan, Soordas ki kavita, Bhartiya janjati sanskrati, Mahila Sashaktikaran, Dalit Sangharsh aur Samajik Nyay, Manavadhikar aur Police, Bharat, Padmavat, shuddhduddhi Meemans, Bhartiya Naaty Sahity, Sumitranend pant Granthawali, Bhartiya Kavy shastra ki parampara.

4.2.3 Does the institution have the following:

1.e-journals

2.e-ShodhSindhu

3.Shodhganga Membership

- 4.e-books
5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 503854

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
519180	492209	482109	559141	466631

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 22.43

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 487

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

1. Classrooms – The college has sufficient number of class rooms for all faculties. All the class rooms are well floored and ventilated. The number of classrooms with area of more than 500 sq. mt. are 15 and the number of classrooms with the area of less than 500 sq.mt. are 2.

It facilities:- There are 22 computer system in computer lab with net connection like BSNL, JIO, Net connection and wi-fi. These facilities are provided by college for students. All students use computer and individual wi-fi to search study metered and other things. Which are helpful in their curacy and increase their knowledge also available smart class room and virtual class room click projector internet.

4.3.2 Student - Computer ratio

Response: 71

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 16.09

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)

2017-18	2016-17	2015-16	2014-15	2013-14
11.14	600909	17.77	587230	632029

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	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 College has physics, Chemistry, Zoology, Botany and computer Laboratories available.

1. Laboratory: The maintenance of laboratory is mainly performed by faculty members, laboratory technician, laboratory assistant and students.

a) Faculty members: Give the list of Chemicals glassware's and equipments for purchase as per the requirement of laboratory, They teach the experiments under their supervision.

b) Laboratory technician: In all the department's laboratory technician are appointed. He looks after the all equipments, permanent stock register, chemicals, glassware's etc. He gets the equipments repaired if they are not working, He also helps the students in performing practical works.

c) Laboratory assistant: The main works of laboratory assistant is to take care of laboratory and department. He remains alert that the students don't face any accident during practical's time. Chemistry, acids, equipments, glassware's, electric supply etc do not damage by the students.

2. Library: The central library of the college has approximately 35000 books text books journals newspapers and magazines etc. The library has 2 halls of 40x20 and 20x20. Two galleries in one hall text books are arranged in book shelves while in another hall computer's , books for free distribution to students of reserved categories under various schemes, Books of general students and books for competition exams are kept.

Both the galleries have facility for girl and boys as reading rooms for faculty members there is an arrangement in main library hall and rooms of competition exams books.

For the purchase of books and stationary the library asks requirement from departments. The government gives nivida in newspaper and quotations are invited from firms. The comparative is prepared and the order

is placed to firm of lowest cost After receiving the books the seat is put on them and an accession number is given to each books. After that entry is done in register.

After their entry the books are issued to students through issue register. In the register name of author, name of book accession number of book issue date an returned date etc are entered. The books are issued to students for 20 days.

Besides this the students and teachers visit the library for reading. These issued books by making entry. They return the books after reading. The library also keeps the record of question papers of previous years. They are provided to students on demand.

The books for competition exams are issued for studying in reading rooms by keeps I card of students. They are taken book on the same day. The books and stationary are distributed to ST/SC students free of cost as per the policy of government. They are purchased by college. The library to the number of students of reserved category. The library has attendant who keeps the books and library clean and arrange the books as per requirements.

3. Sports: In the beginning of each session the sports department invites the quotations for the purchase of required materials. The compilation charts is prepared and on the recommendation of purchase committee the principal place order for purchase. The college has a separate budget for sports items. The materials are kept in Almeria's for proper maintenance. They are taken as and when required and again put safely. The students who participate in sports at district/division levels take it with them and bring it back. They all are kept in sports department. The students practice for different games regularly as per the academic calendar of department of higher education of Madhya Pradesh government. The sports competitions are organized as per the instructions received from government.

4. Class Rooms: the classrooms are the place where teaching learning takes place. The teacher takes lectures with the help of blackboard chalks and duster. The conventional class rooms are given numbers where the sitting capacity such as tables. Chairs etc are available. They are regularly cleaned and required items are provided by store.

5. Virtual class rooms & ICT enabled class rooms: the college has a pride that the college has been selected by government for running virtual classrooms. The college has virtual classroom where by using the internet and computer a web based classroom is established. An attendant is appointed for the smooth running of virtual class.

Maintenance-

- a) Virtual classroom is cleaned regularly.
- b) Use the hard disc clean up & defragmentation.
- c) Take the backup of lecture on a regular basis.
- d) Update software and drivers weekly.
- e) Schedule for the virtual classroom is decided by IT section of department of higher education. The virtual classes register is maintain by the attendance of students and teachers.

6. Computer Laboratory: computer laboratory well developed. Students and teachers get access to computer programs and the internet. Large number of computers (28), Printers, scanners and other. Equipments are maintained by computer departments teaching faculty laboratory attendant or regular basis. Computer faculty members give the assistance to departmental faculty if their computers and projectors are not working properly. During online admission of students the computer department helps the computer experts of office as the workload is much at that time.

Maintenance-

- a) Computers are cleaned on regular basis with the help of soft microfiber cloth and glass cleaning solution.
- b) Vacuum cleaning of floor every day.
- c) Overheating of computers is maintained by the air.
- d) A backup date is creat on regular basis.
- e) Antivirus is installed in computer. The daily reports are run on computer to check more carefully for viruses.
- f) software drivers and installation disks are updated weekly.
- g) computer lab register is maintained stock register is maintained.

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 the last five years

Response: 52.87

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1168	1021	905	916	828

File Description

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

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.32

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	5	5	7	5

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 47.35

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

2017-18	2016-17	2015-16	2014-15	2013-14
1036	1025	895	689	701

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

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 9.67

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
193	372	90	102	143

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	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: 3.3

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

2017-18	2016-17	2015-16	2014-15	2013-14
45	13	9	13	6

File Description	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: 54.66

5.2.2.1 Number of outgoing students progressing to higher education

Response: 305

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 60

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	4	0	1	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	4	0	1	0

File Description**Document**

Number of students qualifying in state/ national/ international level examinations during the last five years

[View Document](#)

5.3 Student Participation and Activities

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

Response: 4

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	0	0	0

File Description**Document**

Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years

[View Document](#)

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

Response:

The College had a student union election in the oct. 2017 as per the instruction of department of higher education. The college conducted election for office bearers and CRs.

1. Student Clubs :- There are various students clubs formed in which along with faculty members students are also the members clubs such as sports club, NSS Club, NCC club, cultural club, Research club are in existence. The Club members take active part in concerned activities under the guidance of in charge teacher. They further helps the teaching staff in conducting curricular activities as per the schedule provided by Govt. of M.P. The research club helps in seminars, Yoga club helps students in adopting yoga and exercise as a part of their life. They encourage and motivate students to participate in student oriented programs of college such as sports, cultural activities, NSS, NCC, Yoga, Youth Red cross society etc.

2. Students Representations and student Union Representatives:- Student Represent is elected as class representatives from the all UG and PG classes. The student representatives and student union are selected as per the ruler and regulations of Department of higher education. The SR is an indispensable part of the curricular and co curricular activities and committees of the college such as a clean lines drive by Nagar Palika Bina to ensure the clean bina by the involvement of Youth students and citizens in this mission. The students union is a body elected by the students in the presence of teachers and students.

S.R. has the responsibility to support in conduct of different sports activities and sport competitions which is an important event completed annually with a great support and interest of students. Thus they coordinate between students and teachers during curricular, co curricular and extracurricular activities of the institution.

3. Students Union representation:- Contribute in maintenance of discipline and ensure the academic atmosphere in college through antiragging and anti harassment vigilance. Furthermore they help the leaching staff in organizing extension activities by the involvement of students. Last but not the least they encourage students for plantation, watering the trees during summer vacations, making the campus a plastic free zone. They also make students aware about the eco friendly and pollution free environment in the campus.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 3

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	4	2	2

File Description	Document
Number of sports and cultural activities / 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 non financial means during the last five years

Response:

The Students of College completing their course successfully meet as a registered alumni at the college campus. The college keeps interaction with students and organizes their meets. The college alumni is registered in 2013 as 06-0902-09513-13 dated 22-01-2013

The alumni registration is open for any of the students who is passed out from college. The alumni registration is free of cost. Whereas the college welcomes any contribution from those who are willing. The college keeps alumni active and provide a platform to students to meet their classmates and teachers and visit their aluminator supports institute. The alumni association organized various formal and informal.

The alumini association is helpful and always ready for the contribution in any initiative whenever asked.

1- The President of alumini association Mr. M.S. Pinka, Station Master of Bina station guided the student of college about the vacancies and preparation for qualifying the railway exam.

2 – The member of the association contribute to the annual college magazine and departmental activities. they participate in different cultural programmer of the college.

3 – The career fair is organized every year in college. The alumini members actively participate and share their entrepreneurial skills with student and encourage who aspire to become selfreliant through these activities.

4 – The alumini member Dr. Rambabu Tiwari visited college and organized a free health checkup camp at college on 10-11-2017 where a good number of present students, teachers and staff members were examined by the physician.

5 – The Station master Mr. M.S. Pinka when requested to announce the sveep plan slogans during elections 2013-14 by sveep plan incharge of college Dr. Mahira Parveen immediatle announced the slogans at railway station till the elections are over.

The association are uses among its members a feeling of belonging camara and warmth, essential for the

success of this organization.

The teachers and students work with great sincerity to reach out to the college alumni in India and abroad and to involve them not only in cultural activities but also socially relevant and welfare works which aims to enrich not only the association but the college as well.

The future plans of alumni association in 2019 include.

1 – Organizing a medical checkup camp.

2 – Career awareness guidance.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 1

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	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:

AIM

To strongly implemented educational policies made by government of M.P. for qualitative development in higher education, as per their timely instruction obtaining better and promising results.

VISION

To develop the feeling of social service and national integrity among the student improving their self confidence and personality so that they are established as a citizen.

MISSION

To prepare the students for getting proper employment and generating their resources for employment.

Aim, vision and mission statements of the college are displayed in the college campus. It is also included in the website of the college specifically. During the zero classes, bridge classes which are conducted before starting of each semester the Aim, vision and Mission of the college is highlighted by the teachers. It is also published in magazine which is circulated widely among the students, staff of college and responsible personnel's from all sectors of society and city. It is also discussed repeated by Principal of the at various functions and gatherings held at college.

The college develops and implements the quality policy and plans in order to uphold the mission and vision of the college. The academic council and other committees work in close collaboration with the principal to regulate and maintain an amicable and scholastic environment required for this purpose. The principal as head of institution decides and approve the plans and policies for the institution. The committees meet regularly to discuss and decide the policies regarding the academic and co curricular activities of the college. The college strictly adheres to the academic calendar to achieve the goal.

The teachers also committed to keep free flow communication with the students during the classes to discuss the overall progress of the students.

The IQAC collects the feedback from students and analyze it, the action is taken on the suggestions and views obtained. The ecofriendly environment is maintained.

6.1.2 The institution practices decentralization and participative management

Response:

The institution has a decentralized and participative management and a systematic working system through which the variety of works are conducted. For example at the beginning of each session. the committees are formed for various works. IQAC, UGC, Purchase, Grievance Redressal, sports, library, NSS, NCC, Scholarship, Cultural programs committees are some of the important committees. Every committee has a covenor and 4-6 members as per requirement.

The Principal forms these committees while keeping in mind the capabilities of the person and the interest of person in work allotted to him. The committee members make a strategy and perform the work as best as possible. The meetings occurs monthly in general. The work done is informed to the principal during the meeting.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Strategy:- Digitalization of records related to students and teachers such as their strength CR, ER sheet etc.

Action Plan :-

1. Online admission procedure filling of exam forms, fee payment, etc.
2. To keep records digitally so that easily accessible.
3. Online submission of CR, ER sheet, fill the information on AISHE portal.
4. Update the important notices informations on website of college.
5. Process and outcome of implementation

1-The college admission system is completely online for entry in UG and PG programme from the year 2015-16

2- The college has an online admidssion committee to coordinate the admission process

3- The submission of marks of theory, practical, project, internship viva, CCE is online

4-The information about teachers is given online which avoids the delay in filling the information this also ensures the transparency in all informations.The online submission of CR is started from 2017-18 ER sheet of all faculty is also electronically maintained.

5- The biometric verification system for the entry and exit of teacher is implemented in college.

Entire campus is under CCTV surveillance

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The college has a JBS{janbagidari samiti} which works in close coordination with principal. It takes decision about financial matters .

The principal as the Head of the institution alongwith the members of teaching and non teaching staff perform the college works and commitments.

The JBS includes the SDM, MLA, representatives of member of parliament, other elected member of Municipality.

The JBS consists of :

- 1.President
- 2.Principal of the college(secretary)
- 3.Govt.Nominees
- 4.Professors
- 5.Non teaching staff representatives.
- 6.Accountant of college.

1. The important issues are discussed in academic council which is a decision making high power committee including all teaching and non teaching staff of college. Principal with the help of 60 committees executes the policies and plans in college.

2.The professors and Non-teaching, technical staffs are recruited by the government through MPPSC or other competitive exams. The service rules of M.P. Govt. are followed. The service book is maintained by the office.ER sheet is filled up online from 2017.

Any achievement, record of leaves are maintained in service book.the teaching and non teaching staff gets promotion as per the policy of govt. In case of transfer the service book sent to the institute where the

employee is transferred. Transfer and promotion are done by department of Higher Education.

6.2.3 Implementation of e-governance in areas of operation

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

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Project Name: CCTV installation in Campus.

Bodies involved:

1. IQAC Cell
2. Academic Council
3. UGC Planning Board
4. Purchase Committee

Process: As the Govt. P. G. College, Bina is a largest college of district situated in 25 acres, where large

number of girls and boys are coming and attending class everyday. It was discussed in IQAC cell Academic council and UGC planning Board then proposal for installation of CCTV is approved. The purchase committee approved the proposal and purchase and installation of CCTV is done by DGSND the Central Government Agency. As per the instructions of state Govt. the institutes should perform all type of purchasing from DGSND and state Govt. Agencies. The office insures that the purchase of things is in accordance with the rules of State Govt.

The CCTV was installed by DGSND at significant check points to college in 2016. On installation of CCTV payment is made by cheque after the physical verification. Important decisions such as installation of digital display board, inverters and batteries, purchase of computers, furniture all follow the same procedure. Cameras installed in CCTV-16 cost of the project. After the installation the Audited Utilization Report is submitted to UGC office within the time limit.

Significant improvement due to completion of this project: The whole campus is under supervision of Principal. At several times the CCTV footage have been useful in solving grivences put in front of Principal.

6.3 Faculty Empowerment Strategies

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

Response:

The Institution has various welfare measurs for teaching and non teaching staff which are as follows.

1. loan Facility for teaching and non teaching staff
2. Maternity leave and child care Leave for female teaching and non teaching staff
3. Routine Leaves such as casual leaves aMedical leaves and earned leaves for teaching and nonteaching Staff.

Several welfare schemes are available for teaching and non teaching staff as per the state Government rules.

:- Traveling Allowance

:- Medical Facility

:- Various loan facilities

:- Pension facility

:- GPF Facility

:- Study leave

:- Compensation appointment on death of employee

:- 100% faculties have availed these facilities.

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 10.72

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	6	4	4	3

File Description

Document

Details of teachers attending professional development programs during the last five years

[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The Institution has performance appraisal system for teaching staffs as per UGC norms. Candidates appointed as assistant professor may apply for the promotion if they fulfill the criteria for PBAS (Performance based appraisal system) as per the career advancement scheme guidelines of UGC applicable for affiliated college. After getting a promotion to the post of associate professor, after completion of required time period they can again apply for being promoted as professor. Department of Higher Education considers their application and promote them as per the norms of UGC. Three Teaching faculty of college have been promoted to associate professor and one to professor in the session 2017-18.

The non teaching staff are subject to promotion after a required period of service as per the rules of Government of M.P. They may appear in exams organized time to time for their promotion. If they wish they are allowed leaves for appearing in exams and also for getting any professional training which is required as per their promotion criteria.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institute has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute. The institution has

three levels of auditing. The college internal audit is carried out by a competent auditor appointed by JBS. The external audit is done by the auditor of Department of higher education. The external audit is also carried out by AG office gwalior who appoints a team of auditors for th college. The external audit is completed in college in the session 2017-18. The internal audit is completed till the date. The institute regularly follows Internal & external financial audit system.

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

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

Response:

The institution sends Proposal for additional grants to UGC in addition to GD (General development) grant. The college has received grants under 10th 11th and 12th plans of UGC and timely submitted the utilization certificates after the completion of schemes so that we again get the grant for the development of college such as construction repair,renovation of the college building and premises. Institution moderates students fee structure every year in Order to Procure additional funds. The college gets government and JBS (janbhagidari Samiti) grants for other developmental works. The College Submitted) the Proposal for IQAC encouragement amount of Rs-10 Lakh in 2015-16 and got Rs-10 lakhs for strengthening the IQAC System the Institution has been able to receive grants under RUSA and world Bank projects. The college takes developmental activities on priority basis and infrastructure and Purchase committees ensure the timely submission of completion certificates

6.5 Internal Quality Assurance System

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

Response:

IQAC Motivates and encourages the teachers and student for upgrading the level of teaching and learning in campus .Some of these are.

1. ICT enabled classrooms are maintained and teachers are motivated to teach ICT classes where are more student presented.
2. Personality development lectures are organized every month where renowned Personalities comes and they address students.
3. IQAC monitors the conduct of classes as Per the time table and help the teachers if they need any time assistance in any teaching method Such as ICT, e-Material, Power point ,presentation Preparation etc.
4. Motivates the faculty for research activities in College.

IAQC motivates faculty and students for research activities :

Many faculty members have been awarded Ph.D. degree in last 5 years.

Many faculty members have participated in national/International seminars and presented their research papers during last 5 years.

15 Teachers published papers in books,proceedings and reputed research journals.

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

Response:

Institution reviews its teaching learning reforms and learning outcomes to improve the academic methodologies.

- 1.The seminars and workshops conducted for the faculty/students.
- 2.Taking seminars compulsory for PG students
- 3.Examining students by conducting internal tests assessments
- 4.Appointment of Guest Faculty to teaching posts lying vacant in the
- 5.Department through MP higher education.
- 6.Automation and digitalization of library
- 7.Provision of Wi-fi facility and smart classes
- 8.Increased usage of ICT tools in teaching learning process.
- 9.Preparation of course plan at the beginning of every session

IAQC takes the students feedback at the end of course from final year students. No faculty member from their subjects are involved in feedback process. Teachers from other departments take feedback from students.

Feedback is taken from alumni also. Several changes have been made in teaching patterns based on the feedback obtained. For example ; the ICT classes more popular among students so stress is given to increase the ICT classes and included under the proposals of RUSA and WORLD BANK.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	4	0	1	1

File Description

Document

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description

Document

Details of Quality assurance initiatives of the institution

[View Document](#)

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)

Response:

2013-14

Academic and research

1. National seminar was organized by **Dr. R.C.Gupta** HOD of commerce on MAHILA UDYAMITA KA GRAMIN VIKAS ME YOGDAN on 06-07 Sept. 2013
2. Academic calendar 2013-14 is followed strictly to ensure effective implementation of the curriculum.
3. Updated syllabus has been made available to students. one paper system introduced at UG level.
4. Various committees were formed at the beginning of academic session and the name of the coverner of each committee was decided by the principal as per the suitability of person for that committee.
5. ICT classes are run in all subjects.

ADMINISTRATIVE AND EXTENDED ACTIVITIES

1. The college was actively engaged in VIDHANSABHA DEC-2013 and LOKSABHA MAY-2014 elections.

Dr. A K Jain, Dr.V K Agnihotri, Dr.M L Soni, Prof.D P Yadav were the master trainers for training the polling teams. Dr. Beena singh and Dr.M. Parveen were the EVM incharge and SVEEP plan incharge respectively for Bina. All non- teaching staff also worked for election duties.

1. Girls of NCC appeared in "C" certificate of NCC.
2. Awareness campaign for voting was run by NCC, NSS and other students of collage at railway stations and Various points.

2014-15

1. Three projectors were installed in classrooms.
2. **Judo** karate training was organized for self defence of girl students.
3. International yoga day was introduced on 12.06.2015.
4. One day career guidance cell of college.

2015-16

- 1.CCTV camera was installed in campus.
2. Online admission was introduced in college.
3. 16-22 JAN. 2016 NSS camp was organized at village GULAUA.
4. College received GRANT under RUSA.

2016-17

- 1.Digital display was installed in college ,where informations are provided.
- 2.Online fee submission and mark submission to university were introduced.
3. Biometric machine was introduced in college for IN & OUT of teaching and Non teaching Staff.this improves the IN & OUT timings of staff.
4. SWACHHTA PAKHWADA on 26th JAN 2017 was organized in college.
- 5.Five National seminars were organized in college on very significant topics.
6. inverters were introduced in CHEMISTRY and ZOOLOGY laboratories to run the work uninterruptedly.
- 7.Three CLASSROOM for science block were developed.
- 8.Smartphones were distributed to newly admitted students of year 2015-16 and 2016-17.

2017-18

- 1.College submitted IDP for WORLD BANK PROJECT.
2. Academic Block, administrative block, Boys hostel, three Classroom of commerce Block were constructed.
3. Student Union Elections were organized in college in OCT.2017.
4. Smartphones were distributed to 2017-18 newly admitted students so that they are able to access the online informations and study materials.
- 5.External audit was done by Gwalior AUDITORS.
- 6.Career Fair organized in FEB.2018 to aware the students about Job opportunities.
- 7.Separate building developed for e-Library.
- 8.Students encouraged to present papers in Departmental seminars and participate in college level quiz programmes.

9. Annual system was introduced at UG level in place of semester system.

10. The revised syllabus was made available to students.

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 8

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	3	1	1

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

1. Safety and Security
2. Counselling
3. Common Room

Describe gender equity initiatives undertaken by the Institution on the specified areas within a maximum of 500 words each

Govt. P.G. College, Bina is a coeducation college. Several issues related to the betterment and benefits of girls and boys are taken on priority.

-: The common room for girls is constructed in college in 2011 by UGC funding obtained under 11th plan. The girl students are highly benefitted in multiple ways by it. Such as for being dressed up for cultural functions, NCC parades and other occasion.

-: National seminars have been organized by dept. of commerce for the empowerment of women in sep.2015 and jan. 2017 in which women entrepreneurs from rural areas were invited from various fields.

They were provided a platform to sale their products at college. An exhibition where students, faculty and visitors purchased their handicrafts such as jute made items, clothes, toys, soft toys, show pieces etc.

For gender equity following seminars and programs have been organized in the college. The College is one of the largest college of district Sagar.

a) Safely and security :- Following initiatives are taken to ensure a safe campus and a secured environment.

:- There are four guards in college who work on hourly interval.

:- At the main gate of college a gate keeper remains 24 hours. There is a guard room for them at entry gate.

:- There are CCTV cameras at 16 points for continuous monitoring.

:- College has his own electrician who regularly checks the electric boards. Air conditions, inverters, fans tube lights etc. are repaired whenever required.

:- Electric equipments are also serviced by inviting the experts.

:- Special lecture by Ms. Anjana Parihar Police officer, Police station, Bina was conducted in 2016 who gave the students tips for being aware from crimes specially made the girl students aware from cyber crime etc.

:- Separate wash rooms for the male and female teaching staff and students on every floor.

:- Identity Cards are issued to the students at the beginning of session.

:- Identity Cards issued to teaching and nonteaching staff.

:- A grievance redressal Box for the students

:- Internal Woman cell and grievance redressal, women harassment, antiragging cell to keep vigilance.

Health and fitness :- The College has on MOU with the physian of Govt. Civil Hospital, Bina Dr. Virendra Singh Thakur who visits the OPD of college at regular basis for check up of students and faculty.

:- A sanitary napkin vending machine is installed in college.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs	
Response: 40	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 10	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 25	
File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:	
<ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management 	
Response:	
<p>The management of waste generated in campus is efficiently conducted by the Municipal Corporation Bina. In November 2016 the Department of Zoology organized a National Seminar on Management of wastes with special emphasis to biomanagement. Various waste management techniques are described to students, teaching and nonteaching staff, citizens of city.</p> <p>Solid waste management :- The solid waste of the campus is primarily collected and managed by The Municipal Corporation of Bina. The green wastes including leaves, papers are managed at campus level by gardener who makes the fertilizer from it.</p> <p>Liquid waste management :- The liquid waste generated in the zoology, botany and chemistry laboratories are disposed off separately.</p> <p>E waste management :- E wastes points are set up in front of Computer and Physics laboratories. For generating the awareness among the students, teaching and nonteaching staff regarding the dumping of E waste separately the display boards are made.</p>	

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Our college has rainwater harvesting structure; the rainwater is accumulated and deposited for reuse. The water collected is directed to a deep pit of bore well and it can be used later. Even the ground water is directed towards the plants. R.O. water is provided for the drinking purposes and waste water is used for gardening and cleaning purpose.

During the rainy season the rain water from the terrace directly flows to the system of rain harvesting pipeline and it directly reaches to the bore well sump where percolator is installed to prevent the garbage going inside the sump. The collected pure water directly goes to the bore well pipe and reaches to the underground sump. The accumulated water fulfils the required water resources of the institution throughout the year. Because of this the underground water level in the soil are increased and the bore well pumps more water for the use. With these initiatives the institution maintains lush green campus with beautiful plants and trees in all seasons. In spite of having maximum number of students, the institution does not face any water crisis even in the summer time.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Students and staff members are practicing to create a ecofriendly campus.

- i) Plantation and their maintenance.
- ii) Watering the plants by faculty members, staff and students manually where pipelines are not available.
- iii) Use of bicycles.
- iv) Use of public transport.
- v) Plastic free campus.
- vi) Less use of papers.

1:- The Trees and plants of campus are covered with tree guards in order to save them from cattles. They are watered regularly.

2:- Bicycles : some students and staff use bicycles. There is a separate vehicle stand for bicycles.

3) Public Transport :- Majority of students avail public transport for reaching the campus. Since the college is located away from main city in rural area surrounded by the agricultural land there is no scarcity of land for parking. Some of the staff share the vehicles to commute through and fro the college.

4:- The college management has decided to make a plastic free campus. The awareness is generated by organizing the lectures by presidents of municipal corporation bina Mrs. Jyoti Singh and displaying the message in campus.

5:- The Office works are computerized and less papers are used.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
.1	1.45	.07	.08	.01

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 12

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	2	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 0

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

7.1.13 Display of core values in the institution and on its website

Response: Yes

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: No

File Description**Document**

Details of activities organized to increase consciousness about national identities and symbols

[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 0

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Institution organizes national festivals and birth/death anniversaries of the great Indian personalities.

The following occasions are celebrated in the college every year.

1. National Voters day 25 Jan.
2. Republic day 26 jan.
3. Subhash Chandra Bose Jyanti 23 jan.
4. Basant Panchmi 02 Feb.
5. TB eradication day 02 Jan.
6. NCC Awareness Day 27 Nov.
7. Dr. H.S. Gour Jyanti 26 Nov.
8. Manav Adhikar Diwas 10 Dec.
9. AIDS Awareness Day 01 Dec.
10. Independence Day 15 Aug.
11. Hindi Diwas 14 sep.
12. Gandhi Jyanti & Swachcha Pakhwada 02 Oct.
13. Guruve Namah on Guru Poornima - July
14. Sushasan diwas 25 Dec.
15. M.P. Sthapna diwas 1 Nov.
16. Shahid diwas 30 Jan.
17. Qaumi Ekta 19 May.

18. Surya Namaskar 12 Jan.

19. International Yog Day 21 Jun.

20. Vishva Hindi diwas 10 jan.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

A) Financial :- Financial functions are performed as per norms. Articles are purchased through quotations and e-tendering. After purchase store keeper lipik receives the items and stock registers and bill registers are maintained separately. Stock verification is done in every financial year. As per the purchase rule 2015 of government all the articles are purchased from GEM, DGS & D of central government which allows transparency in transactions. Fee deposition by students at portal is an online process.

B) Academic :- Online Admission method is introduced in institute in 2015. All information and results are displayed on notice board of College. If unsatisfied students can apply to university for revaluation etc.

C) Administration:- Appointment of permanent teaching, nonteaching and transfers of all staff is under the purview of commission body.

ER sheet profile of permanent faculty and nonteaching staff including salary, promotion, Adhar, PAN entered in ER sheet compulsorily on login of college.

ACR:- The online submission CR of professors, associate professors , assistant professors to depart is introduced in 2018-19 trough principal of the college must of the higher education.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICE 1:

Title of the Practice: National Cadet Corps (NCC)

Goal :-

NCC aims at developing character, discipline, the spirit of adventure and ideals of selfless service among the young students. Further, objectives of NCC are creating a pool of organized, trained and motivated youth with leadership qualities in all walks of life, who will serve the Nation regardless of which career they choose. It also motivates the young students to join the defense services.

The Context :-

Untoward situations never come with prior notice. We need to stay alert for any kind of situations. NCC as practiced in our college is all about rising to the occasion and be prepared to face adverse situations at a very short notice. In preparing the students to join the NCC motivating them to take up the rigors of this corps for the good of the society and themselves is one of the major challenges.

The Practice**Evidence of Success**

The NCC has been imparting training to the corps. Many of the corps has appeared for the B certificate and C certificate examinations.

Problems Encountered and Resources Required

The primary limitation for NCC is the limitation of fund. So, there is a financial constraint. Structurally NCC is an elaborate system and needs to be handled accordingly. Maintenance of records, registers stock and other official documents with such minimum infrastructure becomes difficult. NCC suffers from a limited supply of uniform of proper size along with DMS, drill and march past shoe. Economically backward cadets cannot afford these expenses or do so with great difficulty.

BEST PRACTICE 2**Title of the Practice: National Service Scheme (NSS)****Goal**

The college has a strong NSS wing working under the NSS Cell. College promotes NSS for the overall development and character building of the students as well as to extend its activity at the community level as NSS is the platform for community service. Under NSS the college promotes extension work bringing together the campus and the community. The college follows Regular Activity and Special Camp Activity to understand the community in which they work and also understand themselves in relation to their community, identify the needs and problems of the community and involve them in problem solving and help them to develop among themselves a sense of social and civic responsibility. Such activities help them to gain skills in mobilizing community participation and practice national integration and social harmony.

The Context

The activities need to be scheduled as per the convenience of the women who are otherwise engaged as domestic helpers or the girl children busy with the household chores. Sufficient mobilization is needed to introduce new ideas to the girl children as they lose interest very easily. Organizing health awareness programme is equally challenging as they seem to hold strong affinity to the age old misconceptions regarding female health pertaining to puberty and motherhood. The planning and designing of programmes need to be done accordingly.

The Practice

NSS through the Regular Activity and Special Camp activity involve the teachers in

1. Health Awareness Programmes
2. free medical check ups,
3. Blood Donation Camp
4. Tree Plantation
5. Skill development through workshops and formation Self-help Group
6. Cultural programmes
7. Swachha Bharat Mission- keeping the college campus and surrounding clean through awareness generation.
8. Surveys on health, education and environmental awareness
9. Awareness generation on E-waste and establishment of E-waste Corner

Evidence of Success

The NSS cell for over two years has concentrated mainly on the skill development. Skill development workshops have been organized from time to time in the college. These skill development trainings have encouraged a group of volunteers to form a self help group.

Problems Encountered and Resources Required

The NSS Cell of the college has a separate committee with young and senior teachers. The committee takes decisions on regular activities and special camp activities through periodic meetings. The limited grant allotted is a constraint in itself. Apart from this sometimes the Volunteers find it difficult to encourage the peoples to invest adequate time in learning skills.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Performance of the institution in one area distinctive to its vision, Priority and thrust.

Govt. P.G. College, Bina affiliated to MCBU was established in the year 1964 with the vision of quality education to students coming from diverse areas.

The College ensures to impart quality education to all students by shaping them from being a better citizen. Our aim is to empower our coming generation which is well evidenced by the success of our alumni in the field of their choice

:- Renowned doctors: Dr. Deepak Tiwari (Osteologist), Dr. Piyush Agrawal (Osteologist), Dr. Praveen Jain, Dr. Rambabu Tiwari, Dr. Ajab Singh Thakur, Dr. Sundar Panthi, Dr. Omprakash Kathoria, Dr. Nikhil Pendse.

:- In Railways: Mr. M.S. Pinka, Mr. Mahendra Singh Thakur, Mr. Jugal Kishor, Mr. Abhishek tomar, Mr. Nawaj Sharif.

:- Mr. Pratap Singh Thakur, Auditor, Mr. Saurabh Ratnakar DSP.

:- Mr. Adesh Rai, Income Tax Commissioner, MR. Abhishek Tamrakar Civil Judge, Mr. Gourav Sharma in Police Department, Mr. Amit Vashisht Asst. Labour Commissioner, Mr. Dev kumar Police, Leela Lodhi ADJ. Mr. Ashish Pandey Legal Officer, Mr. Manish Kaithoria DPO, Anamika Saraf Tahsildar, Adarsh Jain Income tax Officer, Amit Panthi Police, Smt. Pratibha Golandaj, Mr. Amit Purohit Film actor & Model, Mr. Naveen Bhilware Beautician of Actress.

Many of our students are academically well enriched to be employed in reputed schools and colleges, as teachers. Some of them work in our college as teachers like Dr. Nameeta Agnihotri, Mr. M. Rafiq sheikh, Mr. S.K. Panthi, Ms. Shubhi Jain, Mr. S.K. Sen, Mr. R.K. Vashisht.

The college staff extend support to the students of the college even when the students have passed out. The college managed to keep in touch with the students through the internet.

The bondage of relationship is too strong that past students of the college returned to their alma mater not only to celebrate their success but also to strengthen the institute. They have willingly contributed their labour and expertise for the benefit of the institution whenever the need arose. We have been able to develop a sensitive and responsible youth with the commitment towards the larger section of the society.

The well maintained college with plants, garden, neat and clean corridors, indicates the willingness of students and teachers towards the ecofriendly campus. The College has achieved its aim, vision and mission to prepare the highly educated and socially responsible citizens.

5. CONCLUSION

Additional Information :

Additional information - : The College remains highly active in diverse activities such as Dilip Dangi of NSS participated in National integration camp at Hatia Ranchi, Jharkhand. Five students participated in staff level of NSS Dilip Dangi, Akash Lodhi, Tejsingh Kushwaha, Naman Rajpoot, Ayushi Singhai. There are fifty students of college who have donated the blood during last five years. Akash Lodhi and Prabhakar Tiwari participated in Kho-Kho competition at Nepal. Mr. Rafiq Shaikh Librarian participated in international athletics competition at New Delhi in 2017-18.

Concluding Remarks :

Conclusion - The Govt. P.G. College, Bina has been established as a reputed college of district Sagar. There are presently 35 well qualified faculty members are imparting the knowledge to the 2526 students in various programs. The curricular activities are updated and monitored by principal, IQAC and faculty heads. The students equally take part in extracurricular activities. Sports, Cultural run to strengthen the society surrounding the college. The society welfare initiatives are taken frequently. The college has not left any aspect to develop the academic atmosphere. The result of university examinations is satisfactory. The students who hardwork whole year get the results. They enjoy the academic environment during their course study and also complete their project, internship for 2 months during final semester. They have been given the skill development trainings in fields of present importance. The college graduates and post graduates are able to face the challenges of their social life after the education.