



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Career College Bhopal
• Name of the Head of the institution	Dr. Charanjit Kaur
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0755 2456042
• Mobile no	9826320208
• Registered e-mail	director@careercollegeindia.com
• Alternate e-mail	principal@careercollegeindia.com
• Address	Career College Bhopal, Opposite Dussehara Maidan, Govindpura, BHEL
• City/Town	Bhopal
• State/UT	Madhya Pradesh
• Pin Code	462023
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	<b>Self-financing</b>																								
• Name of the Affiliating University	<b>Barkatullah University</b>																								
• Name of the IQAC Coordinator	<b>Dr. Swarnangini Sinha</b>																								
• Phone No.	<b>9926803132</b>																								
• Alternate phone No.	<b>8959000333</b>																								
• Mobile	<b>9425607597</b>																								
• IQAC e-mail address	<b>iqac@careercollegeindia.com</b>																								
• Alternate Email address	<b>cs@careercollegeindia.com</b>																								
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://careercollegeindia.com/uploads/aqar/AQAR%202019-20%20Final%2011-08-21.pdf">https://careercollegeindia.com/uploads/aqar/AQAR%202019-20%20Final%2011-08-21.pdf</a>																								
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>																								
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://careercollegeindia.com/uploads/merge-academic-calender/Merge%20Academic%20Calender%20-2020-21.pdf">https://careercollegeindia.com/uploads/merge-academic-calender/Merge%20Academic%20Calender%20-2020-21.pdf</a>																								
<b>5.Accreditation Details</b>																									
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<b>6.Date of Establishment of IQAC</b>	<b>01/07/2007</b>																								
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>																									

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Biotechnology Department	PBR Project	MP Biodiversity Board	2020 1 year	1 Lakh
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>		<a href="#">View File</a>		
<b>9. No. of IQAC meetings held during the year</b>		<b>4</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>		No File Uploaded		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>		<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>				
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>				
<ul style="list-style-type: none"> <li>AQAR for the session 2019-20 was approved by IQAC and successfully submitted on 16th Aug 2021. IQAC meetings with all the stakeholders' staff council, Deans, HODs, Cell coordinators were organized at regular intervals to discuss the academic, co-curricular, and extracurricular activities to monitor and upgrade the teaching-learning process.</li> <li>IQAC organized a National webinar in association with Dept. of Higher Education under UGC Paramarsh Scheme on "Quality Initiatives in Higher Education in Teaching and Learning, Innovation, Research, and Outcome-based programs" on 26th June 2021.</li> <li>Innovation and Incubation of ideas is the dire need of the hour, keeping this in mind following steps were taken- a) Established Institution's Innovation Council in September 2020 b) Organized Ideathon1.0: Mind to Market and Sociathon competitions in June 2021</li> </ul>				

to promote social entrepreneurship and start-ups. • Setup 2 video recording rooms for video lectures of the faculty members. Total 82 lectures have been recorded. Continuous updating of the LMS to enhance better learner centric environment. Online Mode of Teaching- As it was not possible to hold physical classes amidst Covid-19, so the college followed online mode of teaching. Learning was supported through MS Teams and WhatsApp groups. • To exchange and get mutual benefits from partnerships total 05 International MOUs were signed as under: a) Havard Business School Online, USA b) DeakinCo. Australia c) Yunus Social Business Centre, Bangladesh d) Godaddy, USA e) Coursera, USA

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Meetings of the IQAC	04 IQAC meetings were organised to discuss the academic and extracurricular activities and to monitor and upgrade the teaching-learning process. 1st meeting was held on - 23/07/2020 2nd meeting was held on - 20/01/2021 3rd meeting was held on - 20/04/2021 4th meeting was held on - 17/06/2021
AQAR submission 2019-20	AQAR submitted successfully to NAAC on 16/08/2021
NIRF Data submission	NIRF data submitted successfully on 08/02/2021
New Courses/Program	Approval for the following five UGC NSQF courses was received. 1. Certified course in Web Designing 2. Certified Graphic Designer 3. Diploma course in Medicinal Plants 4. Certificate course in Office automation 5. Diploma course in Agro and Dairy processing
Certificate/Value added Courses	Total of 22 Certificate and Value Added Courses were added in this session. A total of 48 courses were offered during the session.
Admission process	The entire admission process was made available online for the convenience of students and parents.
Online teaching	As it was not possible to hold physical class amidst Covid 19, learning was supported through MS Teams and was made accessible to the students by providing unique username and passwords
Online CCE	The college has purchased an

	<p>online examination software from Delhi based company named ConductExam to facilitate the students to take online exams during lockdown. The training program to use the software efficiently was also organised from 11-12-20 to 16-12-20.</p>
Remedial Classes	<p>The faculty members have successfully conducted online remedial classes for the session 2020-2021</p>
Video lectures of the faculty members	<p>A total number of 82 lectures have been recorded in the session. These lectures are uploaded on the LMS for students as well as on Youtube for mass benefit.</p>
Students Internships and Projects	<p>Students were encouraged to write projects and apply for internships for hands on experience and creative thinking.</p>
Feedback from the stakeholders	<p>To improve the teaching learning process, online feedback from the students, teachers, parents and alumni was collected, analysed and shared with faculty members to bring about requisite refinements in the teaching learning process and learning outcomes.</p>
Research Centre	<p>Department of Computer Science and Commerce and Management were conferred the status of Research Centre recognised by Barkatullah university.</p>
IPR Cell	<p>IPR cell has been constituted on 11 Sep 2020. A total of 09 webinars were organized by the various departments of the college, during the session.</p>

Patent Accepted	Two Patents were granted to Dr. Gurusharan Kaur on 16 Sep 2020 and 11 June 2021
To promote Entrepreneurship and Start up skills	Entrepreneurship Development and Innovation Cell of Career College established Institution's Innovation Council on MHRD initiative in September 2020 and organized various activities and competitions. A total of 12 webinars and 02 National competitions Ideathon 1.0 and Sociathon were organized. Entrepreneurship Development Cell has organized online FDP in association with MPCON for faculty members.
International Collaborations	A total of 05 International MOUs were signed in the session 2020-21 * HBS Online, USA * Coursera, USA * Deakin University, Australia * YSBC, Bangladesh * Go Daddy, USA
ISR activities under Sensitization Programs Against Community Evil (SPACE)	NCC, NSS units, Green cluster cell, Women Empowerment Cell and all departments of the college organised a number of environment and community outreach activities throughout the year in a phased manner. A total of 78 activities were organized like Aatma Nirbhar Bharat Abhiyan, Fit India Movement, Swachata Pakhwada, Plantation drive and National Youth day etc.
Admission of Foreign students	The first phase of students' enquiry through the portal of SII was conducted successfully. Further process of admission will be initiated as per the guidelines issued by SII



E-Yuva Centre- BIRAC	College got the approval for establishment of E-yuva centre by Biotechnology Industry Research Assistance Council (BIRAC) Department of Biotechnology (DBT), Government of India
Institutional Scholarship	Institutional Scholarship of amount Rs. 3643650/- provided to total 583 students by the management in the session 2020-21.
Guidance for Competitive Exams	A total of 05 webinars were conducted on the same.
Campus Drives	Owing to Covid-19 Virtual Campus drives were organized by T&P Cell. Total 48 Companies visited Students selected were 105 and the package ranged from 2.5 Lakhs - 10 Lakhs per annum
Virtual Job Fair	Virtual Job Fair were conducted from (21st - 26th of June, 2021)
Virtual Internships	Under Virtual Internship : Total 25+ Companies visited Total students selected - 75 and Stipend ranged from Rs. 5000 - 18000 per month.
Activities for Capacity Enhancement Skills	Personality Assessment and Development Cell organized various activities on moral values, interpersonal skills and positive healing for students.
Alumni Meet	Alumni cell briefed about the preparation and planning of Virtual Alumni meeting which was held on 27 June 2021
IQAC National Webinar	National webinar under UGC Paramarsh on Quality Initiatives in Higher Education Through Teaching Learning, Research,



	Innovation and Outcome Based Programmes on 26th June 2021
Progress in Paramarsh	03 Mentee Colleges are in process of preparing their SSR Govt. College, Sarni Govt. College, Gairatganj Govt. College, Jeerapur In addition Govt. College, Shahganj and Govt. College, Dobi were counselled for the NAAC parameters.
Academic Audit	IQAC successfully conducted the Internal Academic Audit from 11-1-21 to 18-1-21. The External Academic Audit was conducted on 27-11-21.
FDPs for Teaching and Non-teaching Staff	A total of 17 FDPs were conducted for teaching staff and 05 for non teaching staff special focussed was on ERP, MS team, Mental health, Interpersonal relations etc.
Observing Special Days	Various cells organized different activities to mark the Special Days. In this session we observed National Science Day, Kargil Diwas, Youth Day, Independence Day, Earth Day, Hindi Diwas, World Ozone Day, Teachers' Day, Yoga Day, World Mental Health Day etc.
Celebration of "International Women's Day"	The Women Cell of the college celebrated 'International Women's Day' on 8th March 2021.
Students Magazine	Students of the Department of Biotechnology and Biochemistry were encouraged to launch Students magazine by the students for the students named BIONEX
Measures for health and safety	Regular sanitization introduced,

of all the stakeholders	covid task forced formed to monitor health and hygiene situation in the campus
On campus vaccination programmes	The parent hospital CIMS conducted free vaccination programmes on campus for all stakeholders and the local people
Environmental Consciousness and Sustainability	More than 60000 seed balls have been distributed to students and different NGO's. Environmental audit has been conducted for the session 2020-21. Energy Audit was also conducted.
Installation of Solar Panel	Installation process of Solar Panel of 50KW power capacity has been completed
Free Physiotherapy and Health checkup camp for local community	Total 5 health checkup camps were organized in the nearby community for common people.
Renewal of E-waste MoU and E-waste disposal	Renewal procedure of e-waste MoU has been done with Unique Eco recycle lab, Indore on 8/7/2021. As an annual practice the e-waste collection has been done.
Faculty Upgradation and Recognition	A total of 46 faculty members received recognition as Resource persons, Guest speakers, and empanelled as Academic Counsellors.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
<b>IQAC</b>	<b>17/06/2021</b>

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-21	15/02/2022

**15. Multidisciplinary / interdisciplinary**

Career College is affiliated to Barkatullah University and follows the guidelines and norms of Higher Education Govt. of Madhya Pradesh. Multidisciplinary and Interdisciplinary is integral to holistic education and it has been integrated in the syllabus prescribed by Barkatullah University. Students of all courses opt for Electives from a wide spectrum of options offered by the University. In order to give students a wider exposure, college has organised various online lectures, workshops, conferences, and webinars. For the implementation of NEP from the academic year 2021-22, our faculty was engaged with the University in the framing of syllabi of new interdisciplinary courses as approved by the Board of Studies.

**16. Academic bank of credits (ABC):**

NA

**17. Skill development:**

Career College continuously offered opportunities for students to develop their skills with changing needs. Industry ready add-on courses like Internationally certified courses of HBS, Coursera, National certification programmes of Swayam NPTEL are offered along with the curriculum to make them job ready. Students' skills are further augmented by frequent online interactions with alumni and industry experts. Career College also started new UGC sponsored NSQF Diploma and Certificate courses with an aim to create an ecosystem for the development of entrepreneurship.

**18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The curriculum being taught under foundation courses gives students an in-depth understanding of our rich cultural heritage, including its language, culture and knowledge systems. Various activities like celebration of World Heritage Day, Tourism day, Sawan Mahotsav, Rakhi making, Krishna Janamashtami etc. give students a wide and varied exposure to performing arts from various parts of the country. This is a regular practice of Career College to cherish and celebrate the rich cultural heritage of our country, to be able to

preserve and propagate its history, traditions and values.

### 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Learning Outcome prescribed by Barkatullah University was augmented with the final outcome expected of students of a particular course at the end of the programme. They are in sync with expectations of the programme and the desired skills and knowledge to be infused in students. The outcomes are defined clearly, and the teaching plans delineated accordingly. This enhances the quality of education being imparted to them and frequent mentor mentee interactions helped align pedagogy to the desired outcomes. In addition, Microsoft team, Google meet, Zoom, LMS resources are shared to enhance teaching learning in classrooms.

### 20.Distance education/online education:

Career College offers courses in the regular mode only as sanctioned by Higher Education, Govt. of Madhya Pradesh. Online tools and blended learning are used to augment and enhance pedagogy. Online classes and Online Exams were held as per directives of the Barkatullah University only during the lockdown necessitated by the pandemic. The college is the study centre for Courses offered by IGNOU. College also offered UGC sponsored NSQF Diploma and Certificate courses through both online and offline mode.

## Extended Profile

### 1.Programme

1.1	37
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	2245
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2		919
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template	<a href="#">View File</a>	
2.3		901
Number of outgoing/ final year students during the year		
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		68
Number of full time teachers during the year		
File Description		Documents
Data Template	<a href="#">View File</a>	
3.2		75
Number of sanctioned posts during the year		
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1		44
Total number of Classrooms and Seminar halls		
4.2		202.67
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		295
Total number of computers on campus for academic purposes		

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

In the session 2020-21 the pandemic has posed a challenge to adopt the adversity as an intellectually enriched learning. The curriculum delivery has been significantly changed from face-to-face to online for contribution of their academics. Effective online delivery has been ensured for holistic learning.

- **Academic Calendar:** It was prepared for curricular and co-curricular activities adhering to the guidelines of Department of Higher Education, Govt of M.P.
- **Timetable:** It was prepared for online and offline classes separately to meet the covid protocols.
- **Updated Syllabus:** It was uploaded on college website, prescribed by Barkatullah University, Bhopal.
- **Effective Delivery of Curriculum:** It was ensured through ICT (google classrooms, MS Teams and Zoom platforms) enriched with e-resources at ERP enabling access at student's pace. In addition, rigorous e-workshops, webinars, quizzes, presentations, live projects and virtual industrial/research lab visits were executed. The session was enriched with new Short Term Certificate Courses from HBS, Deakin University, Godaddy Academy, Bajaj Finserv, UGC-NSQF and course on Social Business from YSBC (Yunus Centre for Social Business).
- **Monitoring of Syllabus Completion:** It was ensured by departmental HODs' effectively via personal and doubt clearing sessions online.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://careercollegeindia.com/time-table">https://careercollegeindia.com/time-table</a>

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



The academic calendar is designed to mark the significant academic events, curricular and co-curricular activities, various national and international days, sports events, examinations, workshops, webinars, trainings, FDPs and guest lectures in every session. Covid-19 has made a virulent situation, having put students through uncertainty and struggle with online learning due to network issue. Thus, meaningful online academic activities have been implemented for completion of all events as an important means for achieving better academic outcomes even in these adverse conditions.

The academic calendar played a pivotal role in the functioning of academic activities in this situation. Teachers aligned the academic calendar with CIE and University examinations/open-book examination, and additional examination for those who couldn't take earlier exam due to covid, video lectures, and additional e-study material, helped recordings etc to comply the requirements.

Teachers have utilized innovative evaluation strategies for combating the covid adversity and achieved objectives of teaching learning and evaluation.

The allocation of subjects and digital planners of each teacher enabled to carry out the lectures. Online meetings of teachers were organized to brief them about their subjects and their effective delivery within stipulated time. The digital teaching-learning dynamics benefitted both students and teachers.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://careercollegeindia.com/academic-calendar">https://careercollegeindia.com/academic-calendar</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

- Academic council/BoS of Affiliating University**
- Setting of question papers for UG/PG programs**
- Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
- Assessment /evaluation process of the**

**A. All of the above**



**affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility****1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

8

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

49

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

4627

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Inclusion of cross cutting issues in the university syllabus are the integral parts of invariably all the programmes. As Per the syllabi of BU, M.Sc. (Chemistry, Botany, Zoology and Microbiology) include Environmental studies in curriculum and B.Sc., B. Com, BBA, BCA address Gender, Environment & Sustainability, Human Values and Professional Ethics into the curriculum. In addition, the college puts special emphasis on value-based education, human rights in foundation course compulsory for all graduate programmes.

The college has 'Women Empowerment Cell' (WEC) to bring about overall development and grooming of girl students and gender equality issues; 'Green Cluster' to promote Swachh Bharat Abhiyan and to preserve natural diversity; 'Personality Assessment and Development Cell' (PADC) lays down stress on assessing the personality of students and to develop a mature outlook to function effectively; 'Entrepreneurship Development Innovation Cell' (EDIC) to focus on entrepreneurial skills to develop soft skills and 'Training and Placement Cell' (T&P) imparts trainings on professional ethics including corporate culture and business etiquette.

Significant activities were organized by these cells along with NSS Unit on cross cutting issues. In the nutshell the college ensures holistic development of the students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

31

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

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

917

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://careercollegeindia.com/uploads/feedback-report/Feedback%20Analysis%20Report-2021.pdf">https://careercollegeindia.com/uploads/feedback-report/Feedback%20Analysis%20Report-2021.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://careercollegeindia.com/uploads/feedback-report/Feedback%20Analysis%20Report-2021.pdf">https://careercollegeindia.com/uploads/feedback-report/Feedback%20Analysis%20Report-2021.pdf</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

650

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

314

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

We at Career College believe in outcome-based learning processes, where we identify students as slow learners and advanced learners based on the prerequisite tests, class interactions, and internal assessments.

The college has taken all possible measures to cater to the requirements of the students before the commencement of the programmes. In order to assess the student's learning capabilities, Knowledge Skill Assessment (KSA) Test was conducted at the departmental level for each student at the beginning of each session. The test assessed General Awareness and Subject Proficiency of the students admitted. Based on KSA, we identified advanced learners and slow learners.

We gave emphasis on improving the performance of slow learners by providing remedial programmes apart from regular classes. Through a Mentor-Mentee system academic support was provided to the slow learners. The college ensured that every slow learner has completed all academic assignments within the stipulated time. Parents were duly informed about the academic performance and psycho-social problems whenever necessary during PTM.

Advanced learners were given opportunities to be part of innovative and other initiatives of the college like Project work, Participation in research activities, Paper presentations in National and International conferences, enrolment in certificate courses like SWAYAM, NPTEL etc.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-ii//2.2.1%20(20-21).pdf">https://careercollegeindia.com/uploads/naac/criteria-ii//2.2.1%20(20-21).pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2245	68

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Career College provided an effective platform for students to develop advanced skills, knowledge, attitude, values to enhance their learning experience. All departments conducted unique programmes that encouraged students to explore their creative abilities. The college has also offered the students a platform to develop their problem-solving skills.

The college focused on student-centered strategies for improving students' lifetime learning skills. Faculty members put all efforts to make the learning process more engaging using the student-centric strategies as enumerated below.

1. **Experiential Learning:** Special courses were run by each department to aid students in their experiential learning. To improve students' creativity and cognitive levels, the college provided the following experiential learning techniques.
  - Virtual field trips were arranged for the students during lockdown period.
  - Virtual Laboratory sessions were conducted with content beyond syllabus experiments.
  - Final year students completed their Internships to get hands on training while working in research institutes/industries.
1. **Participatory Learning:** Students participated in a

variety of activities during the session such as webinars/seminars, group discussions, wall magazines, debate, peer group learning etc. The college has ensured every student's participation in participatory/group activities.

**Problem-solving methods:** Departments encouraged students to acquire and develop problem-solving skills through research based activities and case studies.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-ii//2.3.1(20-21).pdf">https://careercollegeindia.com/uploads/naac/criteria-ii//2.3.1(20-21).pdf</a>

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

The Covid-19 significantly disrupted the academic session 2020-2021. The presence of Information and Communication Technology (ICT) facilitated faculty members and students to engage in new modes of learning. ICT also helped faculty members to interact with the students. Throughout the session 2020-2021, faculty members of Career College, used various ICT enabled educational tools, social networking sites, and learning platforms such as Microsoft Team, Zoom, Google Meet, and LMS to provide students the best learning experience.

Faculty members used the following ICT enabled tools in this way

- Learning material, quizzes, evaluations, assignments, and other course-related information were managed and uploaded on Microsoft Team.
- To enhance the quality of online teaching and learning process, the PPTs were made using animations and simulations.
- Students were counselled through video conferencing of Zoom, Google Meet apps and Microsoft team.
- Faculty members have used various online platforms such as Microsoft Team's whiteboard, Google's classroom, and other to teach various concepts in an online mode.
- Using various Information Communication Tools, many online competitions such as poster making, project presentations, quizzes, debates, paper presentations etc. were organized



successfully.

- The faculty members and the students up-skilled themselves by the online courses like Coursera, NPTEL etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

68

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

40

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

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

#### 2.4.3.1 - Total experience of full-time teachers

10 years

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The session 2020-2021 mainly got affected with covid. Hence, the Continuous Internal Evaluations (CIE) was conducted online using the software from Conduct Examination. The schedules of CIEs were communicated to the students and faculty members at the beginning of the year/semester through college's academic calendar uploaded on the website of the college. The CIE schedule mentioned in the prospectus was in line with the academic calendar of the Higher Education.

At the beginning of the session 2020-2021, the college has planned CIE adopting various evaluation methods like quiz, class tests, multiple choice tests, oral examinations, projects, poster presentations, old university question papers, debate, assignments, group discussion, charts and model making, library assignments, PowerPoint presentation, video making, practical evaluation, case study etc. But owing to covid the college had to shift to the online

mode of CIE.

For effective understanding of the evaluation process, subject faculty members explained about unique features of CIE to the students. Changes in schedules, patterns, methods were notified to the students through notifications on the website of the college. The internal assessment mark lists were communicated to the students through MIS dashboards. The subject teacher briefed the students in the online class about their attendance and performance in the internal examinations.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-ii/2.5.1.pdf">https://careercollegeindia.com/uploads/naac/criteria-ii/2.5.1.pdf</a>

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

The college devised an efficient mechanism to deal with Continuous Internal Examination (CIE) related grievances. The mechanism was transparent and efficient. Rectification of grievances was also time bound. The college strictly followed the relevant guidelines and directives issued by the affiliating university while conducting CIE.

As the examination was conducted using online mode, most of the grievances were related to the technical issues faced during the examination as mentioned below.

1. Issues related to Login credentials
2. Downloading of Examination App
3. Selecting CIE paper for the examination
4. Network connectivity issues as students were resident in remote areas during pandemic
5. Leaving the exam without saving
6. Display of Hindi Font
7. Not able to appear for the examination due to some personal problem
8. Display of question paper on laptop was proper but on mobile it was not properly displayed.

All the above mentioned grievances were handled by the ICT team of the college in consultation with the Mentor of the concerned class.

The students who were not able to appear in the examination due to some issues were informed to submit online assignments through LMS of the college.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-ii//2.5.2.pdf">https://careercollegeindia.com/uploads/naac/criteria-ii//2.5.2.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

The learning outcomes like Programme Outcome (PO), Programme Specific Outcome (PSO) and Course Outcome (CO) are clearly stated for all academic programmes and courses. The outcomes were in line with the vision and mission of the college. They are framed keeping in view the graduate attributes which enable the students to

- conceptualize subject knowledge
- communicate effectively and interact meaningfully
- think critically, analyze efficiently and solve the problem
- attain capacity to use advanced tools in research and innovation
- work effectively in the team
- imbibe ethical values

The college clearly specified the learning outcomes for every programme. The college has designed special short term courses apart from the prescribed syllabi of the affiliating university. The learning outcomes of these short term courses were communicated to the students through college website.

The POs are communicated to the students during admission through counselling by the faculty members. After the admission, POs, PSOs and COs are explained to the students in detail in the orientation program conducted at the beginning of the session. Also, during regular classes each subject faculty of all departments explained the same. In addition, they are uploaded on the website of the college along with the curriculum.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://careercollegeindia.com/learning-outcomes">https://careercollegeindia.com/learning-outcomes</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The college has devised various methods for evaluating attainment of Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs). We follow direct as well as indirect mechanism for the measuring the attainment of the outcomes.

#### Attainment of Program Outcomes

The college outlined POs for the holistic development of the students and ensured their accomplishment during graduation and post-graduation.

#### Attainment of Program Specific Outcomes

The college in its pursuance of academic excellence has been successful in achieving PSOs. The students of the college topped the merit list of the Barkatullah University. During the session 2020-2021, the college has 25 University Rank Holders. The placement cell organized job fairs and placement drives. A large number of students were placed through on campus and off-campus drives.

#### Attainment of Course Outcomes

The COs were achieved through systematic and extensive teaching learning process offered in blended mode. It incorporated academic calendar, teaching plan, and remedial classes by subject faculty members. The classroom teaching was well supplemented by state-of-the-art ICT facilities, fully automated digital library, and well equipped laboratories.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-ii/2.6.2%20suppporting.pdf">https://careercollegeindia.com/uploads/naac/criteria-ii/2.6.2%20suppporting.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

888

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://careercollegeindia.com/uploads/naac/criteria-ii//2.6.3%20Final%20Year%20Marksheet%20proofs%20BU.pdf">https://careercollegeindia.com/uploads/naac/criteria-ii//2.6.3%20Final%20Year%20Marksheet%20proofs%20BU.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://careercollegeindia.com/uploads/student-support/student-support/Dept%20wise%20Analysis%20Graphs%20Session%202019-20.xlsx.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

100000

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

#### 3.1.2.1 - Number of teachers recognized as research guides

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

01

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="http://www.mpsbb.nic.in/pbr.html">http://www.mpsbb.nic.in/pbr.html</a>

## 3.2 - Innovation Ecosystem

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

The college has been very proactive in developing scientific and research temperament among the students to create an innovative



atmosphere. The college has created an ecosystem for innovations and initiated its activities for creation and transfer of knowledge. Career College undertook following major activities.

- IPR Cell: The IPR cell has organized 09 awareness webinars on patents, copyrights, ethics, etc.
- EDIC: To develop entrepreneurship skills in students the Department of Commerce and Management organized Management Day on 21st February 2021 where students presented their innovative ideas. Pitch sessions were organized for students on 11/07/2020. Organized 08 webinars on business plan and entrepreneurship orientation programs for the students.
- IIC Career College: Innovation and Incubation of ideas is the dire need of hour, keeping this in mind following steps were taken-

a) The college has established Institution's Innovation Council (IIC) in Sep 2020 recognized by MHRD Govt. of India

b) Organized Ideathon 1.0: Mind to Market and Sociothon competitions to promote social entrepreneurship and start-ups.

- Training and workshops: Exotica- Formulation of herbal products, Bonsai techniques, nursery management, fermented foods, herbal sanitizers, soil testing, etc.
- 02 Patents were awarded.
- Students lead in creative designing, editing and contribution in the form of magazine i.e BIONEX

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iii/aqar-202-21//3.2.1.pdf">https://careercollegeindia.com/uploads/naac/criteria-iii/aqar-202-21//3.2.1.pdf</a>

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

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

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

10

File Description	Documents
URL to the research page on HEI website	<a href="https://careercollegeindia.com/uploads/naac/criteria-iii//Research%20Guides%20and%20Research%20Scholars.pdf">https://careercollegeindia.com/uploads/naac/criteria-iii//Research%20Guides%20and%20Research%20Scholars.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

29

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in

**national/ international conference proceedings year wise during year**

30

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities**

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

Extension activities were carried out in the neighbourhood community, sensitising students to social issues, for their holistic development. The cells like NSS, NCC, WEC, Green cluster and various departments aimed to provide hands-on experience to young students in delivering community services. For the holistic development of the students, these cells organized the extension activities like donation drives, plantation, creating awareness regarding blood donation, combatting social evils under SPACE like child abuse, fitness activities like yoga, waste management activities for sustainable environment etc. Besides these activities, other activities were organized to create awareness regarding road safety and promoting events of national importance like celebration of Constitution Day, Human Rights day, Youth day etc.

Student volunteers worked relentlessly helping Covid-19 patients and their family members in providing information regarding availability of hospital beds, blood and plasma donors, oxygen cylinders etc. Activities like donation of stationery, grocery, clothes and eatables to orphanages were organized on regular basis.

The college also encouraged adoption of villages and conducting Health Awareness Camps on special days like Breast Feeding Week and Diet Counselling.

Women Empowerment Cell actively participated in a variety of social events in association with local women welfare organizations for upliftment of women and invited eminent personalities on International Women's Day.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iii/aqar-202-21//3.4.1%20Final.pdf">https://careercollegeindia.com/uploads/naac/criteria-iii/aqar-202-21//3.4.1%20Final.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

17

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

68

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

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

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

2848

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

## 3.5 - Collaboration

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

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

83

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

09

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution is situated at a centrally located place in Bhopal. Career College has multistoried buildings on sprawling 4 acre lush green campus having the artistic plantation. A mural on the entrance lobby shows the curiosity for knowledge of the primeval man leading to the principle of research essentialised by necessity, using symbols of knowledge and science.

Following are the major facilities for teaching- learning:-

- The buildings are well-designed having well-ventilated and spacious 42 lecture halls well equipped with both conventional and ICT mode.
- The state-of-art Laboratories are available for all UG & PG courses.
- There is a Canteen facility available in the campus for all stake holders. Also provides purified drinking water for all stake holders.
- The College has separate boys and girls class room with all facilities and separate Office for office work.
- Career College has a well maintained and safe Girls Hostel with capacity of 158 students.
- The college has a separate auditorium, conference hall and seminar hall with projector and state with the art furniture, air cooler system and sound system.
- The College Central library has been fully automated library along with the departmental libraries.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iv/agar-202-21/4.1.1Geo%20Tag%20Images%20of%2042%20Class%20Rooms.pdf">https://careercollegeindia.com/uploads/naac/criteria-iv/agar-202-21/4.1.1Geo%20Tag%20Images%20of%2042%20Class%20Rooms.pdf</a>

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

- The college provides better infrastructural facilities for the indoor (Judo, Table tennis, Chess) and outdoor games (Basketball, Football, Volleyball, Handball) for the students. Students regularly participate in inter college, inter university, inter district sports activities through-out the year under the supervision of sports teacher.
- College NCC unit celebrate many programs and conduct different activities throughout the year.
- A short term yoga course was organized by the Department of Physiotherapy, as well as sensitizing the students and faculty members about the benefits of yoga.
- The College conducts various cultural activities for students. Every year "UTKARSH2K" is conducted by the College in which our college students participate actively. A cultural committee led by a senior faculty looks after the needs of infrastructure. The College own a number of musical instruments like harmonium, Tabla, Dholki, Dhol, Tasha, trumpets.
- Our Institute has 100 bedded hospital in which health care for all students and staff members is provided. The college conducts various health-related awareness programs and sanitation programmes regularly at CIMS (Career Institute of the Medical Science). First Aid Kit is provided to the students. The College is a no smoking zone and the campus is also plastic free. Disposal of wastes is properly maintained as per the rule of Pollution Control Board.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21/4.1.2.pdf">https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21/4.1.2.pdf</a>

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

23

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21//4.1.3.pdf">https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21//4.1.3.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

103.97

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The Central Library has turned into a hub of rich learning resources with adequate number of books, CDs, DVDs, Online databases, digital library and newspapers. Bar-Coding system enables effective management of library. The Library is fully automated and well equipped resource centre. Library automation, impacts the five laws of library science, in providing the right information to the right users, right way, at the right time. Latest 2.0 SOUL software supports access the digital library and facilitate links to full-text articles and other digital objects. It has a total number of 24,685 copies of books purchased time to time. There are 3457 reference books, 65 journals, 06 newspapers and 66 bound journal indexing data base. The college also procured 248 special collections (Modules of IGNOU, Punjab Technical University, Reserve Bank etc). The library has also preserved the copies of PG dissertation. Study materials are also available for the preparation of different competitive exams. The highly versatile and user-friendly OPAC (Online public Access Catalogue) facilities, Personalized Reference Services are available in the central library. We offered various service options such as resource sharing through DELNET/N-LIST, Document Delivery and electronic/ print-based reserves.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21/4.2.1.pdf">https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21/4.2.1.pdf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**      **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

5.08

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

3054

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The Institution has 3 modernized and sophisticated Computer Laboratories with centralized AC and 24/7 internet connectivity. In addition computers with internet connectivity are provided to all the departments, office, library, and centre for Research, and other key areas of the institution. The College also has 14 LCD Projectors, 10 Scanners and 10 Printers to facilitate teaching learning process. The students of the college are access to the computer lab. There is open access of Wi-Fi connectivity to all student and the staff members of the college. All the departments of the college are provided with computer and other related accessories. All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. The advent of office automation has ensured inter-departmental "LAN" connectivity. The computing facility is being continuously upgraded and modernized. The labs provide one-to-one access to students for a variety of peripherals. At the end of every year, the IQAC discussion in its meeting the

faculty and discuss the additional facilities to be provided during the next academic year and as per the requirements listed out in accordance with the needs that arise on account of introducing new subjects or starting new programmes, steps are taken to provide them before the commencement of the academic year. Similarly, in case any new software is required, order for procuring the same is placed immediately.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iv/agar-202-21//4.3.1.pdf">https://careercollegeindia.com/uploads/naac/criteria-iv/agar-202-21//4.3.1.pdf</a>

#### 4.3.2 - Number of Computers

295

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

202.67

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

The college has criteria 4 head, co-head and members of different departments which looks after regular maintenance and proper utilization of academic and support facilities of the college campus. The budget allocates adequate funds for the upkeep and maintenance of the infrastructure and equipment every year.

**Building Maintenance:** It includes repairs of damages, intermittent painting of the infrastructure, maintenance of Generator, fire equipment, water coolers, air conditioners, etc.

**Library Maintenance:** The library cell is a responsible with senior librarian who looks after regular maintenance such as raising purchase order of books, procurement of books, and maintenance of valuable materials and soon. Library cell takes requirements from departments.

**Computer Maintenance:** IT cell is responsible for proper utilization and maintenance of LAN, Internet and Wi-Fi facilities and upgrading of computer systems with the inclusion of latest software. Technical Aids such as Multimedia Projectors, Biometric services, Laptops, desktops, printers, Wi-Fi, LAN etc are maintained through Annual Maintenance Contract (AMC).

**Laboratories Maintenance:** Equipment, instruments and appliances involved in the teaching-learning process are provided continuous maintenance. The Advanced and Expensive Equipment are maintained through AMCs. Small instruments are repaired time-to-time and calibrated.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iv/agar-202-21/4.4.2.pdf">https://careercollegeindia.com/uploads/naac/criteria-iv/agar-202-21/4.4.2.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

305

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

583

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://careercollegeindia.com/uploads/naac/criteria-v/aqar-20-21/5.1.3%20new.pdf">https://careercollegeindia.com/uploads/naac/criteria-v/aqar-20-21/5.1.3%20new.pdf</a>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**1188**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**1188**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**



**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

105

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

176

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

10

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

### 5.3 - Student Participation and Activities

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

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

12

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

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

The COVID-19 pandemic has created many challenges in the fundamental method of college education worldwide. Career College was run in an online mode in the session 2020-21 with less presence of students in the campus all through the year. The college administration under the aegis of IQAC nominated student representatives for various cells and committees like Training and Placement Cell, Green Cluster Cell, Women Empowerment cell, NSS, PADC, Alumni Cell etc as recommended by the Heads of various Departments.

These students helped in coordinating and organizing various activities by different cells namely online fitness competition, online essay competition, online sawan mahotsav etc. They were also involved in the editorial committees of College e-magazine. These student representatives were also instrumental in conveying important messages, notices and study materials through telephone to other students. Student involvement was there all through the year in major decision making under the Internal Quality Assurance Cell of Career College, Bhopal.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-v/agar-20-21/5.3.2.pdf">https://careercollegeindia.com/uploads/naac/criteria-v/agar-20-21/5.3.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

27

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

## 5.4 - Alumni Engagement

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

The emblem of Career College exhibits the cordial relationship of the teacher with the student to work passionately and earnestly towards the goal of growing academically into responsible citizens.

We, in our course of glorious existence, has built great alumni as scientists, industrialists, entrepreneurs, researchers etc to propagate their light.

COSA (Career Old Student Association) is a contemplative effort to relive the glorious past, brighten up the present and inspire the future by the achievements. The registration of association is under process.

All associated alumni contributed during 2020-21 via expert lectures, workshops, training & internships and assisted in start-ups. Some of the conducted activities include webinars like 'Social Media Crime and Securities', 'Explore the Skills to Crack Competitive Exams NET/SET', expert-talks on bio-informatics, microscopy, office automation, Neurological Manifestation, Histopathology: Rotatory Micrtome and H & E Staining, fermentation technology etc. In addition, social activity with Manthan Foundation headed by our alumnus has also been organized. We have established MoU with organisations of some of our esteemed alumnus. In spite of hardship of Covid-19, we have organised virtual alumni meet to

ensure interaction with our alumni. We are assured to enhance this significant bond in coming years with more zeal and enthusiasm.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-v/aqar-20-21/5.4.1.pdf">https://careercollegeindia.com/uploads/naac/criteria-v/aqar-20-21/5.4.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

The college has adopted a vision to become a center of excellence for developing responsible professionals for the new era. The mission statement of our college includes:

- Academic excellence to augment potential of students through curricular and co-curricular activities.
- Inculcating positive attitude to have good personal spectrum.
- Promoting research entrepreneurship and competitiveness.

The management leads IQAC and Principal so as to activate all the staff of college to achieve the stated vision and mission. The vision and mission of the college reflect the nature of governance, perspective plans and participation of the teachers in the decision-making bodies of the college.

The college has a vibrant governing body and an active IQAC to implement quality policy and plans that direct the college to implement quality policy and perspective plans. Role of stakeholders is strengthened as their feedbacks are given due importance.

The college always strives for teacher's participation in the decision-making process. The college has well-defined human resource structure which includes IQAC, Criteria heads and Co-heads, Departmental HOD, various cells and committees to actively participate in all the decision-making processes.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/meetings//2020-21Meeting%20Minutes.pdf">https://careercollegeindia.com/uploads/naac/meetings//2020-21Meeting% 20Minutes.pdf</a> , <a href="https://careercollegeindia.com/mission">https://careercollegeindia.com/mission</a>
Upload any additional information	No File Uploaded

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

A case study showing decentralization and participative management in the college can be understood from the successful organization of National webinar on "Patenting and copyright in Indian Scenario" by the IPR Cell of the college on 09/01/2021. The IPR Cell is constituted in the college to create an awareness about Intellectual Property Rights (IPR) among faculties and students.

A thorough procedure based on decentralization and participative management was adopted to plan this activity. The cell head along with other members conducted a meeting to plan for the webinar which was previously approved in the IQAC meeting. Coordinators, invitation and media committee and technical committees were made for the smooth conducting of the programme involving all the faculty members. The information of program was disseminated one month prior to the event through one communication, e-mails and social media. The consent of the resource person was sought through telephonic conversation and e-mail. Some selected students also assisted teachers throughout this event. At the end of the webinar the feedback of participants and resource person was taken to enhance the quality of the future events

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-vi/agar-20-21/6.1.2%20IPR%20%20list%20&amp;%20report.pdf">https://careercollegeindia.com/uploads/naac/criteria-vi/agar-20-21/6.1.2%20IPR%20%20list%20&amp;%20report.pdf</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the collegewas deployed through regular plan of action and its implementation with the involvement of all stakeholders at the required level. Strategic Plan included many of the academic quality policies framed by the management & IQAC.

An example of successful implementation based on the strategic plan was the tie up with Yunus Social Business Centre (YSBC). Yunus Social Business Centres (YSBCs) are generally established by academic institutions with undergraduate and graduate students and by reputed research organizations. The purpose was to introduce, familiarize and critically analyze the concept of social business in all its perspectives among the young people, academics and researchers. Yunus Social Business Centres organize programmes for studying and applying the social business concept following the seven principles enunciated by Nobel Laureate Professor Muhammad Yunus. Professor Muhammad Yunus, founder of the Grameen Bank, is commonly considered the thought father and early implementer of the social business concept. He initiated and developed more than 20 social businesses in Bangladesh, many of them in cooperation with multinational corporate partners. At the end of the year, a review is taken about implementation and the outcomes of the perspective plans.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://careercollege-online.teachable.com/courses">https://careercollege-online.teachable.com/courses</a>
Upload any additional information	<a href="#">View File</a>



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

The organizational structure of the college consists of the Governing Body, IQAC, Principal, teaching & non-teaching staff and students. The Governing Body of the college is the highest decision-making body of the college that addresses the issues relating to finance, infrastructure, faculty recruitment and the matters related to the overall development of college and is in constant touch with the Principal for the smooth functioning of the college.

The IQAC is responsible for academic and administrative matters in co-ordination with the management. IQAC also plays a dynamic role in monitoring the smooth functioning of all cells and committees for interaction with various stake holders of the college. The Principal takes Deans, Heads of different departments, faculty members, administrative and support staffs into confidence in vital matters of administration and governance.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/brochure%20Hand%20book%20(1).pdf">https://careercollegeindia.com/uploads/naac/brochure%20Hand%20book%20(1).pdf</a>
Link to Organogram of the institution webpage	<a href="https://careercollegeindia.com/uploads/naac/criteria-vi/aqar-20-21//Organogram%206.2.2.pdf">https://careercollegeindia.com/uploads/naac/criteria-vi/aqar-20-21//Organogram%206.2.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**A. All of the above**

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

### 6.3 - Faculty Empowerment Strategies

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

1. 13 casual leave and 03 Optional leave.
2. Increment on the basis of performance appraisal.
3. Salary is credited to the employee's bank accounts.
4. 6 months maternity leave& 07 days paternity leave.
5. Medical benefits and medical concession is given to the faculty and staff members and their nearest relatives in the society's hospital CIMS (50% discount in OPD, 25% in bed or room rent and 25% in pathology).
6. EPF & ESIC
7. 1.5 month paid leave for Ph.D. and Rs. 1000/- increment to the staff when the Ph.D. is awarded.
8. Summer vacation for 15 to 20 Days.
9. 21 days leave for refresher or orientation course.
10. 15 days leave for Marriage of a staff member or on death of close family member.
11. On duty leavefor academic& Research activities.
12. Reimbursement of registration fee for one national and one international conference for faculty.
13. Salary advancesfor staff.
14. Fee exemption to wards of staff.
15. Free uniform to class IV employees
16. Paid leave granted faculties suffered with Covid.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-vi/agar-20-21/Adhisuchana%206.2.2%20&amp;%206.3.1.pdf">https://careercollegeindia.com/uploads/naac/criteria-vi/agar-20-21/Adhisuchana%206.2.2%20&amp;%206.3.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

17

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

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

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

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

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

The college respects and acknowledges the contribution of all its members. The college evaluated the performance of its employees in terms of academic contribution and behavior. The objective of performance appraisal was to highlight faculty member's role and performance for the past year and it also summarized the expectations from the faculty for future development. Teaching as well non-teaching staff members using LMS filled the appraisal form for the year 2020. The reporting authority reviewed the nature and quality of work faculty performed annually based on the parameters such as knowledge of sphere of work, analytical ability, initiative taken, ability to inspire and motivate, supervisory ability, inter-personal relations, and teamwork. Faculty appraisal was supplemented by student feedback mechanism named Student Satisfaction and Research Unit (SSRU). This software was developed in-house to obtain the feedback from the students. Staff appraisal by HOD and Principal was reviewed by the Management. Apart from performance appraisal and SSRU feedback, IQAC as well as the management reviewed performance of the staff with regard to quality, quantity and nature of the work, enthusiasm, skill sets and efficiency parameters. Performance of all the employees, based on all the above-mentioned criteria were analysed for further performance enhancement.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/ssru/20-21SSRU.pdf">https://careercollegeindia.com/uploads/ssru/20-21SSRU.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

Career college has a well-defined internal/external audit process. The Internal audit was done yearly by an internal auditor appointed by the Career Society. The mechanism for internal audit process was well defined. Internal auditor has taken details of all financial transactions undertaken in the financial year. Based on that internal audit report was prepared and then sent to the Principal and further forwarded to the concerned departments (Fee counter & Accounts section). If any audit objection was raised, then the concerned employee answered the queries to the satisfaction of the auditor.

Likewise, the External Audit was also carried out by the Chartered Accountant appointed by the college (M/S Manoharlal Jain & Company). The External Auditor prepares Accounting Statements in line with the established procedure and best practice. Documents were checked to verify the Annual financial statements. In case of any objections from the External Auditor, the Internal Auditor and the Principal and Office Superintendent clarified the objections by producing necessary details and documents. The External Auditor then issued the Audited Statements. Suggestions given by the External Auditor were taken into consideration and necessary changes were carried out immediately to maintain proper Resource Mobilization and Financial Management.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-vi/aqar-20-21/6.4.1%20Audit%20State%20ment%20.pdf">https://careercollegeindia.com/uploads/naac/criteria-vi/aqar-20-21/6.4.1%20Audit%20State%20ment%20.pdf</a>
Upload any additional information	No File Uploaded

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

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

0.05

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

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

The operational expenses of the college like salary of both the teaching and non-teaching staff and administrative expenses was met from the fee payment received from the students. The college developed a system to utilize the financial resources effectively and efficiently as per the requirements of various departments keeping in mind the allocation of budget. Financial assistance was provided to the students according to the norms prescribed by the college management under different scholarship schemes. Scholarships were given to the meritorious students, sports/NCC/NSS and the impoverished students. During admission all the rules and regulations were communicated to the students as well as mentioned in the prospectus. Eligible students availed the scholarships, fee concessions and cash rewards from the college. Funds generated were used for different academic and non-academic activities. Budgets were allocated according to the requisition sent to the account's department after its final approval by the Principal. College provided sufficient utilization of resources by means of infrastructure, day to day repairs and maintenance, library and laboratories expenses. Principal was responsible to prepare budget based on the requirement of various departments. This budget was then forwarded to the governing body for necessary action and final approval.



File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-vi/agar-20-21/6.4.3%20Income-%20Expenditure%206.4.3.pdf">https://careercollegeindia.com/uploads/naac/criteria-vi/agar-20-21/6.4.3%20Income-%20Expenditure%206.4.3.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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

### Upskilling of faculty and students

Upskilling of faculty members is a great way to enhance overall teaching quality and also a positive step for better staff morale and welfare.

IQAC always encourages faculty and students to pursue programs for upskilling their knowledge and skill. During covid19 pandemic the college signed MoUs with Coursera and Harvard Business School Online to pursue International certifications through online mode. 27 faculty members and 421 students completed different certificate courses from Coursera. 25 faculty members completed online FDP/Training/Short term courses and 10 students and faculty members have completed Harvard Business School Online certificate courses.

### Covid combative efforts

College hostel was made available as quarantine centre in the fight against novel COVID-19 virus. It was meant for returnees from affected areas, for whom home quarantine was not possible due to lack of facilities. During pandemic we noticed a severe scarcity of oxygen. Thus, for the welfare of humanity, management installed an oxygen plant of 20,000 litre per day capacity in the premises. This noble cause helped people in and around Bhopal to meet the oxygen requirement at a reasonable cost.



File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-vii/aqar-20-21/7.2.pdf">https://careercollegeindia.com/uploads/naac/criteria-vii/aqar-20-21/7.2.pdf</a>
Upload any additional information	No File Uploaded

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

The IQAC of the college reviewed the effectiveness of the teaching learning process and strived hard for its reforms. The IQAC was keen on teachers' training and workshops organized to diversify the teaching methodologies used by the teachers in their day to day teaching practices. As a prerequisite of effective teaching-learning, the students were identified as slow and advanced learners by conducting KSA test and a variety of teaching methods applied accordingly. Designing and conducting of need-based value added and short-term certificate courses was also a regular practice to bridge the gap between the university curricula and the industry demands.

Secondly, as a healthy practice, the IQAC of the college constituted an expert team of peers to observe effectiveness of the teaching learning process and also conducted external academic audit. Semester and annual submission of syllabus completion report by each teacher was another mechanism of monitoring the teaching learning process. Students as stakeholders were also included in reviewing the teaching learning process by getting feedback from them in prescribed format once in each semester/year. The success of this effort was seen in the form of number of students secured university ranks, medals in co-curricular activities and other research competitions and placement.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/academic-calendar">https://careercollegeindia.com/academic-calendar</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);**

**A. All of the above**

**Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://careercollegeindia.com/uploads/naac/criteria-vi/agar-20-21/6.5.3%20Annual%20Report%20Academic%20Audit.pdf">https://careercollegeindia.com/uploads/naac/criteria-vi/agar-20-21/6.5.3%20Annual%20Report%20Academic%20Audit.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

#### a. Safety and Security

The college is concerned about the safety and security of the students and staff and it is strictly monitored by CCTV cameras and security services. Due to COVID -19 pandemic college staff and students were permitted to work from home and in the campus as per the guidelines of MP Government. Several awareness programme has been done like Social Media Crime and Security, Eve Teasing, Sexual harassment and female foeticide, Workplace Harassment Programme in association with MP State Women's Commission, Bhopal, under the banner of Gender Equity Promotion Programme

#### b. Counselling

Counselling is provided at two levels at the college i.e. Personal Counselling and Career Counselling by the Personality Assessment Development Cell and Training and Placement Cell respectively. A trained professional counsellor is appointed for personal counselling, and a separate room is set for counselling. During

pandemic online career and personal counselling have also been provided to the students.

### C.Common Rooms

Separate common Rooms for boys and girls are available at the college where students can relax, and have fun. The boy's and girl's common rooms are respectively run by male and female professors and have attendants also. Common room is properly sanitized at regular interval.

File Description	Documents
Annual gender sensitization action plan	<a href="https://careercollegeindia.com/criteria_7">https://careercollegeindia.com/criteria_7</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://careercollegeindia.com/criteria_7">https://careercollegeindia.com/criteria_7</a>

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

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

### **Solid Waste Management**

**Non contaminated general waste is disposed off through Bhopal Municipal Corporation. Contaminated wastes are collected from different laboratories and sent to Bhopal Incinerator Ltd, Bhopal**

(an ISO 14001:2004 certified, authorized by the M. P. Pollution Control Board, Bhopal).

#### Liquid Waste Management

For safe disposal of wastewater, the liquid waste in college is treated by Sewage Treatment Plant (STP) and ETP (Effluent Treatment Plant) in accordance with directions issued by MPPCB (Madhya Pradesh Pollution Control Board). At our college we have sewage treatment plant of 100 KLD and Effluent Treatment Plant of 3 KLD.

#### E-waste Management

Our college has adopted well organized method to dispose E-Waste. The collected e-waste are disposed off through "Unique Eco Recycle, Indore" (MPPCB/INDORE/REG/NEW/08/B authorized by M.P. Pollution Control Board, Govt. of M.P. Career College circulate e waste collection notice time to time among students, faculty members, administrative and supportive staff. We have an E-Waste bin to collect e-Waste. Apart from that college has also organized awareness programme of proper disposal of e-waste to save environment.

#### Waste recyclingSystem

We convert all types of biodegradable waste such as dried leaves, peels, vegetable waste, leftover food etc. to manure through vermicompost pit.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**      **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**B. Any 3 of the above**

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

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

**For the development of morally responsible youth with noble attitudes, college organizes several activities to provide an inclusive environment i.e tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities, various commemorative days are celebrated. Lockdown has hampered our**



some regular activities but we did some online activities also to make the enthusiasm intact. All the faculty members and students jointly celebrate all the cultural and regional festivals, fresher party, orientation program, Teacher's Day, youth day, awareness rally, women's day, yoga day, festivals like Holi, Diwali etc in the campus to inculcate the regional and cultural values among the youth.

Motivational speeches, personality development programs and lectures of eminent persons of the different field are organized time to time for the overall development of students to make them such a responsible citizen who can understand the national values of social and communal harmony. Along with various academic and cultural activities, special attention has been given for various sport activities for the physical development of students. In this way college is giving its best efforts to provide an inclusive environment for students, staff and the other stakeholders.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

To sensitize the students and employees of the institution towards constitutional obligation, values, rights, duties and responsibilities of citizens, the college has organized various extracurricular activities. These activities help the college to nurture its students as responsible citizens. The college celebrates national festivals and share the contribution of freedom fighters, importance of Indian constitution among students and stake holders to inculcate the value of patriotism. To inculcate the values of loyal, humble and responsible citizen, the college motivates participation of students in various activities through NSS and NCC. To make them more humble, sensible, and confident, College conducts webinar such as Importance of Human Values and Professional Ethics (20/02/21) Challenges to Human Rights in India (10/12/20), ,Importance of National Movement and its relevance to gen- Next



(20/03/21), Guest Lecture on Youth and Spirituality (19/02/21), Rokotoko Abhiyan (13/04/21), voter's awareness program etc.

Oath taking ceremony was organized to celebrate Constitution day (25/01/21) to aware the values of human dignity, equality, fundamental rights and duties. To make them true citizens in all respects, regular visits to old age, orphanage etc. has been organized. Some activities were organized online on account of covid-19.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://careercollegeindia.com/uploads/naac/criteria-vii/aqar-20-21/7.1.9.pdf">https://careercollegeindia.com/uploads/naac/criteria-vii/aqar-20-21/7.1.9.pdf</a>
Any other relevant information	<a href="https://careercollegeindia.com/criteria_7">https://careercollegeindia.com/criteria_7</a>

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

**A. All of the above**

**4.**

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

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

Mahatma Gandhi, Swami Vivekanand, Dr. C. V. Ramanand Dr. Sarvapalli Radhakrishnan are among the notable Indian figures whose birth/death anniversaries are commemorated by Career College. The college celebrated Independence Day, Republic Day, and Gandhi Jayanti with zeal and enthusiasm. Students delivered patriotic speeches and sing patriotic songs. The goal is to inculcate patriotism and nationalism among students. The Nirvan Divas of Mahatma Gandhi is observed as 'Martyr's Day on 30th January. The staff and students of the college observed silence for two minutes at 11:00 am on that day. On October 2nd, Gandhiji's birthday has been commemorated as Nonviolence Day. Through the rally, nukkad natak, students propagated the message of love, peace, and harmony. To commemorate Swami Vivekanand's birth anniversary on 12th January, the college hosted a variety of human value programmes. On September 5th, all of the college's departments commemorate Teacher's Day to honour the legendary Dr. Sarvapalli Radhakrishnan's contributions in the field of education. Youth Day, Literacy Day, AIDS Day, Voters Day, Women's Day, Non-violence Day, Girl-Child Day, Science Day, Ozone Layer Preservation Day, Physiotherapy Day, World Forest Day, Tourism and Management Day are all observed by the college to raise awareness among students about various important issues.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

**Microsoft Team-Sustaining teaching- learning during pandemic**

**Objective:** To overcome the academic disturbances caused by prevailing lockdown conditions

**Context:** To make up the disruption in the delivery of education and to ensure regular studies via e-learning.

**Practice:** The college had purchased annual subscription of MS Office 365.

**Evidence of Success:** All the classes were successfully conducted by MST.

**Problems Encountered:** Initially users got panicked being pushed into a new tool to understand and implement compulsorily and regular updating was required.

**Title of the Practice:** - Seed Ball Distribution

**Objectives of the Practice:** -To make our students and teachers conscious about environment awareness and protection.

**Context:** - Seed balls are considered as one of the easiest, convenient way of dispersing seeds and sustainable way of cultivating plants.

**The Practice:** - Seed balls are seeds wrapped up in a ball of clay and distributed every year.

**Evidence of the Success:** Till now 60,000 seed balls have been distributed to the NGOs, schools, college students, guests etc.

**Problems Encountered and Resources Required:** Feedback about the success rate of growing saplings was full of challenges.

**Contact:-**

**Name of the Principal:** Dr. Charanjit Kaur

**Name of the Institution:** Career College

**City:** Bhopal

**Pin Code:** 462023

File Description	Documents
Best practices in the Institutional website	<a href="https://careercollegeindia.com/best-practices">https://careercollegeindia.com/best-practices</a>
Any other relevant information	<a href="https://careercollegeindia.com/uploads/naac/criteria-vii/aqar-20-21/7.2.pdf">https://careercollegeindia.com/uploads/naac/criteria-vii/aqar-20-21/7.2.pdf</a>

### 7.3 - Institutional Distinctiveness

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

Post Covid 19 outbreak, many initiatives were taken by the college to forge covid consciousness and create a vigilant society that knew ways to brace itself against the virus.

Career Help Group was created with an aim to provide all kinds of essential commodities and health facilities to the needy people.

Students have volunteered for Bharat Scout Guide Group and other NGOs' to impart valuable services. We distributed food to approx. 250 people every day. Students provided ration to transgender, arranged essential commodities like masks, sanitizers, bed, blood, and medicine. They actively contributed in monitoring of home isolated covid patients' health.

Gourav Tripathi a student of M.Com had created a group titled 'Annasesh Education Centre' with a motive to help children at Ekta Nagar, a slum in the vicinity of our college to resume their studies who left studies due to loss of their parents or financial issues.

During this pandemic, Career Institute of Medical Sciences has served the patients with great care and was committed in giving them a safe, reliable place to receive treatment at the affordable cost. The staffs of the college were offered free treatment.

This is where we stand distinctive in the service to the humanity.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

In the session 2020-21 the pandemic has posed a challenge to adopt the adversity as an intellectually enriched learning. The curriculum delivery has been significantly changed from face-to-face to online for contribution of their academics. Effective online delivery has been ensured for holistic learning.

- Academic Calendar: It was prepared for curricular and co-curricular activities adhering to the guidelines of Department of Higher Education, Govt of M.P.
- Timetable: It was prepared for online and offline classes separately to meet the covid protocols.
- Updated Syllabus: It was uploaded on college website, prescribed by Barkatullah University, Bhopal.
- Effective Delivery of Curriculum: It was ensured through ICT (google classrooms, MS Teams and Zoom platforms) enriched with e-resources at ERP enabling access at student's pace. In addition, rigorous workshops, webinars, quizzes, presentations, live projects and virtual industrial/research lab visits were executed. The session was enriched with new Short Term Certificate Courses from HBS, Deakin University, Godaddy Academy, Bajaj Finserv, UGC-NSQF and course on Social Business from YSBC (Yunus Centre for Social Business).
- Monitoring of Syllabus Completion: It was ensured by departmental HODs' effectively via personal and doubt clearing sessions online.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://careercollegeindia.com/time-table">https://careercollegeindia.com/time-table</a>

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

The academic calendar is designed to mark the significant academic events, curricular and co-curricular activities, various national and international days, sports events, examinations, workshops, webinars, trainings, FDPs and guest lectures in every session. Covid-19 has made a virulent situation, having put students through uncertainty and struggle with online learning due to network issue. Thus, meaningful online academic activities have been implemented for completion of all events as an important means for achieving better academic outcomes even in these adverse conditions.

The academic calendar played a pivotal role in the functioning of academic activities in this situation. Teachers aligned the academic calendar with CIE and University examinations/open-book examination, and additional examination for those who couldn't take earlier exam due to covid, video lectures, and additional e-study material, helped recordings etc to comply the requirements.

Teachers have utilized innovative evaluation strategies for combating the covid adversity and achieved objectives of teaching learning and evaluation.

The allocation of subjects and digital planners of each teacher enabled to carry out the lectures. Online meetings of teachers were organized to brief them about their subjects and their effective delivery within stipulated time. The digital teaching-learning dynamics benefitted both students and teachers.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://careercollegeindia.com/academic-calendar">https://careercollegeindia.com/academic-calendar</a>

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

**A. All of the above**



<b>Diploma Courses Assessment /evaluation process of the affiliating University</b>	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
<b>8</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
<b>49</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
<b>4627</b>	



File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Inclusion of cross cutting issues in the university syllabus are the integral parts of invariably all the programmes. As Per the syllabi of BU, M.Sc. (Chemistry, Botany, Zoology and Microbiology) include Environmental studies in curriculum and B.Sc., B. Com, BBA, BCA address Gender, Environment & Sustainability, Human Values and Professional Ethics into the curriculum. In addition, the college puts special emphasis on value-based education, human rights in foundation course compulsory for all graduate programmes.

The college has 'Women Empowerment Cell' (WEC) to bring about overall development and grooming of girl students and gender equality issues; 'Green Cluster' to promote Swachh Bharat Abhiyan and to preserve natural diversity; 'Personality Assessment and Development Cell' (PADC) lays down stress on assessing the personality of students and to develop a mature outlook to function effectively; 'Entrepreneurship Development Innovation Cell' (EDIC) to focus on entrepreneurial skills to develop soft skills and 'Training and Placement Cell' (T&P) imparts trainings on professional ethics including corporate culture and business etiquette.

Significant activities were organized by these cells along with NSS Unit on cross cutting issues. In the nutshell the college ensures holistic development of the students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

31

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

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

917

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="https://careercollegeindia.com/uploads/feedback-report/Feedback%20Analysis%20Report-2021.pdf">https://careercollegeindia.com/uploads/feedback-report/Feedback%20Analysis%20Report-2021.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://careercollegeindia.com/uploads/feedback-report/Feedback%20Analysis%20Report-2021.pdf">https://careercollegeindia.com/uploads/feedback-report/Feedback%20Analysis%20Report-2021.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

650

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

supernumerary seats)

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

314

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

We at Career College believe in outcome-based learning processes, where we identify students as slow learners and advanced learners based on the prerequisite tests, class interactions, and internal assessments.

The college has taken all possible measures to cater to the requirements of the students before the commencement of the programmes. In order to assess the student's learning capabilities, Knowledge Skill Assessment (KSA) Test was conducted at the departmental level for each student at the beginning of each session. The test assessed General Awareness and Subject Proficiency of the students admitted. Based on KSA, we identified advanced learners and slow learners.

We gave emphasis on improving the performance of slow learners by providing remedial programmes apart from regular classes. Through a Mentor-Mentee system academic support was provided to the slow learners. The college ensured that every slow learner has completed all academic assignments within the stipulated time. Parents were duly informed about the academic performance and psycho-social problems whenever necessary during PTM.

Advanced learners were given opportunities to be part of innovative and other initiatives of the college like Project work, Participation in research activities, Paper presentations in National and International conferences, enrolment in certificate courses like SWAYAM, NPTEL etc.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-ii//2.2.1%20(20-21).pdf">https://careercollegeindia.com/uploads/naac/criteria-ii//2.2.1%20(20-21).pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2245	68

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Career College provided an effective platform for students to develop advanced skills, knowledge, attitude, values to enhance their learning experience. All departments conducted unique programmes that encouraged students to explore their creative abilities. The college has also offered the students a platform to develop their problem-solving skills.

The college focused on student-centered strategies for improving students' lifetime learning skills. Faculty members put all efforts to make the learning process more engaging using the student-centric strategies as enumerated below.

1. **Experiential Learning:** Special courses were run by each department to aid students in their experiential learning. To improve students' creativity and cognitive levels, the college provided the following experiential learning techniques.
  - Virtual field trips were arranged for the students during lockdown period.
  - Virtual Laboratory sessions were conducted with content beyond syllabus experiments.
  - Final year students completed their Internships to get hands on training while working in research

institutes/industries.

1. Participatory Learning: Students participated in a variety of activities during the session such as webinars/seminars, group discussions, wall magazines, debate, peer group learning etc. The college has ensured every student's participation in participatory/group activities.

**Problem-solving methods:** Departments encouraged students to acquire and develop problem-solving skills through research based activities and case studies.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-ii//2.3.1(20-21).pdf">https://careercollegeindia.com/uploads/naac/criteria-ii//2.3.1(20-21).pdf</a>

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

The Covid-19 significantly disrupted the academic session 2020-2021. The presence of Information and Communication Technology (ICT) facilitated faculty members and students to engage in new modes of learning. ICT also helped faculty members to interact with the students. Throughout the session 2020-2021, faculty members of Career College, used various ICT enabled educational tools, social networking sites, and learning platforms such as Microsoft Team, Zoom, Google Meet, and LMS to provide students the best learning experience.

Faculty members used the following ICT enabled tools in this way

- Learning material, quizzes, evaluations, assignments, and other course-related information were managed and uploaded on Microsoft Team.
- To enhance the quality of online teaching and learning process, the PPTs were made using animations and simulations.
- Students were counselled through video conferencing of Zoom, Google Meet apps and Microsoft team.
- Faculty members have used various online platforms such as Microsoft Team's whiteboard, Google's classroom, and other to teach various concepts in an online mode.

- Using various Information Communication Tools, many online competitions such as poster making, project presentations, quizzes, debates, paper presentations etc. were organized successfully.
- The faculty members and the students up-skilled themselves by the online courses like Coursera, NPTEL etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

68

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>



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

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

40

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

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

#### 2.4.3.1 - Total experience of full-time teachers

10 years

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The session 2020-2021 mainly got affected with covid. Hence, the Continuous Internal Evaluations (CIE) was conducted online using the software from Conduct Examination. The schedules of CIEs were communicated to the students and faculty members at the beginning of the year/semester through college's academic calendar uploaded on the website of the college. The CIE schedule mentioned in the prospectus was in line with the academic calendar of the Higher Education.

At the beginning of the session 2020-2021, the college has

planned CIE adopting various evaluation methods like quiz, class tests, multiple choice tests, oral examinations, projects, poster presentations, old university question papers, debate, assignments, group discussion, charts and model making, library assignments, PowerPoint presentation, video making, practical evaluation, case study etc. But owing to covid the college had to shift to the online mode of CIE.

For effective understanding of the evaluation process, subject faculty members explained about unique features of CIE to the students. Changes in schedules, patterns, methods were notified to the students through notifications on the website of the college. The internal assessment mark lists were communicated to the students through MIS dashboards. The subject teacher briefed the students in the online class about their attendance and performance in the internal examinations.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-ii/2.5.1.pdf">https://careercollegeindia.com/uploads/naac/criteria-ii/2.5.1.pdf</a>

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

The college devised an efficient mechanism to deal with Continuous Internal Examination (CIE) related grievances. The mechanism was transparent and efficient. Rectification of grievances was also time bound. The college strictly followed the relevant guidelines and directives issued by the affiliating university while conducting CIE.

As the examination was conducted using online mode, most of the grievances were related to the technical issues faced during the examination as mentioned below.

1. Issues related to Login credentials
2. Downloading of Examination App
3. Selecting CIE paper for the examination
4. Network connectivity issues as students were resident in remote areas during pandemic
5. Leaving the exam without saving
6. Display of Hindi Font
7. Not able to appear for the examination due to some personal

problem

8. Display of question paper on laptop was proper but on mobile it was not properly displayed.

All the above mentioned grievances were handled by the ICT team of the college in consultation with the Mentor of the concerned class. The students who were not able to appear in the examination due to some issues were informed to submit online assignments through LMS of the college.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-ii//2.5.2.pdf">https://careercollegeindia.com/uploads/naac/criteria-ii//2.5.2.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

The learning outcomes like Programme Outcome (PO), Programme Specific Outcome (PSO) and Course Outcome (CO) are clearly stated for all academic programmes and courses. The outcomes were in line with the vision and mission of the college. They are framed keeping in view the graduate attributes which enable the students to

- conceptualize subject knowledge
- communicate effectively and interact meaningfully
- think critically, analyze efficiently and solve the problem
- attain capacity to use advanced tools in research and innovation
- work effectively in the team
- imbibe ethical values

The college clearly specified the learning outcomes for every programme. The college has designed special short term courses apart from the prescribed syllabi of the affiliating university. The learning outcomes of these short term courses were communicated to the students through college website.

The POs are communicated to the students during admission through

counselling by the faculty members. After the admission, POs, PSOs and COs are explained to the students in detail in the orientation program conducted at the beginning of the session. Also, during regular classes each subject faculty of all departments explained the same. In addition, they are uploaded on the website of the college along with the curriculum.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://careercollegeindia.com/learning-outcomes">https://careercollegeindia.com/learning-outcomes</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The college has devised various methods for evaluating attainment of Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs). We follow direct as well as indirect mechanism for the measuring the attainment of the outcomes.

#### Attainment of Program Outcomes

The college outlined POs for the holistic development of the students and ensured their accomplishment during graduation and post-graduation.

#### Attainment of Program Specific Outcomes

The college in its pursuance of academic excellence has been successful in achieving PSOs. The students of the college topped the merit list of the Barkatullah University. During the session 2020-2021, the college has 25 University Rank Holders. The placement cell organized job fairs and placement drives. A large number of students were placed through on campus and off-campus drives.

#### Attainment of Course Outcomes

The COs were achieved through systematic and extensive teaching learning process offered in blended mode. It incorporated academic calendar, teaching plan, and remedial classes by subject faculty members. The classroom teaching was well supplemented by

state-of-the-art ICT facilities, fully automated digital library, and well equipped laboratories.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-ii/2.6.2%20supporting.pdf">https://careercollegeindia.com/uploads/naac/criteria-ii/2.6.2%20supporting.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

888

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://careercollegeindia.com/uploads/naac/criteria-ii//2.6.3%20Final%20Year%20Marksheet%20proofs%20BU.pdf">https://careercollegeindia.com/uploads/naac/criteria-ii//2.6.3%20Final%20Year%20Marksheet%20proofs%20BU.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://careercollegeindia.com/uploads/student-support/student-support/Dept%20wise%20Analysis%20Graphs%20Session%202019-20.xlsx.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

<b>100000</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
<b>14</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
<b>01</b>	
File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="http://www.mpsbb.nic.in/pbr.html">http://www.mpsbb.nic.in/pbr.html</a>
<b>3.2 - Innovation Ecosystem</b>	
3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge	

The college has been very proactive in developing scientific and research temperament among the students to create an innovative atmosphere. The college has created an ecosystem for innovations and initiated its activities for creation and transfer of knowledge. Career College undertook following major activities.

- IPR Cell: The IPR cell has organized 09 awareness webinars on patents, copyrights, ethics, etc.
- EDIC: To develop entrepreneurship skills in students the Department of Commerce and Management organized Management Day on 21st February 2021 where students presented their innovative ideas. Pitch sessions were organized for students on 11/07/2020. Organized 08 webinars on business plan and entrepreneurship orientation programs for the students.
- IIC Career College: Innovation and Incubation of ideas is the dire need of hour, keeping this in mind following steps were taken-

a) The college has established Institution's Innovation Council (IIC) in Sep 2020 recognized by MHRD Govt. of India

b) Organized Ideathon 1.0: Mind to Market and Sociothon competitions to promote social entrepreneurship and start-ups.

- Training and workshops: Exotica- Formulation of herbal products, Bonsai techniques, nursery management, fermented foods, herbal sanitizers, soil testing, etc.
- 02 Patents were awarded.
- Students lead in creative designing, editing and contribution in the form of magazine i.e BIONEX

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iii/agar-202-21//3.2.1.pdf">https://careercollegeindia.com/uploads/naac/criteria-iii/agar-202-21//3.2.1.pdf</a>

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

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology,



**Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

39

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.3 - Research Publications and Awards****3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

10

File Description	Documents
URL to the research page on HEI website	<a href="https://careercollegeindia.com/uploads/naac/criteria-iii//Research%20Guides%20and%20Research%20Scholars.pdf">https://careercollegeindia.com/uploads/naac/criteria-iii//Research%20Guides%20and%20Research%20Scholars.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year****3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

29

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

30

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

Extension activities were carried out in the neighbourhood community, sensitising students to social issues, for their holistic development. The cells like NSS, NCC, WEC, Green cluster and various departments aimed to provide hands-on experience to young students in delivering community services. For the holistic development of the students, these cells organized the extension activities like donation drives, plantation, creating awareness regarding blood donation, combatting social evils under SPACE like child abuse, fitness activities like yoga, waste management activities for sustainable environment etc. Besides these activities, other activities were organized to create awareness regarding road safety and promoting events of national importance like celebration of Constitution Day, Human Rights day, Youth day etc.

Student volunteers worked relentlessly helping Covid-19 patients and their family members in providing information regarding availability of hospital beds, blood and plasma donors, oxygen cylinders etc. Activities like donation of stationery, grocery, clothes and eatables to orphanages were organized on regular basis.

The college also encouraged adoption of villages and conducting Health Awareness Camps on special days like Breast Feeding Week and Diet Counselling.

Women Empowerment Cell actively participated in a variety of

social events in association with local women welfare organizations for upliftment of women and invited eminent personalities on International Women's Day.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iii/aqar-202-21//3.4.1%20Final.pdf">https://careercollegeindia.com/uploads/naac/criteria-iii/aqar-202-21//3.4.1%20Final.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

17

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

68

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

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

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

2848

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

83

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

09

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution is situated at a centrally located place in Bhopal. Career College has multistoried buildings on sprawling 4 acre lush green campus having the artistic plantation. A mural on the entrance lobby shows the curiosity for knowledge of the primeval man leading to the principle of research essentialised by necessity, using symbols of knowledge and science.

Following are the major facilities for teaching- learning:-

- The buildings are well-designed having well-ventilated and spacious 42 lecture halls well equipped with both conventional and ICT mode.
- The state-of-art Laboratories are available for all UG & PG courses.
- There is a Canteen facility available in the campus for all stake holders. Also provides purified drinking water for all stake holders.
- The College has separate boys and girls class room with all facilities and separate Office for office work.
- Career College has a well maintained and safe Girls Hostel with capacity of 158 students.

- The college has a separate auditorium, conference hall and seminar hall with projector and state with the art furniture, air cooler system and sound system.
- The College Central library has been fully automated library along with the departmental libraries.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iv/agar-202-21/4.1.1Geo%20Tag%20Images%20of%2042%20Class%20Rooms.pdf">https://careercollegeindia.com/uploads/naac/criteria-iv/agar-202-21/4.1.1Geo%20Tag%20Images%20of%2042%20Class%20Rooms.pdf</a>

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

- The college provides better infrastructural facilities for the indoor (Judo, Table tennis, Chess) and outdoor games (Basketball, Football, Volleyball, Handball) for the students. Students regularly participate in inter college, inter university, inter district sports activities throughout the year under the supervision of sports teacher.
- College NCC unit celebrate many programs and conduct different activities throughout the year.
- A short term yoga course was organized by the Department of Physiotherapy, as well as sensitizing the students and faculty members about the benefits of yoga.
- The College conducts various cultural activities for students. Every year "UTKARSH2K" is conducted by the College in which our college students participate actively. A cultural committee led by a senior faculty looks after the needs of infrastructure. The College own a number of musical instruments like harmonium, Tabla, Dholki, Dhol, Tasha, trumpets.
- Our Institute has 100 bedded hospital in which health care for all students and staff members is provided. The college conducts various health-related awareness programs and sanitation programmes regularly at CIMS (Career Institute of the Medical Science). First Aid Kit is provided to the students. The College is a no smoking zone and the campus

is also plastic free. Disposal of wastes is properly maintained as per the rule of Pollution Control Board.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21/4.1.2.pdf">https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21/4.1.2.pdf</a>

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

23

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21//4.1.3.pdf">https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21//4.1.3.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

103.97

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>



## 4.2 - Library as a Learning Resource

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

The Central Library has turned into a hub of rich learning resources with adequate number of books, CDs, DVDs, Online databases, digital library and newspapers. Bar-Coding system enables effective management of library. The Library is fully automated and well equipped resource centre. Library automation, impacts the five laws of library science, in providing the right information to the right users, right way, at the right time. Latest 2.0 SOUL software supports access the digital library and facilitate links to full-text articles and other digital objects. It has a total number of 24,685 copies of books purchased time to time. There are 3457 reference books, 65 journals, 06 newspapers and 66 bound journal indexing data base. The college also procured 248 special collections (Modules of IGNOU, Punjab Technical University, Reserve Bank etc). The library has also preserved the copies of PG dissertation. Study materials are also available for the preparation of different competitive exams. The highly versatile and user-friendly OPAC (Online public Access Catalogue) facilities, Personalized Reference Services are available in the central library. We offered various service options such as resource sharing through DELNET/N-LIST, Document Delivery and electronic/ print-based reserves.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21/4.2.1.pdf">https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21/4.2.1.pdf</a>

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

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

5.08

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

3054

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The Institution has 3 modernized and sophisticated Computer Laboratories with centralized AC and 24/7 internet connectivity. In addition computers with internet connectivity are provided to all the departments, office, library, and centre for Research, and other key areas of the institution. The College also has 14

LCD Projectors, 10 Scanners and 10 Printers to facilitate teaching learning process. The students of the college are access to the computer lab. There is open access of Wi-Fi connectivity to all student and the staff members of the college. All the departments of the college are provided with computer and other related accessories. All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. The advent of office automation has ensured inter-departmental "LAN" connectivity. The computing facility is being continuously upgraded and modernized. The labs provide one-to-one access to students for a variety of peripherals. At the end of every year, the IQAC discussion in its meeting the faculty and discuss the additional facilities to be provided during the next academic year and as per the requirements listed out in accordance with the needs that arise on account of introducing new subjects or starting new programmes, steps are taken to provide them before the commencement of the academic year. Similarly, in case any new software is required, order for procuring the same is placed immediately.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21//4.3.1.pdf">https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21//4.3.1.pdf</a>

#### 4.3.2 - Number of Computers

295

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

202.67

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

The college has criteria 4 head, co-head and members of different departments which looks after regular maintenance and proper utilization of academic and support facilities of the college campus. The budget allocates adequate funds for the upkeep and maintenance of the infrastructure and equipment every year.

**Building Maintenance:** It includes repairs of damages, intermittent painting of the infrastructure, maintenance of Generator, fire equipment, water coolers, air conditioners, etc.

**Library Maintenance:** The library cell is a responsible with senior librarian who looks after regular maintenance such as raising purchase order of books, procurement of books, and maintenance of valuable materials and soon. Library cell takes requirements from departments.

**Computer Maintenance:** IT cell is responsible for proper utilization and maintenance of LAN, Internet and Wi-Fi facilities and upgrading of computer systems with the inclusion of latest software. Technical Aids such as Multimedia Projectors, Biometric services, Laptops, desktops, printers, Wi-Fi, LAN etc are maintained through Annual Maintenance Contract (AMC).

**Laboratories Maintenance:** Equipment, instruments and appliances involved in the teaching-learning process are provided continuous maintenance. The Advanced and Expensive Equipment are maintained through AMCs. Small instruments are repaired time-to-time and calibrated.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21/4.4.2.pdf">https://careercollegeindia.com/uploads/naac/criteria-iv/aqar-202-21/4.4.2.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

305

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

583

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://careercollegeindia.com/uploads/naac/criteria-v/agar-20-21/5.1.3%20new.pdf">https://careercollegeindia.com/uploads/naac/criteria-v/agar-20-21/5.1.3%20new.pdf</a>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

1188

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

1188

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**



<b>105</b>	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
<b>176</b>	
File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>
<b>5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b>	
<b>5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year</b>	
<b>10</b>	
File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>
<b>5.3 - Student Participation and Activities</b>	

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

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

12

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

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

The COVID-19 pandemic has created many challenges in the fundamental method of college education worldwide. Career College was run in an online mode in the session 2020-21 with less presence of students in the campus all through the year. The college administration under the aegis of IQAC nominated student representatives for various cells and committees like Training and Placement Cell, Green Cluster Cell, Women Empowerment cell, NSS, PADC, Alumni Cell etc as recommended by the Heads of various Departments.

These students helped in coordinating and organizing various activities by different cells namely online fitness competition, online essay competition, online sawan mahotsav etc. They were also involved in the editorial committees of College e-magazine. These student representatives were also instrumental in conveying important messages, notices and study materials through telephone to other students. Student involvement was there all through the year in major decision making under the Internal Quality Assurance Cell of Career College, Bhopal.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-v/aqar-20-21/5.3.2.pdf">https://careercollegeindia.com/uploads/naac/criteria-v/aqar-20-21/5.3.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

27

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

### 5.4 - Alumni Engagement

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

The emblem of Career College exhibits the cordial relationship of the teacher with the student to work passionately and earnestly towards the goal of growing academically into responsible citizens.

We, in our course of glorious existence, has built great alumni as scientists, industrialists, entrepreneurs, researchers etc to propagate their light.

COSA (Career Old Student Association) is a contemplative effort to relive the glorious past, brighten up the present and inspire the future by the achievements. The registration of association is under process.

All associated alumni contributed during 2020-21 via expert lectures, workshops, training & internships and assisted in start-ups. Some of the conducted activities include webinars like 'Social Media Crime and Securities', 'Explore the Skills to Crack Competitive Exams NET/SET', expert-talks on bio-informatics, microscopy, office automation, Neurological Manifestation, Histopathology: Rotatory Microtome and H & E Staining, fermentation technology etc. In addition, social activity with Manthan Foundation headed by our alumnus has also been organized. We have established MoU with organisations of some of our esteemed alumnus. In spite of hardship of Covid-19, we have organised virtual alumni meet to ensure interaction with our alumni. We are assured to enhance this significant bond in coming years with more zeal and enthusiasm.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-v/agar-20-21/5.4.1.pdf">https://careercollegeindia.com/uploads/naac/criteria-v/agar-20-21/5.4.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

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

The college has adopted a vision to become a center of excellence for developing responsible professionals for the new era. The mission statement of our college includes:

- Academic excellence to augment potential of students through curricular and co-curricular activities.
- Inculcating positive attitude to have good personal spectrum.
- Promoting research entrepreneurship and competitiveness.

The management leads IQAC and Principal so as to activate all the staff of college to achieve the stated vision and mission. The vision and mission of the college reflect the nature of governance, perspective plans and participation of the teachers in the decision-making bodies of the college.

The college has a vibrant governing body and an active IQAC to implement quality policy and plans that direct the college to implement quality policy and perspective plans. Role of stakeholders is strengthened as their feedbacks are given due importance.

The college always strives for teacher's participation in the decision-making process. The college has well-defined human resource structure which includes IQAC, Criteria heads and Co-heads, Departmental HOD, various cells and committees to actively participate in all the decision-making processes.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/meetings//2020-21Meeting%20Minutes.pdf">https://careercollegeindia.com/uploads/naac/meetings//2020-21Meeting% 20Minutes.pdf,</a> <a href="https://careercollegeindia.com/mission">https://careercollegeindia.com/mission</a>
Upload any additional information	No File Uploaded

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

A case study showing decentralization and participative management in the college can be understood from the successful organization of National webinar on "Patenting and copyright in Indian Scenario" by the IPR Cell of the college on 09/01/2021. The IPR Cell is constituted in the college to create an awareness about Intellectual Property Rights (IPR) among faculties and students.

A thorough procedure based on decentralization and participative management was adopted to plan this activity. The cell head along with other members conducted a meeting to plan for the webinar which was previously approved in the IQAC meeting. Coordinators, invitation and media committee and technical committees were made for the smooth conducting of the programme involving all the faculty members. The information of program was disseminated one month prior to the event through one to one communication, e-

mails and social media. The consent of the resource person was sought through telephonic conversation and e-mail. Some selected students also assisted teachers throughout this event. At the end of the webinar the feedback of participants and resource person was taken to enhance the quality of the future events

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-vi/aqar-20-21/6.1.2%20IPR%20%20list%20&amp;%20report.pdf">https://careercollegeindia.com/uploads/naac/criteria-vi/aqar-20-21/6.1.2%20IPR%20%20list%20&amp;%20report.pdf</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the collegewas deployed through regular plan of action and its implementation with the involvement of all stakeholders at the required level. Strategic Plan included many of the academic quality policies framed by the management & IQAC.

An example of successful implementation based on the strategic plan was the tie up with Yunus Social Business Centre (YSBC). Yunus Social Business Centres (YSBCs) are generally established by academic institutions with undergraduate and graduate students and by reputed research organizations. The purpose was to introduce, familiarize and critically analyze the concept of social business in all its perspectives among the young people, academics and researchers. Yunus Social Business Centres organize programmes for studying and applying the social business concept following the seven principles enunciated by Nobel Laureate Professor Muhammad Yunus. Professor Muhammad Yunus, founder of the Grameen Bank, is commonly considered the thought father and early implementer of the social business concept. He initiated and developed more than 20 social businesses in Bangladesh, many of them in cooperation with multinational corporate partners. At the end of the year, a review is taken about implementation and the outcomes of the perspective plans.



File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://careercollege-online.teachable.com/courses">https://careercollege-online.teachable.com/courses</a>
Upload any additional information	<a href="#">View File</a>

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

The organizational structure of the college consists of the Governing Body, IQAC, Principal, teaching & non-teaching staff and students. The Governing Body of the college is the highest decision-making body of the college that addresses the issues relating to finance, infrastructure, faculty recruitment and the matters related to the overall development of college and is in constant touch with the Principal for the smooth functioning of the college.

The IQAC is responsible for academic and administrative matters in co-ordination with the management. IQAC also plays a dynamic role in monitoring the smooth functioning of all cells and committees for interaction with various stake holders of the college. The Principal takes Deans, Heads of different departments, faculty members, administrative and support staffs into confidence in vital matters of administration and governance.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/brochure%20Hand%20book%20(1).pdf">https://careercollegeindia.com/uploads/naac/brochure%20Hand%20book%20(1).pdf</a>
Link to Organogram of the institution webpage	<a href="https://careercollegeindia.com/uploads/naac/criteria-vi/aqar-20-21//Organogram%206.2.2.pdf">https://careercollegeindia.com/uploads/naac/criteria-vi/aqar-20-21//Organogram%206.2.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance**

**A. All of the above**



## and Accounts Student Admission and Support Examination

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

### 6.3 - Faculty Empowerment Strategies

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

1. 13 casual leave and 03 Optional leave.
2. Increment on the basis of performance appraisal.
3. Salary is credited to the employee's bank accounts.
4. 6 months maternity leave& 07 days paternity leave.
5. Medical benefits and medical concession is given to the faculty and staff members and their nearest relatives in the society's hospital CIMS (50% discount in OPD, 25% in bed or room rent and 25% in pathology).
6. EPF & ESIC
7. 1.5 month paid leave for Ph.D. and Rs. 1000/- increment to the staff when the Ph.D. is awarded.
8. Summer vacation for 15 to 20 Days.
9. 21 days leave for refresher or orientation course.
10. 15 days leave for Marriage of a staff member or on death of close family member.
11. On duty leavefor academic& Research activities.
12. Reimbursement of registration fee for one national and one international conference for faculty.
13. Salary advancesfor staff.
14. Fee exemption to wards of staff.
15. Free uniform to class IV employees
16. Paid leave granted faculties suffered with Covid.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-vi/aqar-20-21/Adhisuchana%206.2.2%20&amp;%206.3.1.pdf">https://careercollegeindia.com/uploads/naac/criteria-vi/aqar-20-21/Adhisuchana%206.2.2%20&amp;%206.3.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

17

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

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

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

25

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

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

The college respects and acknowledges the contribution of all its members. The college evaluated the performance of its employees in terms of academic contribution and behavior. The objective of performance appraisal was to highlight faculty member's role and

performance for the past year and it also summarized the expectations from the faculty for future development. Teaching as well non-teaching staff members using LMS filled the appraisal form for the year 2020. The reporting authority reviewed the nature and quality of work faculty performed annually based on the parameters such as knowledge of sphere of work, analytical ability, initiative taken, ability to inspire and motivate, supervisory ability, inter-personal relations, and teamwork. Faculty appraisal was supplemented by student feedback mechanism named Student Satisfaction and Research Unit (SSRU). This software was developed in-house to obtain the feedback from the students. Staff appraisal by HOD and Principal was reviewed by the Management. Apart from performance appraisal and SSRU feedback, IQAC as well as the management reviewed performance of the staff with regard to quality, quantity and nature of the work, enthusiasm, skill sets and efficiency parameters. Performance of all the employees, based on all the above-mentioned criteria were analysed for further performance enhancement.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/ssru//20-21SSRU.pdf">https://careercollegeindia.com/uploads/ssru//20-21SSRU.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

Career college has a well-defined internal/external audit process. The Internal audit was done yearly by an internal auditor appointed by the Career Society. The mechanism for internal audit process was well defined. Internal auditor has taken details of all financial transactions undertaken in the financial year. Based on that internal audit report was prepared and then sent to the Principal and further forwarded to the concerned departments (Fee counter & Accounts section). If any audit objection was raised, then the concerned employee answered the queries to the satisfaction of the auditor.

Likewise, the External Audit was also carried out by the Chartered Accountant appointed by the college (M/S Manoharlal Jain & Company). The External Auditor prepares Accounting

Statements in line with the established procedure and best practice. Documents were checked to verify the Annual financial statements. In case of any objections from the External Auditor, the Internal Auditor and the Principal and Office Superintendent clarified the objections by producing necessary details and documents. The External Auditor then issued the Audited Statements. Suggestions given by the External Auditor were taken into consideration and necessary changes were carried out immediately to maintain proper Resource Mobilization and Financial Management.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-vi/aqar-20-21/6.4.1%20Audit%20Statement%20.pdf">https://careercollegeindia.com/uploads/naac/criteria-vi/aqar-20-21/6.4.1%20Audit%20Statement%20.pdf</a>
Upload any additional information	No File Uploaded

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

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

0.05

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

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

The operational expenses of the college like salary of both the teaching and non-teaching staff and administrative expenses was met from the fee payment received from the students. The college developed a system to utilize the financial resources effectively and efficiently as per the requirements of various departments keeping in mind the allocation of budget. Financial assistance was provided to the students according to the norms prescribed by

the college management under different scholarship schemes. Scholarships were given to the meritorious students, sports/NCC/NSS and the impoverished students. During admission all the rules and regulations were communicated to the students as well as mentioned in the prospectus. Eligible students availed the scholarships, fee concessions and cash rewards from the college. Funds generated were used for different academic and non-academic activities. Budgets were allocated according to the requisition sent to the account's department after its final approval by the Principal. College provided sufficient utilization of resources by means of infrastructure, day to day repairs and maintenance, library and laboratories expenses. Principal was responsible to prepare budget based on the requirement of various departments. This budget was then forwarded to the governing body for necessary action and final approval.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-vi/agar-20-21/6.4.3%20Income-%20Expenditure%206.4.3.pdf">https://careercollegeindia.com/uploads/naac/criteria-vi/agar-20-21/6.4.3%20Income-%20Expenditure%206.4.3.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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

### Upskilling of faculty and students

Upskilling of faculty members is a great way to enhance overall teaching quality and also a positive step for better staff morale and welfare.

IQAC always encourages faculty and students to pursue programs for upskilling their knowledge and skill. During covid19 pandemic the college signed MoUs with Coursera and Harvard Business School Online to pursue International certifications through online mode. 27 faculty members and 421 students completed different certificate courses from Coursera. 25 faculty members completed online FDP/Training/Short term courses and 10 students and faculty members have completed Harvard Business School Online certificate courses.



## Covid combative efforts

College hostel was made available as quarantine centre in the fight against novel COVID-19 virus. It was meant for returnees from affected areas, for whom home quarantine was not possible due to lack of facilities. During pandemic we noticed a severe scarcity of oxygen. Thus, for the welfare of humanity, management installed an oxygen plant of 20,000 litre per day capacity in the premises. This noble cause helped people in and around Bhopal to meet the oxygen requirement at a reasonable cost.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/uploads/naac/criteria-vii/aqar-20-21/7.2.pdf">https://careercollegeindia.com/uploads/naac/criteria-vii/aqar-20-21/7.2.pdf</a>
Upload any additional information	No File Uploaded

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

The IQAC of the college reviewed the effectiveness of the teaching learning process and strived hard for its reforms. The IQAC was keen on teachers' training and workshops organized to diversify the teaching methodologies used by the teachers in their day to day teaching practices. As a prerequisite of effective teaching-learning, the students were identified as slow and advanced learners by conducting KSA test and a variety of teaching methods applied accordingly. Designing and conducting of need-based value added and short-term certificate courses was also a regular practice to bridge the gap between the university curricula and the industry demands.

Secondly, as a healthy practice, the IQAC of the college constituted an expert team of peers to observe effectiveness of the teaching learning process and also conducted external academic audit. Semester and annual submission of syllabus completion report by each teacher was another mechanism of monitoring the teaching learning process. Students as stakeholders were also included in reviewing the teaching learning process by getting feedback from them in prescribed format once in each semester/year. The success of this effort was



seen in the form of number of students secured university ranks, medals in co-curricular activities and other research competitions and placement.

File Description	Documents
Paste link for additional information	<a href="https://careercollegeindia.com/academic-calendar">https://careercollegeindia.com/academic-calendar</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://careercollegeindia.com/uploads/naac/criteria-vi/aqar-20-21/6.5.3%20Annual%20Report%20Academic%20Audit.pdf">https://careercollegeindia.com/uploads/naac/criteria-vi/aqar-20-21/6.5.3%20Annual%20Report%20Academic%20Audit.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

#### **a. Safety and Security**

The college is concerned about the safety and security of the

students and staff and it is strictly monitored by CCTV cameras and security services. Due to COVID -19 pandemic college staff and students were permitted to work from home and in the campus as per the guidelines of MP Government. Several awareness programme has been done like Social Media Crime and Security, Eve Teasing, Sexual harassment and female foeticide, Workplace Harassment Programme in association with MP State Women's Commission, Bhopal, under the banner of Gender Equity Promotion Programme

#### b. Counselling

Counselling is provided at two levels at the college i.e. Personal Counselling and Career Counselling by the Personality Assessment Development Cell and Training and Placement Cell respectively. A trained professional counsellor is appointed for personal counselling, and a separate room is set for counselling. During pandemic online career and personal counselling have also been provided to the students.

#### C. Common Rooms

Separate common Rooms for boys and girls are available at the college where students can relax, and have fun. The boy's and girl's common rooms are respectively run by male and female professors and have attendants also. Common room is properly sanitized at regular interval.

File Description	Documents
Annual gender sensitization action plan	<a href="https://careercollegeindia.com/criteria_7">https://careercollegeindia.com/criteria_7</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://careercollegeindia.com/criteria_7">https://careercollegeindia.com/criteria_7</a>

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

**A. 4 or All of the above**

power efficient equipment	
File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p> <p><b>Solid Waste Management</b></p> <p>Non contaminated general waste is disposed off through Bhopal Municipal Corporation. Contaminated wastes are collected from different laboratories and sent to Bhopal Incinerator Ltd, Bhopal (an ISO 14001:2004 certified, authorized by the M. P. Pollution Control Board, Bhopal).</p> <p><b>Liquid Waste Management</b></p> <p>For safe disposal of wastewater, the liquid waste in college is treated by Sewage Treatment Plant (STP) and ETP (Effluent Treatment Plant) in accordance with directions issued by MPPCB (Madhya Pradesh Pollution Control Board). At our college we have sewage treatment plant of 100 KLD and Effluent Treatment Plant of 3 KLD.</p> <p><b>E-waste Management</b></p> <p>Our college has adopted well organized method to dispose E-Waste. The collected e-waste are disposed off through "Unique Eco Recycle, Indore" (MPPCB/INDORE/REG/NEW/08/B authorized by M.P. Pollution Control Board, Govt. of M.P. Career College circulate e waste collection notice time to time among students , faculty members, administrative and supportive staff. We have an E-Waste bin to collect e-Waste. Apart from that college has also organized awareness programme of proper disposal of e-waste to save environment.</p> <p><b>Waste recycling System</b></p> <p>We convert all types of biodegradable waste such as dried leaves, peels, vegetable waste, leftover food etc. to manure through vermicompost pit.</p>	

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>
<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>A. Any 4 or all of the above</b>
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3. Pedestrian-friendly pathways</b></li> <li><b>4. Ban on use of plastic</b></li> <li><b>5. Landscaping</b></li> </ol>	<b>A. Any 4 or All of the above</b>
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and</b>	<b>A. Any 4 or all of the above</b>

**energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**B. Any 3 of the above**

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

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

For the development of morally responsible youth with noble attitudes, college organizes several activities to provide an inclusive environment i.e tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities, various commemorative days are celebrated. Lockdown has hampered our some regular activities but we did some online activities also to make the enthusiasm intact. All the faculty members and students jointly celebrate all the cultural and regional festivals, fresher party, orientation program, Teacher's Day, youth day, awareness rally, women's day, yoga day, festivals like Holi, Diwali etc in the campus to inculcate the regional and cultural values among the youth.

Motivational speeches, personality development programs and lectures of eminent persons of the different field are organized time to time for the overall development of students to make them such a responsible citizen who can understand the national values of social and communal harmony. Along with various academic and cultural activities, special attention has been given for various sport activities for the physical development of students. In this way college is giving its best efforts to provide an inclusive environment for students, staff and the other stakeholders.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

To sensitize the students and employees of the institution towards constitutional obligation, values, rights, duties and responsibilities of citizens, the college has organized various extracurricular activities. These activities help the college to nurture its students as responsible citizens. The college celebrates national festivals and share the contribution of freedom fighters, importance of Indian constitution among



students and stake holders to inculcate the value of patriotism. To inculcate the values of loyal, humble and responsible citizen, the college motivates participation of students in various activities through NSS and NCC. To make them more humble, sensible, and confident, College conducts webinar such as Importance of Human Values and Professional Ethics (20/02/21) Challenges to Human Rights in India (10/12/20), ,Importance of National Movement and its relevance to gen- Next (20/03/21), Guest Lecture on Youth and Spirituality (19/02/21), Rokotoko Abhiyan (13/04/21), voter's awareness program etc.

Oath taking ceremony was organized to celebrate Constitution day (25/01/21) to aware the values of human dignity, equality, fundamental rights and duties. To make them true citizens in all respects, regular visits to old age, orphanage etc. has been organized Some activities were organized online on account of covid-19.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://careercollegeindia.com/uploads/naac/criteria-vii/aqar-20-21/7.1.9.pdf">https://careercollegeindia.com/uploads/naac/criteria-vii/aqar-20-21/7.1.9.pdf</a>
Any other relevant information	<a href="https://careercollegeindia.com/criteria_7">https://careercollegeindia.com/criteria_7</a>

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

**A. All of the above**



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

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

Mahatma Gandhi, Swami Vivekanand, Dr. C. V. Ramanand Dr. Sarvapalli Radhakrishnan are among the notable Indian figures whose birth/death anniversaries are commemorated by Career College. The college celebrated Independence Day, Republic Day, and Gandhi Jayanti with zeal and enthusiasm. Students delivered patriotic speeches and sing patriotic songs. The goal is to inculcate patriotism and nationalism among students. The Nirvan Divas of Mahatma Gandhi is observed as 'Martyr's Day on 30th January. The staff and students of the college observed silence for two minutes at 11:00 am on that day. On october 2nd, Gandhiji's birthday has been commemorated as Nonviolence Day. Through the rally, nukkad natak, students propagated the message of love, peace, and harmony. To commemorate Swami Vivekanand's birth anniversary on 12th January, the college hosted a variety of human value programmes. On September 5th, all of the college's departments commemorate Teacher's Day to honour the legendary Dr. Sarvapalii Radhakrishnan's contributions in the field of education. Youth Day, Literacy Day, AIDS Day, Voters Day, Women's Day, Non-violence Day, Girl-Child Day, Science Day, Ozone Layer Preservation Day, Physiotherapy Day, World Forest Day, Tourism and Management Day are all observed by the college to raise awareness among students about various important issues.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

**Microsoft Team-Sustaining teaching- learning during pandemic**

**Objective:** To overcome the academic disturbances caused by prevailing lockdown conditions

**Context:** To make up the disruption in the delivery of education and to ensure regular studies via e-learning.

**Practice:** The college had purchased annual subscription of MS Office 365.

**Evidence of Success:** All the classes were successfully conducted by MST.

**Problems Encountered:** Initially users got panicked being pushed into a new tool to understand and implement compulsorily and regular updating was required.

**Title of the Practice:** - Seed Ball Distribution

**Objectives of the Practice:** -To make our students and teachers conscious about environment awareness and protection.

**Context:** - Seed balls are considered as one of the easiest, convenient way of dispersing seeds and sustainable way of cultivating plants.

**The Practice:** - Seed balls are seeds wrapped up in a ball of clay and distributed every year.

**Evidence of the Success:** Till now 60,000 seed balls have been

distributed to the NGOs, schools, college students, guests etc.

Problems Encountered and Resources Required: Feedback about the success rate of growing saplings was full of challenges.

Contact:-

Name of the Principal: Dr. Charanjit Kaur

Name of the Institution: Career College

City: Bhopal

Pin Code: 462023

File Description	Documents
Best practices in the Institutional website	<a href="https://careercollegeindia.com/best-practices">https://careercollegeindia.com/best-practices</a>
Any other relevant information	<a href="https://careercollegeindia.com/uploads/naac/criteria-vii/aqar-20-21/7.2.pdf">https://careercollegeindia.com/uploads/naac/criteria-vii/aqar-20-21/7.2.pdf</a>

### 7.3 - Institutional Distinctiveness

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

Post Covid 19 outbreak, many initiatives were taken by the college to forge covid consciousness and create a vigilant society that knew ways to brace itself against the virus.

Career Help Group was created with an aim to provide all kinds of essential commodities and health facilities to the needy people.

Students have volunteered for Bharat Scout Guide Group and other NGOs' to impart valuable services. We distributed food to approx. 250 people every day. Students provided ration to transgender, arranged essential commodities like masks, sanitizers, bed, blood, and medicine. They actively contributed in monitoring of home isolated covid patients' health.

Gourav Tripathi a student of M.Com had created a group titled 'Annasesh Education Centre' with a motive to help children at Ekta Nagar, a slum in the vicinity of our college to resume their

studies who left studies due to loss of their parents or financial issues.

During this pandemic, Career Institute of Medical Sciences has served the patients with great care and was committed in giving them a safe, reliable place to receive treatment at the affordable cost. The staffs of the college were offered free treatment.

This is where we stand distinctive in the service to the humanity.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. Introducing New Programmes
2. Conversion of more classrooms to Smart classrooms and ICT enabled rooms.
3. To develop e-content in collaboration with Department of Higher Education
4. Initiatives in digitalizing teaching and learning process
  - o To develop in house online courses and their hosting on college LMS.
  - o Organising more online conferences/seminars for improving quality teaching.
  - o To conduct online exams.
5. Proposal for institutional scholarship to students who lost their parents in COVID, disabled students and siblings.
6. Initiate more concrete steps towards environment consciousness and conduct an energy audit by external agency.
7. Strengthening departmental research with the involvement of PG students.
8. To enhance interdepartmental research activities and MoUs for research collaboration.
9. Workshops to deal with mental health issues of the students.
10. Extend from 3R to 7R: To initiate 7R environment friendly

activities to have a seamless system with minimum use of paper.

11. Initiating more activities in collaboration with YSBC, Bangladesh.
12. To fulfil institutional commitment towards community by forming Cancer Awareness Cell.

NAAC