



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		CAREER COLLEGE
Name of the head of the Institution		Dr. P.N. Tiwari
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0755-2456042
Mobile no.		9926803132
Registered Email		director@careercollegeindia.com
Alternate Email		principal@careercollegeindia.com
Address		Govindpura BHEL, Opp. Dushehara Maidan
City/Town		Bhopal
State/UT		Madhya Pradesh
Pincode		462023
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Prof. Pradeep Jain
Phone no/Alternate Phone no.	07552488051
Mobile no.	9425004142
Registered Email	director@careercollegeindia.com
Alternate Email	principal@careercollegeindia.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://careercollegeindia.com/uploads/aqar/29%20Jan%20AQAR%202017-18%20of%20Career%20College,%20Bhopal%20having%20Track%20ID%20MPCOGN%2012960%20Final-converted.pdf">https://careercollegeindia.com/uploads/aqar/29%20Jan%20AQAR%202017-18%20of%20Career%20College,%20Bhopal%20having%20Track%20ID%20MPCOGN%2012960%20Final-converted.pdf</a>
--	---

### 4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website:  
Weblink :

<https://careercollegeindia.com/academic-calendar>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
3	A+	3.28	2019	09-Aug-2019	08-Aug-2024
2	B	2.91	2014	21-Feb-2014	20-Feb-2019
1	A	86.91	2007	10-Feb-2007	09-Feb-2012

### 6. Date of Establishment of IQAC

01-Jul-2007

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Participation in NIRF	19-Sep-2019 1	75
Academic Audit	15-Jun-2019 1	45
ISO certification	04-Jun-2019 1	75
Four research projects were allotted under the CRI Scheme by IQAC	27-Jun-2019 90	4
Mega Job Fair	25-Jun-2019 1	1687
FDP on OERs and MOOCs: Towards a Paradigm Shift was organized by IQAC	15-Sep-2018 1	68
FDP on Class room management-Strategies in the perspective of professional development was organized by IQAC	15-Sep-2018 1	68
National Seminar on Revised NAAC framework: Evolving Trends in Quality was organized by IQAC	05-Jan-2019 1	170
FDP on NAAC new methodology: Opportunities and Challenges	06-Jan-2019 1	70
FDP on Understanding the functionalities of ERP Software was organized by IQAC	22-Apr-2019 8	85
<a href="#">View File</a>		

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department Of Biotechnology	Minor Project	DBT	2018 547	800000
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

<b>10. Number of IQAC meetings held during the year :</b>	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
<ul style="list-style-type: none"> <li>Consistent preparation of NAAC reaccreditation process was performed by IQAC through coordinated quality team work resulted in A plus grade in the NAAC third cycle reaccreditation.</li> </ul>	
<ul style="list-style-type: none"> <li>Organized National conference on "Revised NAAC Framework: Evolving Trends in Quality" was organized on 5th January 2019 and National level Workshop on Certificate of Manual Therapy from 23/7/2018-28/ 07/2018</li> </ul>	
<ul style="list-style-type: none"> <li>Total four students were allotted with minor research projects under Career Research Initiative scheme during 2018 and 2019.</li> </ul>	
<ul style="list-style-type: none"> <li>The Training and Placement cell has organized Mega Open Job Fair on 29th September 2018 and 18th May 2019 and facilitated total jobs to 202 students.</li> </ul>	
<ul style="list-style-type: none"> <li>Three faculty development programs were conducted namely; a) NAAC New Methodology: Opportunities and Challenges on 6/01/2019 b) Class room Management- Strategies in the Perspective of Professional Development on 15/09/2018 c) OERs and MOOCs: Towards a Paradigm Shift and a training program on understanding the functionalities of ERP software was conducted from 22/04/2019 to 30/04/2019.</li> </ul>	

No Files Uploaded !!!

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

Plan of Action	Achivements/Outcomes
Faculty Development Program	Faculty Development Program on "NAAC New Methodology: Opportunities and Challenges was conducted on 6/01/2019. Resource person was Dr. Ganesh Hegde Deputy adviser NAAC, Bengaluru. A FDP on Class room Management- Strategies in the Perspective of Professional Development was conducted on 15/09/2018 by Dr. Amit Chaturvedi Regional

	Director, IGNOU Bhopal. A FDP on 'OERS and MOOCs: Towards a Paradigm Shift by Dr. U. C. Pandey, Regional Director, IGNOU, Bhopal
Third cycle NAAC accreditation process	Faculty members worked hard for third cycle. Coordinated team work is ready to welcome NAAC peer team expected to visit in July 2019
Guest lecture	Total 25 guest lectures have been successfully conducted by different departments.
Short term certificate/ Skill development/ Short term / Value added programs	A total number of 27 short term training and value added programs have been conducted by various departments. Among the conducted program 02 new courses on web design and digital literacy have been introduced this year. College also introduced 43 SWAYAM-NPTEL courses as local chapter.
Spoken Tutorial Courses	Total 1764 students enrolled in Spoken Tutorial certificate course in collaboration with IIT Bombay, sponsored by MHRD, Govt. of India
Industrial visit and Educational Tour	9 industrial visit and 7 educational tours were organized by different departments to aware the students about the current scenario
E-lectures	As per the plan most of the faculties delivered their E-lectures and these were also recorded and uploaded to website and on ERP software
Experiential Learning	Field projects/Internships are compulsory for the final year students of all the courses. First year and second year degree students were also motivated for minor projects
Orientation Program	Orientation program for newly admitted UG and PG students was conducted on 1/09/2018 to make them aware about the different facilities and student support activities etc
National seminar/conferences/workshop/Symposia	One National Conference was organized by IQAC:National Conference on "Revised NAAC Framework: Evolving Trends in Quality" was organized on 5th January 2019. Department of Physiotherapy organized a 6 day's National level Workshop on CMT (Certificate of Manual Therapy) from 23/7/2018 to 28/07/2018
<a href="#">View File</a>	

14. Whether AQAR was placed before statutory body ?	Yes
---	-----

Name of Statutory Body	Meeting Date
IQAC	30-Jun-2020
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
Date of Visit	22-Jul-2019
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2019
Date of Submission	28-Feb-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>1. The Institution has a Management Information System which enables us to maintain student data base etc which maintain admission (online and offline) and progression record of the students.</p> <p>2. In academics, Attendance monitoring, Continuous assessments of students, E resources for students, academic time table, extra and cocurricular activities, Internal examinations, etc. are maintained.</p> <p>3. At admin level faculty profile, Institute fees, scholarship record, college level certificates like TC, bonafide ,fee receipt are maintained.</p> <p>4. The internal communication is done through internal memo, SMS, WhatsApp group, emails etc.</p> <p>5. Library is fully computerized and functions through automated SOUL 2.0 software.</p>

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

Taking a cue, from the vision, mission and objectives; career college puts lots of emphasis on effective curriculum delivery to ensure academic excellence. We focus on research and entrepreneurship which prepares globally competent, ethically and socially responsible citizen of country by following various steps through a well-planned and documented process which is described as under

:- • Academic Calendar: In adherence to guidelines issued by the Department of Higher Education, Govt. of MP, for preparation of Academic Calendar before the commencement of new session every year; the Annual Academic Calendar was prepared by respective heads of the department under supervision of Principal for significant activities to ensure effective teaching-learning process and continuous evaluation. Students could access the Academic Calendar from Notice Boards as well as on College Website. The Annual Academic Calendar included all the major academic activities, various celebrations, National- International conferences, Internships, Industry Visits, Guest Lectures, Short term Certificate Programmes. • Time Table: Before the commencement of new academic session the HODs prepared a timetable as per the curriculum and expertise of faculty available in the session (18-19). Practical timings were also allocated in each practical lab as per the course requirements. Theory and Practical classes were held in strict adherence to the Time-Table and it was displayed on Notice Boards and College Website. The HODs compile the work load of each faculty from the academic Time-Table and submit the same to Principal for documentation. • Planning for Coverage of Syllabus: Syllabi of all the programmes are prescribed by Department of Higher Education, Govt. of MP and Barkatullah University, Bhopal. Updated syllabus of each subject of the programme for the academic session (18-19) was provided to the students through College website. The College offered all elective courses/papers as prescribed by university so that students can choose courses/papers as per their choice. • Curriculum Delivery: Each faculty prepared the compiled teaching planner of the topics assigned and adopts suitable teaching method for achieving the course objectives. Effective delivery of syllabus was carried out through classroom teaching with maximum use of ICT, enriched with e-resources to make the teaching - learning more effective and learner-centric. Exciting and erudite workshops, class seminars, quizzes, presentations, live projects, guest lectures, and industrial visits/research lab visits, educational tours were executed regularly to ensure curriculum delivery effectively. Institute offered a variety of short term certificate courses to support curriculum. In the session 2018-19, thirteen short term certificate courses were offered. In addition to these, 43 SWAYAM -NPTEL courses as local chapter and 02 courses certified from PMKVY, Government of India were introduced. • Monitoring of Syllabus Completion: The HODs ensured completion of syllabus of all the programmes through effective monitoring and the same was discussed in the departmental meetings. HODs took necessary measures according to the requirement. The College followed a well defined monitoring system to ensure syllabus completion in time. At the end of academic year/semester, syllabus completion reports were submitted to HODs and a compiled report was put forward to Principal.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Web Design by ITDP ( Partner of PMKVY Govt . Of India)	NA	27/02/2019	10	Entrepreneurship	Basic Designing Tools. UX/UI and Visual Design. HTML CSS. Programming Languages. Web Server Management.
Digital	NA	12/03/2019	10	Employabil	Practical,

Literacy ITD P(Training Partner of PMKVY Govt . Of India)				ity	Technical skills, Coll aboration skills, Social and cultural skills and Critical thinking
D-Space Digital Library Software	NA	01/03/2019	2	Employabil ity	Practical and Technical skills.
NPTEL- Swayam Courses	NA	09/01/2019	30	Employabil ity	Practical and Technical skills

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Computer Science (Information Storage Management Course	01/07/2018
BBA	E Commerce Course	01/07/2018
BBA	Supply Chain and Logistic Management Course	01/07/2018
BCom	Travel and Tourism Management (India as a Tourist Destination) Course	01/07/2018
BCom	Travel and Tourism Management (Travel Agency and Tour Operations, Tour Package Designing & Itinerary Costing) Course	01/07/2018
BCom	Honours (Public Finance) Course	01/07/2018
BCom	Honours (Marketing Management Course	01/07/2018
BCom	Honours (Advanced Accounting and Practice Course	01/07/2018
BCom	Taxation (Goods and Service Tax) Course	01/07/2018
BCom	Taxation Custom Duty Law and Practice Course	01/07/2018
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.



Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BBA	NA	01/07/2018
BCom	Plain	01/07/2018
BSc	Computer Science	01/07/2018
MCom	Plain	01/07/2018
MSc	Botany	01/07/2018
MSc	Chemistry	01/07/2018
MSc	Computer Science	01/07/2018
MSc	Zoology	01/07/2018

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

	Certificate	Diploma Course
Number of Students	312	Nil

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Entrepreneurship opportunities on Value addition	19/01/2018	59
Advanced Instrumentation and preservation Techniques	12/03/2018	45
Microbiological staining	15/10/2018	45
Integrated fish farming	19/10/2018	60
Diya and Thali Decoration	31/10/2018	86
Itinerary Making	01/11/2018	57
Fermentation Technology	23/01/2019	63
Advance immunological Techniques	20/04/2019	10
Molecular diagnostic techniques	20/04/2019	22
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Biotechnology-IV Semester Dissertation	18
MSc	Microbiology-IV Semester Dissertation	19
MSc	Biotechnology-IV Semester Internship	4

MSc	Zoology-IV Semester Internship	13
MSc	Botany-IV Semester Internship	11
MSc	Chemistry-IV Semester Internship	21
MSc	Computer Science-IV Semester Internship	7
MCom	MCom-IV Semester Internship	23
BSc	Computer Science-VI Semester Internship	45
BSc	Information Technology-VI Semester Internship	41
<a href="#">View File</a>		

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Structured feedbacks on curriculum, infrastructure, support facilities and teaching learning were taken from various stakeholders such as Students, Parents, Employers, Alumni and Teachers to ensure continuous improvement. Most of the feedbacks from all the stakeholders had been obtained online. College collected feedback from industry about the level to which the present curriculum would help a student to become employable. Proper analysis of every feedback was done. Career college has a regular mechanism of action taken report on every feedback after its proper analysis. Being an affiliated college, feedbacks relating to curriculum were forwarded to Board of Studies of respective subject at affiliating Barkatullah University. The University in its meetings of Board of Studies discusses such suggestions and if it finds suitable, they are implemented. Most of the suggestions were incorporated in our developmental plans and get implemented in due course of time. Corrective and preventive actions were initiated to overcome any flaw/s indicated in the said feedback. Based on the feedback received from various stakeholders, college also ensured to initiate certain new 'Short Term Certificate' and 'Value Added Courses' to enrich curriculum and strengthen teaching learning. For example 'Web Design' and 'Digital Literacy' courses were introduced in the session 2018-19 to add value to the prescribed curriculum. College also registered as local chapter for SWAYAM-NPTEL and motivated students to join. More than hundred students enrolled in 43 courses of SWAYAM-NPTEL to add value to their learning. Suggestions related to infrastructural and material resources after feedback analysis were discussed in meeting of IQAC held from time to time and appropriate action was taken. Analysis and action taken report of the same was also displayed on the college website regularly.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCA	NA	120	60	39
BSc	Computer Science	50	65	46
BSc	Information Technology	50	35	22
BSc	Electronics	50	18	6
BSc	Chemistry	50	44	33
BSc	Biotechnology with Botany	50	25	10
BSc	Biotechnology with Zoology	50	69	42
BSc	Microbiology with Botany	50	48	30
BSc	Microbiology with Zoology	50	15	3
BSc	Biochemistry with Zoology	50	26	15

[View File](#)

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2777	342	75	63	63

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
75	75	598	14	Nil	9

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Mentoring is basically a multifaceted formal and informal strategy provided to the students with the objective of sharing information, guidance and encouragement. Mentors can play an important role in nurturing students and

helping them to prepare for their future. Mentorship programs are offered to support students in program completion, confidence building and transitioning to further education or the workforce. The success of any mentoring programme in higher education today largely depends on understanding the attributes of a mentor and mentee. The Mentor Mentee Programme was individualized, differentiated and flexible to ensure the students' holistic development. Key elements of this program envisaged 35 to 40 students (mentees) assigned to a mentor (faculty) of the college for effective mentoring. Mentees expressed their views, shared their thoughts and problems to the mentors. Mentors acted as foster-parents and provided guidance in any area of life to the mentees by providing support, counselling and advice, especially in academics as per the need expressed by the mentees. Mentors in our college ensured the assessment of mentees' personality through Personality Assessment and Development Cell (PADC). The PADC cell conducts counselling sessions with the following objectives: 1. To familiarize the students with their personality traits by conducting a psychological test this will enable them in selection of jobs or for higher studies. 2. To enable the students to analyze the strengths and weakness of their personality. 3. To provide psychological support to cope up with the challenges of future life. 4. To provide suggestions and guidance for their personality improvement. 5. To conduct individual Counselling Session by an expert. These assessments are done at both the entry and exit level to monitor enhancements in the personality traits of the students by giving them the individualized score on different parameters of the personality like ego, strength, emotional stability, curiosity, self-concept, decisiveness, responsibility, masculinity, friendliness, dominance, etc. The mentor identifies the students who need to overcome their psychological problems and achieve their goals successfully. These students are recommended by the mentors for the psychological counselling sessions conducted by certified counselors from time to time. The mentors continuously monitor the academic performance of the students. The students are also identified by the mentors based on their performance in the class and motivate them to perform better in the University examinations to score good grades. Mentor promotes students to participate in various academic events held at National and International level. The mentors encouraged students for various advanced projects, challenging assignments and other tasks. They are encouraged to present/write research articles and assist in the preparation of college magazine.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3119	75	1 : 42

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
80	75	5	6	40

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Reena Antony	Assistant Professor	Felicitations Award from Bhopal Chamber of Commerce
2019	Dr. Sanjeev Gour	Assistant Professor	Award for Professors with Excellence in Teaching in Higher Education in International Conference organized by LNCT, Bhopal in association with South Asia

No file uploaded.

**2.5 – Evaluation Process and Reforms**

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	C058	Year	07/06/2019	03/07/2019
BSc	C118	Year	07/06/2019	03/07/2019
BSc	C080	Year	07/06/2019	03/07/2019
BSc	C067	Year	07/06/2019	03/07/2019
BSc	C062	Year	07/06/2019	03/07/2019
BSc	C116	Year	07/06/2019	03/07/2019
BSc	C144	Year	31/05/2019	17/07/2019
BSc	C156	Year	31/05/2019	17/07/2019
BSc	C137	Year	31/05/2019	17/07/2019
BCA	C030	Year	29/05/2019	29/06/2019

[View File](#)

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

The college has prepared the Academic calendar in line with the academic calendar of the Department of Higher Education, Govt. of M.P. and Barkatullah University Bhopal. The academic calendar is designed to mark the significant academic events, curricular and co-curricular activities, and the dates of different examinations. The college executed Continuous Internal Evaluation (CIE) at the institutional level with an aim to continuously monitoring students' progress. The college prepared and published the academic calendar for the academic year which included the plans for Continuous Internal Evaluation. At the beginning of the session students were informed about CIE and the different evaluation methods like Quiz, Class tests, Multiple choice tests, Oral examinations, Projects, Poster presentations, Question Paper, Debate, Assignment, Group Discussion, Charts Model making, Library assignments, Power Point Presentation, Video making, Practical Evaluation, Case Study etc. Information regarding syllabus, examination pattern / marks and tentative dates were also informed in advance to students. Each Department was given the flexibility to adapt the mode of evaluation as per their respective streams. The CIE enabled the faculty members to identify the students who were not able to quality the examination. The remedial classes were conducted to improve the academic performance of these students. This CIE system helped to appraise and supervise the academic progress of the students. It developed proper response and corrective action mechanism for parents and teachers. Thus, it further supported the faculty members to create a clear-cut path for SWOC analysis, so that better corrective measures can be prepared for forthcoming CIE.

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

The college prepared the Academic calendar in line with the Academic Calendar of the Department of Higher Education, Govt. of M.P. and Barkatullah University

Bhopal. The academic calendar is designed to mark the significant academic delivery, curricular and co-curricular activities and the dates of different examinations. The academic calendar envisaged the entire curricular plan including schedule for Guest Lectures, National and International conferences, Workshops, Symposium etc. for the session. In the beginning of the academic session the students were apprised of academic calendar and the same was uploaded on college website and displayed on notice boards and even disseminated through college prospectus. The college adheres to the academic calendar for conducting Continuous Internal Evaluation (CIE). Accordingly, the dates for two CIEs per semester/year were scheduled in the academic calendar. The college conducted CIEs in a centralized manner. The dates were finalized considering the sufficient time for syllabus coverage. The Units I and II of the syllabi were completed for first CIE, Units III, IV and V for second CIE. Progress Reports of the students were discussed in the Parent-Teacher Meet. According to the performance of the students in these examinations, necessary corrective measures were taken by conducting Remedial classes for the students who needed improvement. To adhere to the dates mentioned in the calendar, HODs meetings were conducted frequently by the Principal to complete the syllabus on time. The HODs, in turn, convened departmental meetings and motivated the faculty members to complete the syllabus within the stipulated time. The effectiveness of the process is maintained through effective monitoring by the HODs and Principal.

## 2.6 – Student Performance and Learning Outcomes

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

<https://www.careercollegeindia.com/learning-outcomes>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C030	BCA	NA	113	113	100
C137	BSc	Mathematics - Physics - Computer Science	43	43	100
C156	BSc	Mathematics - Physics - Information Technology	39	39	100
C144	BSc	Mathematics - Physics - Electronics	42	40	95.23
C116	BSc	Mathematics - Physics - Chemistry	42	41	97.61
C062	BSc	Biotechnology - Botany	10	10	100

		- Chemistry			
C064	BSc	Biotechnology - Botany - Zoology	4	4	100
C067	BSc	Biotechnology - Chemistry - Zoology	35	35	100
C080	BSc	Botany - Chemistry - Microbiology	22	22	100
C118	BSc	Chemistry - Microbiology - Zoology	10	10	100
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

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

<https://www.careercollegeindia.com/uploads/Dept%20wise%20Analysis%20Graphs%20Session%202018-19.xlsx.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	180	Career Research Initiative	0.1	0.1
Students Research Projects (Other than compulsory by the University)	180	Career Research Initiative	0.1	0.1
Minor Projects	547	DBT	800000	725000

[View File](#)

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Foldscope	Dept. of Biotechnology and Biochemistry	03/08/2018



Workshop on Biochemical techniques	Dept. of Biotechnology and Biochemistry	20/11/2018
Business Strategies For Mushroom Cultivation	Dept. of Microbiology	29/10/2018
Science and Research Orientation by Dr. R.N. Shukla	Dept. of Chemistry	24/06/2019
One week workshop on Analysis and Testing of Lubricants by Prof. Shulbha Amlate	Dept. of Chemistry	29/04/2019
One week workshop on Problem Solving for Chemistry using 'C' language by Dr. Chhaya Makhijani	Dept. of Chemistry	15/05/2019
Hr Practices and delegation of Authority and responsibility By Mr. Pankaj Soni(Alumni)	Dept. of Commerce and Management Dept. of Commerce and Management	24/01/2019
Symposium on Fiscal responsibility and Budget Management Act 2003 by Dr. Mahipal Yadav and CS Amit Kumar Jain	Dept. of Commerce and Management	01/03/2019
Working Procedure of CS and Registration Process of CA and CS by CS Yogesh Khakhre	Dept. of Commerce and Management	23/03/2019
Intercollegiate workshop on Skill development in water based livelihood opportunities by Dr. Vipin Vyas, Mr. D.P.Sahu and Dr. R. K. Upadhyay	Dept. of Zoology	24/01/2019
Two days workshop on Intellectual Property Right with focus on Copyright by Dr. Rohit Saluja	Dept. of Biotechnology and Biochemistry	15/02/2019
One week Workshop on web Page Design by Dr. Rahul Gupta	Dept. of Library Science	30/05/2019
Four days STCC cum Workshop on Open Sources Library Software by Dr. Rakesh Khare	Dept. of Library Science	25/06/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Consolation For Innovative	Shivani Shrivastava,	Working Model Making	22/02/2019	Students



Model	Neelesh Gupta, Vedanshee Upadhyay	competition on Regional Science Centre Bhopal(M.P.)		
Best Paper Presentation	Ms Minali Saikia	Ist State Physiotherapy Conference: M.P. Physiocon	05/01/2019	Student
Best Paper Presentation	Ms Prakriti Sehgal Mr. Rohit Rawat	International Conference on Science and Environment Sustainability for Peaceful Society	19/01/2019	Student
Best Paper Presentation	Dr. Anjali Choudhary	International Conference on Science and Environment Sustainability for Peaceful Society	19/01/2019	Faculty
Best Paper Presentation	Dr. Nidhi Tripathi	International Conference on Science and Environment Sustainability for Peaceful Society	19/01/2019	Faculty
No file uploaded.				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start- up	Date of Commencement
1	VASPL Initiatives Pvt. Ltd Incubation Centre	Govt. of M.P	Training	Pre Start- up	13/06/2019
1	Centre for Incubation for Entrepreneur and Start ups	Rabindranath Tagore University, Bhopal	Training	Pre Start- up	27/05/2019
No file uploaded.					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	40	29

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce and management	4	00
National	Zoology	1	00
International	Chemistry	11	00
International	Biotechnology Biochemistry	8	3.07
International	Commerce and management	6	3.81
International	Computer Science	24	4.32
International	Microbiology	3	00
International	Botany	5	00
International	Zoology	2	00
International	Paramedical Science	6	00

[View File](#)

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce and Management (Conference Proceeding)	4
Botany (Conference Proceeding)	3
Linguistics (Book Publication)	2
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Predicting students coming target after completion of their graduation by Mining trend database	Apoorva Joshi and Dr. Sanjeev Gour	International Journal of Innovative Technology and Exploring engineering	2019	1	NIL	1

using Decision Tree						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2018	Nil	Nil	NIL
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	47	59	2	Nil
Presented papers	24	24	Nil	Nil
Resource persons	4	7	5	Nil
<a href="#">View File</a>				

## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Book Reading	NSS and State Govt.	34	221
Awareness on Human Right day	NSS, Department of Chemistry	4	60
Yuva Swabhiman Yojna	NSS	1	95
Mil Bache Abhiyaan	Govt Middle School Bhopal	4	5
Cancer Awareness Programme	NCC, Sankalp NGO and Dept. of Biotech and Biochem	6	130
Awareness Program Against Drug Abuse	NSS, Red Ribbon Club, Dept. of Chemistry and NGO ICPF	6	126
AIDS Awareness Rally	NSS, NCC Biotech Biochem Dept.	5	145
Swatchhta Pakhwada	NSS, NCC Green Cluster	5	120
International Youth Day-	NSS	2	65

Awareness Rally			
Sexual reproductive health rights in college	YRG, CARE, Chennai	25	100
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Awareness on PCOD	Women Empowerment Cell	Swastha Bharat Abhiyan	2	31
World Heart Day Celebration	Dept. Of Biotech Biochem	Swastha Bharat Abhiyan	2	10
Blood Donation	NSS, NCC, Pathology Lions Club	Rakt Daan Maha Daan	4	110
International Youth Day-Awareness Rally	NSS	Health Awareness	2	65
World Environment Day in collaboration with Madhya Pradesh Pollution Control Board Bhopal.	Green Cluster	Clean India Green India	5	40
"FARM FEST" in Collaboration with ANANT NGO and GO Rurban.	Green Cluster	Go Organic	4	Nil
Plantation at Joggers Park Alkapuri	NSS Green Cluster	Clean India Green India	6	40
With motto of "Clean India Green India" a rally was organized in collaboration	Green Cluster	Swachh Bharat Mission	2	50

with BHEL.				
Swachhata Pakhwara in collaboration with BHEL (Plantation Programme at career College Campus.	Green Cluster	Swachh Bharat Mission	2	50
Plantation Programme RGPV Campus Bhopal in Collaboration with CPA	Green Cluster	Swachh Bharat Mission	2	35
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Research Training at CMBR Lab	UG and PG Students	Self Financed	3
Training at CIFE, Powarkheda	UG and PG Students	Self Financed	5
CFTRI, Mysore	PG Students	Self Financed	120
AIIMS, Bhopal	PG Students	Self Financed	120
FDA, Bhopal	PG Students	Self Financed	120
Foldscope Research	Faculty and Students	DBT Funded	5
No file uploaded.			

#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Project work	Analysis of Financial Statements	Bajaj Finserv	02/02/2018	28/02/2018	1
Internship	Tax Return Filing	Mentor Corporates Pvt. Ltd.	01/01/2018	30/01/2018	3
Internship	Sensors Development	CSIR- Bhavnagar	01/08/2018	30/11/2018	1
Internship	Training on Web designing	ITDP	27/02/2019	11/03/2019	68

On Job Training	Function of HRM	HDFC Bank	15/01/2019	25/01/2019	4
Internship	Training	Food and Drug Administration	18/02/2019	18/03/2019	1
Temporary	Internship	IEC Insulator	02/02/2019	02/03/2019	5
Project work	Dissertation	CFTRI, Mysuru	01/01/2019	30/06/2019	4
Project work	Dissertation	NCL, Pune	01/01/2019	30/06/2019	2
Internship	Nano Material Synthesis	MSME MANIT, Bhopal	01/08/2018	30/11/2018	3
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Anandrishti Training and Consultancy Pvt. Ltd.	16/05/2019	Training, Student exchange and Faculty exchange	35
Rabindra Nath Tagore University	27/05/2019	Training, Student exchange and Faculty exchange	10
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
104.4	107.26

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Fully	2.0	2012

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19258	2586874	806	333424	20064	2920298
Reference Books	2954	1956124	131	115284	3085	2071408
Journals	74	177189	1	2500	75	179689
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	19470	Nil	Nil	Nil	19470
Library Automation	Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Mr. Md. Rashid	Learner Region-Computer Fundamental	You Tube	11/09/2018
Dr. Sanjeev Gour	Computer Fundamentals	You Tube	01/10/2018
Ms. Tanuja Murab	Plant Tissue Culture History and application	You Tube	01/04/2019
Mrs. Swarna Sinha	Array	Institutional LMS	01/05/2018
Mrs. Swarna Sinha	Control Flow	Institutional LMS	12/06/2018
Mrs. Swarna Sinha	Data type	Institutional LMS	25/06/2018
Dr. Nidhi Tripathi	Carbohydrate: Introduction and Classification	Institutional LMS	10/08/2018
Dr. Nidhi Tripathi	Properties of Monosaccharides	Institutional LMS	03/09/2018

Dr. Preeti Chandurkar	Chromatography: Principle and applications	Institutional LMS	05/11/2018
Dr. Preeti Chandurkar	Electrophoresis : Principle and applications	Institutional LMS	11/12/2018
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	272	147	272	0	0	12	42	20	71
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>272</b>	<b>147</b>	<b>272</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>42</b>	<b>20</b>	<b>71</b>

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

20 MBPS/ GBPS
---------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Lecture Capturing System	<a href="https://www.careercollegeindia.com/ict-facilities-and-e-resources">https://www.careercollegeindia.com/ict-facilities-and-e-resources</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
143.1	155.45	72	77.21

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

<p>Procedures and Policies for Maintenance of Infrastructure and Learning Resources The college has an Infrastructure cell which looks after regular maintenance and proper utilization of academic and support facilities of the college campus. The cell submits its report to the Principal and IQAC. The major issues are discussed in IQAC meetings. In these meetings, priorities are fixed and important decisions are referred to the management for necessary approvals. The management allocates adequate funds for the upkeep and maintenance of the infrastructure and equipment every year. The college has constituted a purchase committee headed by a senior faculty that takes quarterly review of the facilities/services. The report is put forth in the meeting of purchase committee, chaired by the principal. After receiving permission from the IQAC and Governing body, the purchase or maintenance expenses are utilized as per the predetermined procedures. Day- to- day</p>
---



maintenance and care is taken by the administrative office in consultation with the Principal. There is a full-time supervisor available in the campus that is responsible for monitoring the maintenance of the infrastructural facilities available. It includes the cleaning of the entire college campus and other infrastructure facilities. Class rooms, rest rooms and wash rooms are maintained and cleaned by the support staff. The College has specified places for keeping the sensitive and supportive equipment like water purifiers, water cooler and maintenance of plumber, generator, furniture and masonry jobs. The annual cleaning of water tanks and window panels is carried out through a hired contractor. The Infrastructure Cell supervises the maintenance work. The contractor deputed technically qualified people, mechanics, plumbers, electricians and, civil workers, carpenters and painters to look after the maintenance and repair as per time schedule. Building Maintenance: It includes repairs of damages, intermittent painting of the infrastructure to keep the college building effectively functioning. The details of building maintenance involve cleaning of water supply line and drainage line periodically basis and painting of buildings and benches are done annually. As per the need, correction of leakage and water faucet renovation and repair is done 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 so on. Computer Maintenance: The college has IT committee is in charge of maintenance and repairing, hardware and software agencies who are constantly involved in the upgrading of computer systems with the inclusions of latest configuration software and IT applications. Microsoft Edu-Clend comprising of volume licensing of system software and applications by Microsoft is purchased an annual basis. This licensing program includes more than 280 software of Microsoft for the faculty members and the students of the college. Laboratories Maintenance: The laboratories are maintained by the respective laboratory assistants under the guidance of Heads of the Department. The laboratory staff keeps a strict vigil regarding the maintenance and repair of the instruments. Electrical Maintenance: College has appointed an electrician who maintains electrical equipment and electricity supply system.

<https://www.careercollegeindia.com/Procedures%20&%20Policies>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarships	221	1492980
Financial Support from Other Sources			
a) National	Govt. Scholarships	293	1960153
b) International	NA	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skill Development	10/09/2018	234	Ms.Tripti Modi (Moral Values)

Soft Skill Development	19/09/2018	70	Mr. Mahendra Joshi (Personality Development)
Language lab	16/08/2018	56	Mrs. Deepti Mehta, Dept. of Linguistic, Career College, Bhopal
Bridge Courses	25/07/2018	7	Dept. of Commerce and Management, Career College, Bhopal
Bridge Courses	03/11/2018	20	Dept. of Chemistry Career College, Bhopal
Yoga	12/01/2019	90	Capt. Manoj Selonkar, Sports Officer, Career College, Bhopal
Personal Counselling	12/11/2018	58	Ms. Priya Sonpar Counsellor , Career College, Bhopal
Remedial Coaching	30/11/2018	57	Dept. of Computer Sciences , Career College, Bhopal
Remedial Coaching	18/02/2019	80	Dept. of Commerce and Management , Career College, Bhopal
Remedial Coaching	15/03/2019	205	Dept. of Computer Sciences , Career College, Bhopal

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Guidance of competitive examinations and comprehensive training program	445	700	9	245

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
51 organizations	1112	210	24 organizations	26	26
<a href="#">View File</a>					

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.Sc	Microbiology	Ireland	M.Sc Food Microbiology
2019	1	B.Sc	Microbiology	Career College of Law, Bhopal	LLB
2019	2	B.Sc	Microbiology	LNCT college	M.B.A
2019	2	B.Sc	Microbiology	Extol College	M.Sc Microbiology
2019	1	B.Sc	Microbiology	Career College, Bhopal	M.Sc Botany
2019	1	B.Sc	Microbiology	Career College, Bhopal	M.Sc Chemistry
2019	7	B.Sc	Microbiology	Career College, Bhopal	M.Sc Microbiology
2019	1	B.Sc	Biology	Govt. Indira Gandhi Mahavidyalaya, Betul	M.A. Hindi
2019	1	B.Sc	Biology	BSSS College, Bhopal	B.Ed.
2019	3	B.Sc	Biology	Career College, Bhopal	M.Sc. Botany
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
SET	2
GATE	2
Any Other	5
No file uploaded.	

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

Activity	Level	Number of Participants
Annual Sports Meet	College Level	698
Intercollege Table Tennis Tournament	District Level	41
Reflexion 2018	District Level	17
Youth Fest	District Level	7
Utkarsh 2019	College Level	77
Tourism Day Model Making	College level	85
Youth Fest	College Level	63
No file uploaded.		

**5.3 – Student Participation and Activities**

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold	National	1	Nil	1180372753	Akash Patidar
2019	Silver	National	1	Nil	1180376615	Ashwin Joshi
No file uploaded.						

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

Career College always provides emphasis to involve students in all its co-curricular and extracurricular activities. Continuing the philosophy, students are encouraged to actively participate in all activities of various cells to intricate leadership qualities. The student union elections are held at University level and are directed by the State Administrative Bodies controlled by Govt. of Madhya Pradesh. However, due to certain technical issues the Higher Education did not organize the election in the academic year 2018-19. Due to the non-conducting of elections, the college administration under the aegis of Institutional Quality Assurance Cell (IQAC) nominated students for various cells and committees under the chairmanship of Principal and HOD's. Student Representative (SR) is an indispensable part of Academic and Administrative bodies/committees/cells such as the IQAC, Green Cluster, Women empowerment cell, Training and placement cell, Library cell, NCC/NSS/ Sports, and Alumni Association constituted in the institution. All the Head of concerned cells

coordinate with the departments for the involvement of students in various activities. Students participate in organizing extra-curricular events, competitions and conferences honing their subject expertise in addition to their leadership skills. Cells/Committees are platforms that offer a plethora of opportunities to students to give them a voice of their own and shed their inhibitions through an enriching and engaging experience. The involvement of students in various activities, workshops and competitions enhance the communication skills, team management skills, leadership skills, time-management, resource management skills and above all builds the confidence in each student. The Student Representative addresses and represents students' views and grievances and act as a spokesperson to convey the matter to the concerned authorities for discussion and amicable resolution. The representative makes the student's aware of various extension programmes such as wall magazines, placement drives, mega job fairs, comprehensive training programs, entrepreneurship awareness training programs, plantation programs, safety drives, annual day, annual sports meet, conferences, seminars, workshops, fresher's and farewell party. The students efficiently handle tasks assigned by the event organizers like hospitality, stage management, discipline, travel assistance, registrations, certificate writing, website and media, prize distribution, auditorium management etc. It plays a very crucial role in the academic activities of every department as well as helps in organizing various trainings and activities scheduled. They act as technical assistants in hands-on workshops and training programs. Furthermore, they help the teaching staffs to organize departmental seminars and workshops as an important co-curricular activity of every department. They play a dominant role to instill environmental consciousness and work towards maintenance of clean and green campus. Thus, student representative contributes to a healthy interaction among students and teachers regarding academic, co-curricular and extra-curricular activities.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

399

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

01

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

Effective administration of college is carried out through the policy of decentralization. This inclusive and participatory functioning style creates an environment of unanimity and mutual respect which ensure the smooth functioning and growth of the institution. Recommendations and suggestions are invited from the stakeholders before the policy making. Staff Meetings, IQAC Meetings and Alumni Meetings are conducted to collect opinions and proposals. Faculty members are given opportunities to develop leadership skills and are given

financial assistance to attend training programmes and workshops to equip them to take lead roles in the various curricular and co-curricular activities of the college. Functional autonomy is granted to all departments and units in the college. Thus, a participative culture is evolved in the institution. At each level and sphere of activity, the teachers and students cooperate with each other for the successful implementation of the prospective plans. Two such examples of decentralization and participative management in the year 2018-19 is given below: National Seminar on Revised NAAC framework: Evolving Trends in Quality" organized by IQAC. Different committees were formed to execute various activities. Advisory Committee, Core Co-ordinators and Organizing Committee, Technical Committee, Hospitality Welcome committee Accommodation and Travel Committee, Station Help Desk Committee, College Help Desk Committee, Registration Committee, Food Committee, Invitation and Media Committee. Campaigning of program was executed before three months by the Invitation and Media Committee using one to one communication, e-mails and through pre-press note. Transport committee looked after the transport facility for participants. Food committee arranged breakfast and lunch and tea for the delegates. The inaugural function was coordinated by Welcome Committee. Registration process was smoothly conducted by the co-ordinated work of the Registration Committee. Interactive Sessions and presentations were managed by Technical committee and the session in charges. Student volunteers were deputed in various committees as students play an integral part of every activity. Mega Job Fair organised by T P Cell on 25th June, 2019 Training and Placement Cell constituted various committees such as Registration Committee, Invitation Committee, Anchoring Committee, Auditorium Management Committee, Hospitality Committee, Media Coverage Committee, Wing In-Charge Committee, Duty Officer Committee and Student Volunteer Committee to ensure smooth and effective conducting of the event. The Registration Committee designed online registration forms for students and Companies and sent unique registration number to all registered students. The Invitation Committee invited various local, national and multi-national companies to participate and recruit potential candidates as per their desired criteria. The Media Committee publicized the event through Radio, Newspaper and social networking websites. The Media committee called Press Conference before the event and also sent press release to various media houses after the event. The Auditorium Management Committee ensured the proper arrangement of auditorium and other rooms. The Hospitality Committee managed the arrangements of hospitality of HR team members, guests and other team members. The Duty Officer Committee was responsible for smooth execution of placement process in allotted rooms. The Student Volunteer Committee actively involved in all the activities of Mega Job Fair.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Teaching and Learning	<ul style="list-style-type: none"> <li>• The teaching and learning process is adhered to the academic calendar provided by the Department of Higher Education and Barkattullah University, Bhopal.</li> <li>• Through LMS, IQAC monitors the teaching learning process.</li> <li>• Faculty feedback is taken from students with respect to the teaching and learning process (SSRU)</li> <li>• Feedback is analysed and outcome is discussed with</li> </ul>

	<p>concerned faculty members. • Internal Academic Audit augments the review of teaching, learning process.</p>
Curriculum Development	<p>• Effective curriculum development process is ensured through timely collection of feedback forms from all the stakeholders. • After analysis with relevant recommendations the feedback forms are sent to the University/ Board of Studies for further processing. • Five faculty members of our institution are members of Board of Studies, Barkatullah University, who contribute a lot in updating the existing syllabus. • To enhance skill learned by students during theory, certain Short Term Courses has been designed and updated at regular intervals by internal as well as external subject experts. • To enhance curriculum development guest lectures, industrial visits, etc. have been organised regularly.</p>
Examination and Evaluation	<p>• College follows the examination module prescribed by the Barkatullah University, Bhopal. • Internal examination patterns are based on different C.C.E. modes like assignment and viva-voce, quiz, group discussion, classroom teaching, charts and model making, library work, power point presentation etc. • Mock exams are conducted for BMLT students. • The internal evaluation process is done as per the university guidelines mentioned in the syllabus. • ICT enabled CCE through Google Classroom was conducted for UG students. • The use of ICT has made teaching learning process effective by generating and sustaining the interest of the students in the classroom.</p>
Research and Development	<p>• The 'Career Research Initiative' constituted by IQAC initiative in 2017-18 encourages faculty/ students to take up Major/ Minor Research Projects, publication of books etc. • The college provides seed money to research activities with a total outlay of Rs 5.00 Lakhs. • Four student research projects was funded by CRI as per the recommendations of the Screening committee. • Teachers were given incentives for paper publication under CRI. • Special lectures were conducted by all departments by inviting Eminent Research Guides. • The College</p>



encourages teachers to participate in seminars, orientation programmes, refresher course to update their knowledge. • Teachers enrolled in NPTEL/Swayam refresher courses.

Human Resource Management

- The recruitment of teaching staff is done in accordance with the provision of code 28 of the M. P. Universities Act. • Applicants meeting the eligibility criteria as per the UGC norms are called for interview followed by teaching demonstrations. • The College makes conscious efforts to recruit and retain qualified and experienced faculty and staff members.
- College organises regular faculty development programmes and administrative training programmes for teaching and non-teaching staff and evolved various welfare schemes to retain the qualified faculty and staff.
- Staff appraisal system is in existence with the promotional policies
- Recruitment of teaching, non-teaching and lab-assistants were done as per the requirement of session 2018-19.

Industry Interaction / Collaboration

- The College has strengthened its industry academia interface to bridge the gap between theory and practice. • The College has enhanced its efforts in the areas of internships provided to first year, second year and to final year students by Training and placement Cell. • The College has a well maintained Training Placement Cell which aims at various Industry linkages and organizes successful campus placement drives by inviting various companies for selection of eligible students. • As internship is a part of curriculum now Most of the departments have collaboration with industries, laboratories and central government institutions like IISER, CSIR, CIPET, etc

Admission of Students

- Student admission is done by online process through Higher Education Portal, Govt. of M.P. • The student registers himself in the Higher Education portal and then verify his original documents from any of the Government colleges of M.P. • Thereafter he selects course, college name as per his choice. • Higher Education allots the list as per merit and reservation policy. • The student takes admission as per the allotted



list by Higher Education. • The college has course wise counselling facility for students. • Admission of students in BMLT, BPT, MPT is off line on merit basis. as per the guidelines of Higher Education, M.P.

Library, ICT and Physical Infrastructure / Instrumentation

• The Library is equipped with updated version of SOUL2.0 Software, DELNET, NPTEL and N-List facilities. • IQAC modernized the teaching learning process through implementation of ICT methods. • The college has developed 14 class rooms with LCD projectors. • Students submit e-assignments through Google classroom. • Entire campus is under the surveillance of CCTV and has Wi-Fi facility. • Seminar halls, conference rooms, audio-visual rooms, classrooms, administrative offices, staff rooms, well-equipped laboratories, canteen and parking facilities are provided in the campus for quality enhancement. Extension of chemistry laboratory was done and purchased modern instruments for research and training.

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

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> <li>• All IQAC meeting minutes are kept in the digital form and uploaded in the college website so that it can be easily accessible to all.</li> <li>• Income expenditure are under ERP system and the entire financial transactions including receipts and payments are online.</li> <li>• All plans of infrastructure and maintenance are digitalised.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Students, faculty and staff data are incorporated in ERP.</li> <li>• Office administration is automated.</li> <li>• Computerised internal communication through e-mail and WhatsApp.</li> <li>• Performance appraisal of faculty and preparation of time table are also done through ERP.</li> <li>• Faculty daily attendance is monitored by biometric system.</li> <li>• Entire library system is automated.</li> </ul>
Finance and Accounts	<ul style="list-style-type: none"> <li>• Tally software is used for maintaining the accounts.</li> </ul>
Student Admission and Support	<ul style="list-style-type: none"> <li>• Filling of admission forms, issue of admit cards, payment of admission fee, hostel fee etc. are done through online ERP.</li> <li>• Whole processes of scholarship distribution to students in different categories is completely</li> </ul>

online.

Examination

- Examination fee payments is made online to the affiliating University.
- The process of allotments of rooms for the conduct of examination is computerised.
- Entry of internal examination marks is also online.
- Online CCE is conducted through Google class room.
- Google forms are used for Feedback of examination from different stakeholders.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Mohd. Rashid	International Conference emerging trends in computing technologyand management, Technocrats Institute of Technology, Bhopal.	N.A.	1000
2018	Swati Namdev	International Conference emerging trends in computing technologyand management, Technocrats Institute of Technology, Bhopal.	N.A.	1000
2018	Dr. Rajani Gautam	International conference on science and environmental sustainability for a peaceful society by Janparishad, Bhopal	N.A.	2100
2018	Dr. Bhupendra Prasad	International conference of association of micrbiologist of India, University of Hyderabad	N.A.	5000

2018	Jayanti Jhariya	International Conference on advanced computation and telecommunication, LNCT. Bhopal	N.A.	2500
2018	Swati Namdev	National conference at Bhopal Intellectuals Progressive Education	N.A.	500
2018	Deepika Shrivastav	International conference at Rabindranath Tagore University, Bhopal.	N.A.	1500
2018	Rajneesh Tiwari	International conference at Rabindranath Tagore University, Bhopal.	NA	1500
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Understanding the functionalities of ERP Software	Understanding the functionalities of ERP Software	22/04/2019	30/04/2019	72	13
2018	FDP on NAAC new methodology : Opportunities and Challenges	NA	06/01/2019	06/01/2019	70	Nil
2018	Class room management-Strategies in the perspective of professional	NA	15/09/2018	15/09/2018	68	Nil

	1 development					
2018	OERs and MOOCs: Towards a Paradigm Shift	NA	15/09/2018	15/09/2018	68	Nil
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
One day hands on workshop on ELISA	1	11/03/2018	11/03/2018	1
Refresher Course on Governance and leadership in Higher Education	1	28/11/2018	28/02/2019	90
Refereshner Course on Governance and leadership in Higher Education	1	28/11/2018	28/02/2019	90
Refereshner Course on Governance and leadership in Higher Education	1	28/11/2018	28/02/2019	90
ICT in teaching and learning	1	28/11/2018	28/02/2019	90
Refresher Course on Governance and leadership in Higher Education	1	28/11/2018	28/02/2019	90
ICT in teaching and learning	1	28/11/2018	28/02/2019	90
Refereshner Course on Governance and leadership in Higher Education	1	28/11/2018	28/02/2019	90

ICT in teaching and learning	1	28/11/2018	28/02/2019	90
FDP on Journey from teacher to mentor	1	22/11/2018	24/11/2018	3

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
75	Nil	26	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. College provides 13 casual leave and 03 Optional leave. 2. Increment is given every year on the basis of performance appraisal. 3. Salary is being paid to all the employees in the 1st week of every month directly to their bank accounts. 4. From 2017-2018 onwards, the period of maternity leave was extended to 6 months. 5. From 2017-18 onwards, the college started giving 07 days' paternity leave to the eligible faculty. 6. Medical benefits and medical concession is given to the faculty and staff members and their nearest relatives (kids and parents) in the society's hospital CIMS (50 discount in OPD, 25 in bed or room rent and 25 in pathology). 7. Residential quarters for few staff. 8. Employees' provident fund for all eligible employees. 9. ESIC scheme for all eligible employees. 10. 1.5 month paid leave for Ph.D. and Rs. 1000/- increment to the staff when the Ph.D. is</p>	<p>1. From session 2017-18 onwards, the period of maternity leave was extended to 6 months. 2. From session 2017-18 onwards, the college started giving 07 days' paternity leave to the eligible staff. 3. Increment every year. 4. Medical benefits and medical concession in the society's hospital CIMS. 5. Free uniform to class IV employees 6. PF /Employees provident fund for all eligible employees. 7. ESIC scheme for all eligible employees. 8. Salary advance on specific requirements. 9. Fee exemption to wards of Non- teaching staff. 10. Residential quarters for few staff. 11. 15 days leave for Marriage of a staff member. 12. 15 days leave on death of close family member. 13. 10 to 15 Days summer vacation.</p>	<p>1. Scholarships from society to needy students. 2. Scholarships to meritorious students. 3. Cash awards for university and college toppers. 4. Awards to rising sports students. 5. Medical facility to all hostelers and day scholars at college hospital. 6. Summer Job is provided to selected students. 7. Railway Concession for travelling and monthly pass for students from surrounding towns. 8. Book bank for economically weaker section. 9. Wi-Fi/ internet facility is also available 10. Payment of college fee in 2 to 4 easy installments. 11. Best article award in Hindi and in English in College Magazine Abhivyakti</p>

awarded. 11. Summer vacation during May and June can be taken for 15 to 20 Days only. 12. 21 days paid leave on being selected for refresher or orientation course. 13.

15 days leave for Marriage of a staff member. 14. 15 days leave on death of close family member. 15. On duty leave given to faculty members for various academic and Research activities. 16.

The faculties can reimburse either the registration fee or conveyance (3rd AC/AC Bus) whichever is the highest for one national and one international conference. 17. Salary advance on specific requirements of its teaching staff. 18. Fee exemption to wards of faculties. 19. Best article in Hindi/ English is awarded in College Magazine Abhivyakti. 20. Monetary benefits are given by college management to encourage faculties for the publication of research articles.

#### **6.4 – Financial Management and Resource Mobilization**

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

Career College has a well-defined internal/external audit process. The internal audit is done in 2018-19 by an internal auditor appointed by Society at the close of each financial year and before the submission of balance sheet to the appropriate authority. As such no internal objections were raised by the internal auditor. But in case of any objections, it is rectified within one-month period. The mechanism for internal audit process is channelized as follows: Firstly, internal audit report is prepared and secondly it is sent to Principal and then forwarded to concerned employee (Fee counter Accounts section) External audit of the College is registered under clauses 12(AA),10 (23) (C) and 80G compliance to all the requirements as per the income tax rules and regulation. The audit reports are certified by authorised Chartered Accountant (CA Sanjay Mishra, M/S Mishra Tiwari Associates). The mechanism adapted for external audit is the preparation of income expenditure statement, receipt payments statements, balance sheet etc. Auditor from C.A. firm visit the college to inspect audit document.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

28355491
----------

### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Educationist	Yes	IQAC
Administrative	Yes	Chartered Accountant	Yes	Management

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

- The College organizes Parent- Teachers meeting wherein parents are invited to discuss the progress of their respective wards. Parents' feedback is taken on major aspects such as academic standard, teaching quality, infrastructure, etc.
- Industrial visits for students were done with the cooperation and support of some parents who were employed in industries at responsible positions.
- During PTM health check-up facilities were provided to parents.
- Two parent representatives are included among the members of IQAC.
- Continuous feedback on Teaching Learning process is given by the Parents

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

- Computer science department of college organized a short term training programme on the topic 'Understanding the functionalities of ERP Software' to upgrade the computer knowledge and also knowledge of office filing system on 22/04/2019 - 30/04/2019
- The College encourages support staff members to enhance their educational qualifications. Krishnakant Solanki- lab attendant of Chemistry department completed M. Com (Regular) from our college along with his job.
- The college provides reasonable financial support in the form of advance is provided during times of need to support staff.

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

- Introduced two Short Term certificate and Skill Development Courses
- Teaching learning process has been further enriched by the use of ICT and e-resources
- Extension activities and collaboration with other institutes and industries increased considerably from 2017-18
- Training and Placement Cell activities increases to cater the needs of employability and overall personality development of students.
- Decentralisation and participative management is followed in the Governance and Leadership management of the College which includes Strategic Planning and monitoring of all the activities of the College. It also ensures student participation in the activities in order to enhance the management and participative skills of students.
- The best Practices formulated by IQAC set the benchmarking and reflects in the quality enhancement of the College every year.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No

c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	National Seminar on "Revised NAAC framework: Evolving Trends in Quality" was organized by IQAC on 5th January 2019	05/01/2019	05/01/2019	05/01/2019	170
2019	FDP on NAAC new methodology: Opportunities and Challenges	06/01/2019	06/01/2019	06/01/2019	70
2018	FDP on Class room management-Strategies in the perspective of professional development was organized by IQAC	15/09/2018	15/09/2018	15/09/2018	68
2018	FDP on OERs and MOOCs: Towards a Paradigm Shift was organized by IQAC	15/09/2018	15/09/2018	15/09/2018	68
2019	ISO Certification	04/06/2019	04/06/2019	04/06/2019	75
2019	Academic Audit	15/06/2019	15/06/2019	15/06/2019	45
2019	Participation in NIRF	19/09/2019	19/09/2019	19/09/2019	75
2019	FDP on Understanding the functionalities of ERP Software	22/04/2019	22/04/2019	30/04/2019	85



	was organized by IQAC (Teaching Staff)				
2019	Four research projects were allotted under the CRI Scheme by IQAC	27/06/2019	27/06/2019	27/09/2019	4
2019	Mega Job Fair	25/06/2019	25/06/2019	25/06/2019	1687
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Distribution of educational kits at Ekta Nagar (Dept of Library Science and Dept. of Chemistry)	08/09/2018	08/09/2018	11	26
International Literacy Day Drama on the theme-Literacy and skills development (Dept. Of Biotechnology, Biochemistry and WEC)	08/09/2018	08/09/2018	25	15
Awareness Program on Importance of Education (Dept. of computer science)	08/09/2018	08/09/2018	11	9
Visit to Gyatri shakti Peeth Shriram School (Dept. of Botany)	22/09/2018	22/09/2018	13	14
World Non Violence Day	01/10/2018	01/10/2018	20	11

Poster Competition Theme - promote principles of non-violence through education (Dept of Biotechnology, Biochemistry and WEC)				
Visit to Matra Chhaya an orphanage (Dept. of Zoology)	01/10/2018	01/10/2018	14	7
AIDS Awareness Program Theme- Know Your Status Students distributed red ribbons and sweets and explained how AIDS can be prevented and how HIV patients should be treated with humanity instead of being banned from the society (Dept of Biotech, Biochem)	01/12/2018	01/12/2018	22	10
Social Awareness program on Drug Abuse (Dept. of Chemistry)	08/12/2018	08/12/2018	81	45
Awareness programme on world's deadliest disaster - The Bhopal Gas Tragedy " Visited to Sambhavana Trust Clinic" (Dept of Commerce and Mgt)	16/01/2019	16/01/2019	8	10
National Girl Child day Health	24/01/2019	24/01/2019	64	18

awareness program on the them Empowering Girls for a Brighter Tomorrow (Dept of Biotechnology, Biochemistry and WEC)				
Awareness program on Advanced Scientific Gazettes and Cyber Security (Dept. of Chemistry)	28/02/2019	28/02/2019	98	20
International Womens Day Theme-Think Equal Build Smart Innovate for Change Poster Presentation, Expression of thoughts (Dept of Biotechnology, Biochemistry and WEC)	08/03/2019	08/03/2019	23	31
Pre Holi celebration with the children of Balak Chatravas ( Dept. of Chemistry and Dept. of Library Science)	19/03/2019	19/03/2019	11	26
Visit to Arushi NGO (Dept. of Zoology)	26/03/2019	26/03/2019	7	14

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

Percentage of power requirement of the University met by the renewable energy sources

7

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil

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

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	Nil	01/07/2018	62	Awareness about proximity of college with Habibganj Railway station and ISBT for outstation students	Students preferred Career College as compared to other colleges due to its proximity with Habibganj Railway station and ISBT	508
2018	1	Nil	10/08/2018	1	Encouragement of students to use public transport	Conservation of environment by saving fossil fuel and reducing air pollution	900
2018	1	Nil	31/08/2018	1	Interschool Poster making competition	To create awareness about environmental	28

					under the compliance of Prime Minister Swachh Bharat Campaign in collaboration with BHEL Bhopal	1 protection through poster making by inviting students of 14 schools from surrounding areas	
2018	1	Nil	28/11/2018	1	Career College as a Polling Booth for the Madhya Pradesh Vidhan Sabha Election 2018	Locational advantage being at the heart of the city	300
2019	1	Nil	10/02/2019	1	Farm Fest cum workshop on Grow your own food and Agri Business by Anant NGO and Go Rurban	To aware public about the importance/benefits of organic food	140
2018	1	Nil	27/07/2018	1	Open Campus drive by TCS	Being centrally located, different renowned recruiters find it convenient to organize campus drives	83
2018	1	Nil	17/08/2018	1	Open Campus drive by Research Panel Investment Advisor	Being centrally located, different renowned recruiters find it convenient to	58

						organize campus drives	
2018	1	Nil	04/09/2018	1	Open Campus drive by HDFC, Tech Mahindra and Indigo	Being centrally located, different renowned recruiters find it convenient to organize campus drives	325
2018	1	Nil	29/09/2018	1	Mega Job fair	Being centrally localized, our college is always preferred by different renowned companies for different campus drives	427
2018	1	Nil	30/10/2018	1	Open Campus drive by Investelite	Being centrally located, different renowned recruiters find it convenient to organize campus drives	108
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
Rules and Regulations	08/07/2018	The Publication clearly spells out that every student of Career College is expected to develop a sense of responsibility, self discipline, punctuality, sense of belongingness, ensures active participation in the curricular and co

		curricular activities and makes optimum use of Learning Resources offered by the college. Every student is expected to give full respect in his/her action deed and behaviour. Every year in the beginning of the new session the handbook gets revised/updated.
Code of Conduct for Career Faculty	10/07/2018	The Publication clearly spells out how a teacher should play a role model for the students and society by maintaining regularity, punctuality and ethics of teaching. Faculty members should consistently upgrade their teaching and research skills by continuous quality publications and involvement of innovative techniques in teaching. Faculty members must strictly adhere to the guidelines issued by Department of Higher Education, affiliated university for their academic activities and follow all rules and norms issued by the institution. Thereby making themselves an asset to the Institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Formation of Human Chain and Rally on World Youth Day	12/08/2018	12/08/2018	65
Independence Day Celebration	15/08/2018	15/08/2018	150
Daily Flag Hoisting and lowering Ceremony	01/07/2018	30/06/2019	78
Wall Magazine	01/07/2018	30/06/2019	264
Celebration of Human Right's Day	10/12/2018	10/12/2018	96
Oath ceremony on Vivekanand Jayanti	10/01/2019	10/01/2019	15

National Youth Festival	12/01/2019	12/01/2019	90
Oath ceremony on Matdata Divas	25/01/2019	25/01/2019	95
Republic Day Celebration	26/01/2019	26/01/2019	150
National Science Day	28/02/2019	28/02/2019	118
<a href="#">View File</a>			

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

1. Upgradation of Rain Water Harvesting System Got it repaired, leakages and blockages were checked and volves were changed, wherever required. 2. STP and ETP To contribute towards the conservation of resources, Sewage Treatment Plant of 100 KLD and Effluent Treatment Plant of 3 KLD has been installed 3. Polythene Free Campus Routine Check - up of Canteen and other places to check the use of polythene in the campus has been done. We displayed poster and play cards to disseminate the message of Polythene free campus. 4. New Installation of Solar water heater system A new solar water heating system, model no. ULTIMATE GL with 2000LPD capacity has been installed and the old one was returned to the company for the proper disposal. 5. Swachhta Abhiyan/ Pakhwada Various activities have been done with NSS and other departments to give meaningful contribution for this noble cause 6. Pollution Under Control Certification (PUC) for Vehicle Being concerned towards the environmental pollution, college has taken a small step towards the atmospheric pollution control. We initiated the campaign on 16th August for two wheelers and four wheelers vehicles.

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: - Sewage Treatment Plant and Effluent Treatment Plant: An Initiative towards Environment Consciousness 2. Objectives of the Practice: The main objective to install Sewage Treatment Plant and Effluent Treatment Plant is to remove as much of the suspended solids and organic matter generated by various laboratories, so that the unutilized water can be discharged back to the environment for reuse in various purposes. Generally, untreated wastewater contains high levels of organic material, numerous pathogenic microorganisms and toxic compounds that can be harmful to human health, environment and water bodies, hence effective treatment of waste water is very much essential and therefore the practice has been adopted. 3. Context: College consumes large volume of water per day for different purposes and also generates waste water containing hazardous components like microbial pathogens that require proper treatment. To mitigate the problem, the liquid waste in college is treated by Sewage Treatment Plant (STP) and Effluent Treatment Plant (ETP). STP: We installed the plant because the waste released from hospital unit and pathological wastes result into sewage. At our college, we have sewage treatment plant of 100 KLD. The plant is based on advanced Moving Bed Biofilm technology (MBBR) and is advantageous in terms of reliability, simplicity and requirement of space. ETP: It is a system that removes toxic and non-toxic material from water and making it usable for various purposes. The laboratories like microbiology and biotechnology and chemistry laboratories releases toxic waste which needs to be treated. This impelled us to install the effluent treatment plant of Effluent Treatment Plant of 3 KLD. 4. The Practice: - The system is designed to treat sewage in three stages primary treatment, secondary treatment and tertiary treatment. • Primary treatment: -The treatment focuses



on the removal of dissolved/undissolved solids or suspended impurities. The sewage water is passed through bar screens followed by oil removal system. The processes water is collected to equalization cum collection tank. Fine bubble air diffusers are fitted at the bottom of the tank for uniform mixing of water to allow proper aeration. Chemicals like alum and lime are added to the waste water in equalization tank. • Secondary treatment: - This step involves aerobic treatment. The water from equalization tank is pumped to MBBR (Moving Bed Biofilm Reactor) tank where specified quantity of bio media is filled to increase surface area for developing bio culture. The bottom of the system is equipped with fine air bubble diffusers to enhance oxygen for bio culture. MBBR processes improve reliability, simplify operation, and require less space than traditional wastewater treatment systems. This technology provides cost-effective treatment with minimal maintenance. • Tertiary treatment: - This is the last step of treatment in which the overflow of secondary settling tank is transferred to filter feed tank which is equipped with auto doser to dose sodium hypo chlorite for disinfection. This water is then pumped into multi grade sand filter, UV (Ultra violet) system and activated carbon plant respectively for further removal of suspended and microbiological impurities. This treated water is then utilized for gardening and construction purposes. Analysis of water quality: - The physico-chemical parameters of treated waste water viz., pH, Total Suspended Solid (TSS), Biological Oxygen Demand (BOD), Chemical Oxygen Demand (COD) are analysed following the methods of American Public Health Association (A.P.H.A (2005)). Microbiological examination of treated waste water is done using lactose broth media by multiple tube method.

5. Evidence of the Success: - The waste water treatment plant is quite efficient in the treatment of waste water generated in the campus. Water testing reports indicate that the observed pH values were found within the allowed range that is between 5.5 and 9.0. The value of BOD and COD has been found reduced considerably after treatment (17 mg/l and 58 mg/l respectively) indicating efficiency of the treatment process. Value of TSS value before treatment of the sewage water was 200 mg/l which was found drastically reduced to 27.1 mg/l. Treated water shows no growth of bacteria when analysed via incubation under lactose media. This proves that the installed plant is successful in treating waste water. 6. Problems Encountered and Resources

Required: Whenever we start anything, we have to face lot of challenges. Need of separate land and cost of construction were the first to be faced. After installation of STP and ETP plants few problems like storage of sewage, proper mixing by blower and deposition of coarse particles inside the pump was observed. Adequately trained and certified individuals were needed throughout the day for the working of plant. After resolving above mentioned problems plants started working properly. BEST PRACTICE : 2

1. Title of the Practice Technology Assisted Learning: Google Classroom and Google Forms 2. Objectives of the Practice The objectives of integrating Google Classroom and Google Form in Teaching-Learning process were to strengthen Student Centric Learning and to ensure access to teaching material stored on Cloud to every student. Technology provided great opportunities for making learning more effective for everyone with different needs. Students could gain the skills they would need to be successful in the future. Google Classroom was a first step to a Learning Management System. A Learning Management system envisaged the features like lecture materials, quizzes for self-assessment, progress tracking, and student feedback. 3. The Context India has become the second biggest smart phone market in the world with more than 220 million active users. This provided a huge opportunity for delivering e-learning content through mobile apps. Today educational mobile apps are available on popular platforms like Android and iOS. Google Classroom is a web service, developed by Google to facilitate paperless communication between faculty member and students and streamline educational workflow. Classroom allowed faculty members to create classes, post assignments, organize folders, and view work in real-time. Google Form was

widely considered the most versatile of all the apps within the Google Apps for Education Suite. This powerful tool can be used to collect, analyze, and organize information in many ways. 4. The Practice At the beginning of the session, faculty members of the college have created Google classrooms for the classes which they mentor. Students were invited to join a class through a private code, or through email request sent to them. Each class created a separate folder in the respective users drive, where the students could submit work to be evaluated by a faculty. Google Classroom combined Google Drive for assignment creation and distribution, Google Docs, Sheets and Slides for writing, Gmail for communication, and Google Calendar for scheduling. Each class created a separate folder in the respective students drive, where the student could submit the work to be evaluated by a faculty. Faculty members monitored the progress for each student, and after being evaluated, faculty members can return work along with comments individually. Google Forms provided a fast way to create an online survey, with responses collected in an online spreadsheet. From a one-question form to a long multi-section quiz, a Google Form eliminated the need to decipher and tally responses on sheets of paper. We created feedback forms and invited students by email. The students gave feedback without any peer pressure. Also, the analysis of these forms was generated as soon as the feedback process was over and without any human error. These feedbacks were analyzed by Google and analysis was made available in different forms (including graphical representation) as per our requirement. 5. Evidence of Success Using Google Classroom, faculty members were able to keep their paperwork for all their classes organized in one dashboard. With a few clicks, assignment was given digitally to each student of the class. Google Classroom has also made collaborative learning easier. Faculty members could also make announcements through Google Classroom. This was automatically emailed to all the students in the class. Discussions in the classroom were more easily facilitated by a student response system that allowed faculty members to start question-driven discussions on their class's virtual page. Also, by using a web-based classroom, students who missed classes were able to refer to the contents taught in the class. In our college, 100 faculty members used Google Classroom with all the students collaborated through this tool. We not only shared teaching material through Google Classroom but also conducted quiz, CCE examination, students' PPT presentations, and video presentations, etc. 6. Problems Encountered and Resources Required Initially, there was an apprehension amongst the faculty members about the successful implementation of Google Classroom owing to its technological nature. During early stages, extensive faculty and student training programs were conducted for creation and implementation of the Google classrooms. The students who were not from technical background or some students who were not having email ids found it difficult to use Google Classroom at the beginning. Sometimes we faced some technical problems as far as the Internet connectivity, wifi and wrong email ids of students were concerned. 7. Contact Name of the Principal: Dr. P. N. Tiwari Name of the Institution: Career College, Bhopal City: Bhopal Pin Code: 462023

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.careercollegeindia.com/uploads/best-practices//merged.pdf>

### 7.3 – Institutional Distinctiveness

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

At Career College, preparing students for life and for successful careers is the main focus of the institution. To meet this objective, a congenial atmosphere of academic and all-round growth of students is provided on the

campus. The whole effort is geared towards creating professionally responsible, culturally rooted, ethically strong and academically sound students. We are dedicated to make future citizens responsible in holding and leading the humanity on a global platform and thus play a vital role in transformation of our country. As per the name our institution is putting excellent efforts to build bright careers of our student. We have a well-established Training Placement cell which is no doubt best among the affiliated colleges of Bhopal City for sure and caters to the requirements of our students in term of placement in various organizations. To pursue this excellence, we provide excellent training program throughout the year after the commencement of every session. Extensive training sessions prepare our students to face challenges of life and to excel in different campus drives and thus to progress on the path of professionalism. Around 70 companies conduct their campus placements/drives every year. We regularly conduct spoken English classes for students to enhance their English communication skills, as majority of our students are from rural areas. The institution frequently organizes social activities (ISR) to teach the youth to liberate downtrodden communities from oppression, casteism, poverty and so on, so that we can instill the social values and responsibilities in them to enrich them not only professionally but also in their human values. To set high standards and to excel in their profession, we have excellent faculty to satisfy their knowledge appetite and face the world with confidence and bring laurels to their institution, family and country. Research is an inevitable part of higher education. We focus on extensive research activities of faculty as well as students. Our students are actively engaged in research even at UG and PG levels. National and International Seminars are organized on regular basis to give a boost to research activities. We believe in progression on path of leadership with inclusion of high level of subject knowledge, caliber to deliver and apply it in real world with maintaining social values and profession ethics. We build careerites who are professionally enriched, socially responsible, bear high moral values, emotionally stable and always dedicated to serve the country for excellence in various fields.

Provide the weblink of the institution

<https://careercollegeindia.com/uploads/best-practices//Institutional%20Distinctiveness.pdf>

## **8.Future Plans of Actions for Next Academic Year**

1. To apply for Autonomy. As Autonomy helps institutionalize quality and accountability, thereby encouraging institutions to incorporate unique pedagogical developments and practices into the curriculum.
2. To apply for new Short Term Certificate Courses. These courses would focus on backing up knowledge with the relevant skills of the students. They further help to get a competitive edge in the workplace
3. To strengthen Learning Outcome based education. The college envisages to discuss proactively this with the students. Learning Outcome based Education possesses the power to transform the learning experience of students and must be embraced by educational institutions for enhancing their knowledge and skills.
4. To strengthen online CCE examination. Use of ICT techniques like Google Classroom, and Google Form in the online examination help to save time, paper and administrative work. It helps to evaluate the question papers automatically.
5. To increase the number of Faculty Development Programs (FDPs) for enhancing their skills. The FDP intends up-gradation of knowledge, skill and to provide opportunities for professional growth.
7. To ensure more International MoUs and Collaborations. Widespread International collaboration leads to fully engaged staff eager to take on new projects. The college intends to undertake more faculty and students exchange programmes.
8. To promote startups under Entrepreneurship Development Cell. The college promotes the ideas of students through startups as the initiative of Entrepreneurship Development Cell.
9. To motivate faculty and students to acquire International

Certifications. The International certifications help to gain a Competitive Advantage, Increase Efficiency, Increase Earning Potential, Expand Knowledge and Skills and Build Professional Credibility.