



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	CAREER COLLEGE
Name of the head of the Institution	Punam Gupta
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	Career College Bhopal, Opposite Dussehara Maidan, Govindpura, BHEL
City/Town	Bhopal
State/UT	Madhya Pradesh
Pincode	462023

2. Institutional Status																															
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.	07552488427																														
Mobile no.	9425004142																														
Registered Email	director@careercollegeindia.com																														
Alternate Email	iqac@careercollegeindia.com																														
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)	https://careercollegeindia.com/uploads/aqar/AOAR%202018-19%20Final.pdf																														
4. Whether Academic Calendar prepared during the year	Yes																														
if yes,whether it is uploaded in the institutional website: Weblink :	https://careercollegeindia.com/uploads/merge-academic-calender/Merge%20Academic%20Calender%20-2019%20-%202020.pdf																														
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>A+</td> <td>3.28</td> <td>2019</td> <td>09-Aug-2019</td> <td>08-Aug-2024</td> </tr> <tr> <td>2</td> <td>B+</td> <td>2.91</td> <td>2014</td> <td>21-Feb-2014</td> <td>20-Feb-2019</td> </tr> <tr> <td>1</td> <td>A</td> <td>86.91</td> <td>2007</td> <td>10-Feb-2007</td> <td>09-Feb-2012</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	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
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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
IQAC organised National Conference on Innovations, Distinctiveness & Best Practices in Curricular Aspects	07-Feb-2020 2	180
International Conference on Environment pollution and Health Management	28-Feb-2020 2	500
FDP on various Social Networking Sites	09-Apr-2020 1	99
FDP on How to excel in Career Counselling	10-Apr-2020 1	70
FDP on E-Content Development	15-Apr-2020 1	74
FDP on online examination software	17-Apr-2020 1	68
Live session on Time Management	23-Apr-2020 1	84
The future of work and learning- Post covid	17-Jun-2020 1	72
FDP was conducted for Training on Blog writing	16-May-2020 1	95
First Virtual International Conference on Emerging Trends in online education and Global Challenges on Higher Education Framework post COVID-19	17-Jun-2020 2	830
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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
Career College	Paramarsh	UGC	2019 365	2990500
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :	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	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	2990500
Year	2019
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
College has applied for autonomy in Jan 2020 to incorporate unique pedagogical developments and practices into the curriculum. College has also applied for new Short Term Certificate Courses under UGC NSQF scheme and UGC approved 2 Diploma and 3 Certificate courses for the session 202021.	
College promotes use of ICT techniques like Google Classroom, Zoom, Google meet, Microsoft Team and Google Form in the teachinglearning process and for online examination which helps to save time, paper and administrative work.	
A total of 7 Faculty Development Programs (FDPs) were organized for enhancing their skills. The FDP intends upgradation of knowledge, skill and to provide opportunities for professional growth. Most of the faculty members and students acquired International Certifications of Coursera and WHO.	
3 International, 2 National and 14 State MoUs and Collaborations were signed during the session. Work under Paramarsh UGC scheme is in progress. Five mentee Government institutions are being mentored.	
Strengthen and refurbished Entrepreneurship Development and Innovation Cell (EDIC) to promote the ideas of students for startups. Institution has organized various activities like pitch session, webinar and EDII sponsored Entrepreneurship Development Programmes in association with MPCON .	
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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

Short Term Certificate Program and Skill development courses	8 Certificate programs by IGNOU has been initiated as institution has been recognized as study centre. 214 students have been enrolled in different courses of IGNOU. Online counseling sessions for different courses have been started. College has applied for 2 Diploma and 3 certificate courses in UGC NSQF.
Guest Lecture, Industrial Visits, Educational Visits and Excursions	26 Guest Lectures, 9 Industrial Visits, 7 Educational visits and 3 Excursions organized in the session 201920
Orientation program	The orientation program was held successfully for students to highlight the curricular aspects, extra curricular activities, facilities in the campus, electives offered and exam schedule etc on 17.09.2019.
Proposal for Research Projects	1 under UGC Paramarsh scheme, 6 research projects under the UGC stride scheme and 5 under ICSSR IMPRESS have been submitted by the college and more are under process. UGC Paramarsh scheme sanctioned and 5 Govt. Mentee are being mentored.
Workshops/Seminar on IPR	Department of Chemistry organized a Seminar on IPR in collaboration with MPCST on 13 September 2019
Research guide and Research centre	7 faculty members have applied to be registered as research guide with the affiliating University. 2 Department i.e Botany and Computer Science have applied for recognition as research centre. Inspection for the same has been conducted on 27.02.2020.
Workshop/ Seminar/Webinars for students	13 Workshops, 5 Seminars, 13 Webinars were organised in total.
Learning Management System	Total 228 modules prepared in institutional LMS
Mental support to students during COVID period	A new website tab titled, "Samvedna" has been developed to support students during covid-19 period and fight different types of stress.
International Online Certificate Courses	979 faculty members and students have enrolled for courses on Coursera, and 194 completed their courses.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
IQAC	06-Jun-2020
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	22-Jul-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	30-Jan-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management information system (MIS) is very important in any organization and more so in educational institutions. It is easier to take decisions as the MIS is largely governed by data insights which suggest the comprehensive data about students, staff and the institution. College has Enterprise Resource Planning (ERP) Software for automation of academic and non academic processes to maintain and analyse the data related to students and faculty members. List of modules currently operational in the ERP software are as follows:</p> <ul style="list-style-type: none"> • Admission College ERP admission module enables us to maintain student database which maintains admission (online and offline) and progression record of the students. Students are required to complete their admission formality by filling up online admission forms writing all the academic and other information in this form. • Examinations - This module takes care of the internal exam activities in the form of time table, collection of the question papers, collection and compilation of continuous evaluation marks, and declaration of results of internal evaluation. • Administration - The complete data about all employees personal and professional, educational and service record are maintained for

all administrative process. The daytoday data related to attendance of regular and temporary faculty appraisal, institutional LMS, leave record, scholarship record, college level certificates like TC, bonafide, fee receipt are maintained. • Academic Activities - The information related to the students roll numbers, their course details, Syllabus coverage monitoring, and their other information is part of this module. In academics, Attendance monitoring, Eresources for students, academic timetable, extra and cocurricular activities, etc. are maintained. • Time Table - Preparation and display of academic calendar and timetable. • Fees Payment - Students through this module can pay their annual tuition fee, exam fee and other fees using online mode. • Accounts and Finance - Institute's accounts and finance with all its functions using accounts and finance modules are also part of this ERP. • NAAC module - In this all the seven criteria templates were maintained to keep the record used for the quality initiatives. •The internal communication is done through internal memo, SMS, WhatsApp group, emails etc. • Library is fully computerized and functions through automated SOUL 2.0 software.

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, regarding Academic Calendar before the commencement of new session; 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 (19-20). Practical timings were also allocated as per the course requirements. Theory and Practical classes were held in strict adherence to the Time-Table which is displayed on Notice Boards and College Website. The compiled work load of faculty members is submitted to Principal for documentation by HODs. ? Planning for Coverage of Syllabus: Updated syllabus of each subject of the programme for the academic session (19-20) was provided to the students through College website as prescribed by Department of Higher Education, Govt of MP and Barkatullah University, Bhopal. The College offered all elective courses/papers as prescribed by university to enable students choose courses/papers of their choice. ? Curriculum Delivery: Each faculty prepared the teaching planner of the topics assigned to adopt 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 for efficient and learner centric teaching learning. Exciting and erudite workshops, class seminars, quizzes, presentations, live projects, guest lectures, and industrial visits/research lab visits, educational tours were executed to ensure effective curriculum delivery. In the session 2019-20, along with a variety of short term certificate courses, 4051 short term certificate courses from coursera have also been offered. In addition to these, 2 degree, 1 diploma courses and 4 certificate courses from Indira Gandhi National Open University as study centre and 01 course certified from PMKVY, Government of India is 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
CPLT (Certificate Programme in Laboratory Techniques) IGNOU	Nil	21/11/2019	180	Employability and Entrepreneurship	Practical, Technical skills, Collaboration skills, Social and Cultural skills and Critical thinking
CIG (Certificate in Guidance) IGNOU	Nil	21/11/2019	180	Employability and Entrepreneurship	Practical, Technical skills, Collaboration skills, Social and Cultural skills and Critical thinking
CNM (Certificate Programme in	Nil	21/11/2019	180	Employability and Entrepreneurship	Practical, Technical skills, Coll

NGO Management) IGNOU					aboration skills, Social and Cultural skills and Critical thinking
Certificate Course in Photoshop in collaboratio n with ITDP (Training Partner of PMKVY Govt. of India)	Nil	14/10/2019	20	Employabil ity and Entr epreneurship	Practical, Technical skills, Coll aboration skills, Social and Cultural skills and Critical thinking
4051 Short Term Certificate Courses from Coursera	Nil	27/05/2020	70	Employabil ity and Entr epreneurship	Practical, Technical skills, Coll aboration skills, Social and Cultural skills and Critical thinking
CBS (Certificate in Business Skill) IGNOU	Nil	21/11/2019	180	Employabil ity and Entr epreneurship	Practical, Technical skills, Coll aboration skills, Social and Cultural skills and Critical thinking
Nil	PGDIBO (Post Graduation Diploma in I nternational Business Org anization) IGNOU	21/11/2019	365	Employabil ity and Entr epreneurship	Practical, Technical skills, Coll aboration skills, Social and Cultural skills and Critical thinking

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Biochemistry - III Yr P-II Nutritional, Clinical and Environmental Biochemistry	01/07/2019

BSc	Biochemistry III Yr P-I Molecular Biology	01/07/2019
BSc	Biotechnology III Yr P-II Applied Biotechnology	01/07/2019
BSc	Biotechnology III Yr P-I Molecular Biology and Genetic Engineering	01/07/2019
BSc	Zoology- I Yr P-II Cell Biology and Developmental Biology	01/07/2019
BSc	Zoology - I Yr P-I Invertebrates	01/07/2019
BSc	Microbiology - III Yr P-II Immunology and Medical Microbiology	01/07/2019
BSc	B.Sc Microbiology - III Yr P-I Applied and Environmental Microbiology	01/07/2019
MSc	Computer Science - Big Data Analytics	01/07/2019
BCA	BCA-e-Governance	01/07/2019
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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	BBA	01/07/2019
BCom	Applied Economics	01/07/2019
BSc	Computer Science	01/07/2019
MCom	MCom	01/07/2019
MSc	Botany	01/07/2019
MSc	Chemistry	01/07/2019
MSc	Zoology	01/07/2019
MSc	Computer Science	01/07/2019

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

	Certificate	Diploma Course
Number of Students	2523	8

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
Antenatal Care	04/11/2019	20
Phlebotomy	04/12/2019	50
Bioinformatics: Tools	16/12/2019	10

and Techniques		
Basic Concepts of Stenography	05/12/2019	65
Advanced Excel	13/01/2020	70
Communication/Spoken Skills	16/08/2020	222
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Biotechnology-III Yr (Internship)	34
BSc	Biochemistry-III Yr (Internship)	5
BSc	Biology - III Yr (Internship)	26
BSc	Microbiology - III Year (Internship)	5
BCA	BCA- III Yr (Internship)	74
BSc	BSc CS - III Yr (Internship)	40
BSc	BSc IT - III Yr (Internship)	34
BSc	Maths - III Yr (Internship)	25
BSc	Electronics - III Yr (Internship)	23
BCom	Honours - III Yr (Internship)	50
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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
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 4051 Certificate Courses from Coursera were introduced in the session 2019-20 to add value to the prescribed curriculum. College also registered as study centre from Indra Gandhi National Open University and introduced 02 Diploma and 04 Certificate Courses from IGNOU and 1 Certificate Course from PMKVY Govt of India. 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.

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
BSc	Biochemistry - Chemistry - Zoology	50	3	3
BSc	Zoology- Chemistry - Microbiology	50	10	4
BSc	(Botany - Chemistry - Microbiology	50	20	13
BSc	Biotechnology - Zoology- Chemistry	50	40	22
BSc	Biotechnology - Botany - Chemistry	50	15	6
BSc	Mathematics - Physics - Chemistry	50	74	25
BSc	Mathematics - Physics - Electronics	20	23	3
BSc	Mathematics - Physics - Information Technology	30	36	4
BSc	Mathematics -	50	87	35

	Physics - Computer Science			
BCA	Nil	180	70	25
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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
2019	2413	212	80	80	80

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
80	80	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)

During a time of unprecedented uncertainty amidst the COVID-19 pandemic, students needed a higher level of support and guidance. As mentors, we identified how as mentors we can provide career support like career guidance, as well as psychological and emotional support. The pandemic brought an added layer of mentoring challenges, especially as mentoring relationships have shifted to virtual. In addition, mentors and mentees had to build relationships with little or no in-person contact in addition to the stress of navigating stressful and unfamiliar teaching or learning environments (i.e., remote classes, online meetings, etc.). Provide access to academic resources: In the current pandemic, students needed interaction with faculty and peers to stay connected. Students have no or restricted physical access to academics, educational and professional resources like mentors and support people. In addition, students had restricted internet access. Therefore, mentors supported them by 1. Holding monthly phone or virtual check-ins with mentees on reviewing available resources and network connections 2. Utilized social media apps like Zoom, WhatsApp and Facebook to maintain open communication about topics/questions Provide support and empathy: Mentors continued mentoring and offering support and empathy by leveraging their faculty-student and peer-to-peer mentoring relationships. Faculty were not able to provide career and psychosocial support in person, but they still mentored and advised students via telephone and other electronic communication. Build trust and rapport, and role model: Despite the lack of personal interaction during the pandemic, students still needed continued growth and development as well as a sense of professional belonging, professional identity and professional development. These assessments were 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 strength, emotional stability, curiosity, decisiveness, responsibility, friendliness etc. The mentor identified the students who needed to overcome their psychological problems and achieve their goals successfully. These students were recommended by the mentors for the psychological counselling sessions conducted by certified counsellors. The mentors continuously monitored the academic performance of the students. In this manner, the slow learners were advised to pay extra attention in the classes and were streamlined into the academic mainstream. The advanced learners were also identified by the mentors based on their performance in the class and motivated them to perform better in the University examinations to score good grades and thereby maintaining the consistent performance in university examinations. Mentor promoted advance learners by organizing and

participating in various technical events held at National and International level. The advanced learners were intellectually stimulated with various advanced projects, challenging assignments, and tasks for their advancement. They are encouraged to present/write research articles and assist in the preparation of college magazine. Through the college Training and Placement Cell, these learners were given job awareness training. Special guidance classes were offered for competitive exams for advanced learners.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2625	80	1:33

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	5	Nil	5	45

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
2019	Tanuja Murab	Assistant Professor	Won Young Scientist Award in "International Conference, Recent Advances in Life Sciences, for Betterment of Environment and Human Health" organised by Govt. Holkar (Model, Autonomous) Science College, Indore
2020	Dr. Ruchi Dubey Sharma	Assistant Professor	Invited Speaker, Indo-UK Workshop on Green Chemistry for Societal Needs: Healthcare, Pollution and Circular Economies at New Delhi, India.
2019	Dr. Ruchi Dubey Sharma	Assistant Professor	International Scientist Award (Women Researcher Award) on Engineering Science and medicine by 1. 1.VDGOODTM Technology Factory , Vishakapatnam India
2020	Dr. Ruchi Dubey Sharma	Assistant Professor	Group Chair, Indo-UK Workshop on

			Green Chemistry for Societal Needs: Healthcare, Pollution and Circular Economies at New Delhi, India.
2019	Dr. Jaswinder Mehta	Assistant Professor	Certificate of Achievement for COVID 19 Awareness Programme, A step for betterment organized by Maa Narmada Education and welfare society Jabalpur MP
2019	Dr. Jaswinder Mehta	Assistant Professor	Certificate of Appreciation for COVID -19 Awareness Event for commitment to discharge the service to the nation organized by Bhagwant University Ajmer
2019	Dr Jaswinder Mehta	Assistant Professor	Certificate of Achievement for IFS forensic Science Programme organized by International Forensic Sciences Pune Govt, recognized ISO certified and court appointed commission
2019	Dr Namrata Shrivastava	Assistant Professor	1st Position in Professional category paper presentation in M.P Physiocon (State level conference)
2020	Dr. Sanjeev Gour	Assistant Professor	Received the Award "Excellence Educator Award -2020" on the occasion International Web Conference organized by Bhopal Intellectual Progressive Education society, Bhopal
2019	Dr.Bhawna Sharma	Assistant Professor	Certificate of Achievement for

COVID 19 Awareness programme, a step for betterment organised by MAA Narmada Education and welfare society Jabalpur MP

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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
BCA	C030	Year	18/09/2020	03/12/2020
BSc	C137	Year	18/09/2020	03/12/2020
BSc	C156	Year	18/09/2020	03/12/2020
BSc	C144	Year	18/09/2020	03/12/2020
BSc	C116	Year	18/09/2020	03/12/2020
BSc	C062	Year	18/09/2020	03/12/2020
BSc	C067	Year	18/09/2020	03/12/2020
BSc	C080	Year	18/09/2020	03/12/2020
BSc	C118	Year	18/09/2020	03/12/2020
BSc	C058	Year	18/09/2020	03/12/2020

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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 questions, Oral examinations, Projects, Poster presentations, old Question Paper solving, 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 qualify the examination. The remedial classes were conducted to improve the academic performance of these students. In the session 2019-2020, due to eruption of COVID-19 pandemic, the university examinations and CCE-II were postponed. The university examinations were conducted in the form of Open Book examination for final year students. The students of second year had submitted assignments. The results for second year

students were calculated as marks for assignments and the results of their first year marks .The declaration of results were also got delayed and the results were declared in the month of September.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (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 delivery, curricular and co-curricular activities, and the dates of different examinations. The academic calendar envisages the curricular plan for the session. In the beginning of the academic session the students were apprised of academic calendar and same was uploaded on college website and displayed on notice boards and 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 fixed in the academic calendar. The CIEs were conducted 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 need 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. In the session 2019-2020, due to eruption of COVID-19 pandemic, the session after March 2020 was not completed as per the calendar. The university examinations and CCE-II were postponed. The university examinations were conducted in the form of Open Book examination. The declaration of results were also got delayed and the results were declared in the month of September. During Lockdown also we have organized guest lectures, webinars and some online student activities. Apart from providing them the expert psychological sessions by the certified counsellors.

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://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
C058	BSc	Biochemistry - Chemistry - Zoology	5	5	100
C118	BSc	Chemistry - Microbiology - Zoology	13	13	100
C080	BSc	Botany -	15	15	100

		Chemistry - Microbiology			
C067	BSc	Biotechnology - Chemistry - Zoology	21	21	100
C062	BSc	Biotechnology - Botany - Chemistry	13	13	100
C116	BSc	Mathematics - Physics - Chemistry	50	50	100
C144	BSc	Mathematics - Physics - Electronics	14	14	100
C156	BSc	Mathematics - Physics - Information Technology	35	35	100
C137	BSc	Mathematics - Physics - Computer Science	38	38	100
C030	BCA	Nil	73	73	100
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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://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
Major Projects	365	UGC Paramarsh	2990500	1495250
Students Research Projects (Other than compulsory by the University)	180	Career Research Initiative	0.3	0.3
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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
One Day Seminar in collaboration with 'Madhya Pradesh Council of Science Technology' on Intellectual Property Right	Chemistry	13/09/2019
One week Guest Lecture cum Workshop on, "Mathematics for Chemist by Dr. Anupama Gupta, Prof of Mathematics, UIT, Barkatullah University	Chemistry	18/11/2019
Seminar cum Workshop' entitled Ancient Indian Trends: Precursor for Modern Research by Dr. Ulrich Berk	Chemistry	28/11/2019
An Awareness Seminar' on the topic, 'E Waste Management: A Challenge for Public Health' under the aegis of MEITY (Ministry of Electronics and Information Technology) Clean to Green Initiative with RLG India. Poster Presentation and speech competition	Chemistry	02/12/2019
Two day' Workshop on 'Error Analysis in Analytical Chemistry' in collaboration with Scan Research Laboratory.	Chemistry	27/12/2019
Development, Characterization and application of Nanophosphor Particle and films as as Promising Luminescent Material	Chemistry	06/02/2020
National Webinar on Green Chemical Technology	Chemistry	03/05/2020
Webinar on Future of World post COVID-19	Microbiology	08/05/2020
Workshop on Bioinformatics: Tools Techniques	Microbiology	08/01/2020

Vocational Education training Workshop on Bread Making	Microbiology	21/09/2019
One day Seminar on "HEALTH LITERACY"	Microbiology	09/09/2019
One day Seminar on "Infectious Diseases"	Microbiology	28/09/2019
Workshop on Bonsai Techniques	Botany	28/09/2019
National Webinar on Lichens : Nature's Unique Gift to Mankind in collaboration with National Botanical Research Institute, Lucknow	Botany	16/05/2020
Webinar on Urban Farming in collaboration with The Living Greens	Botany	01/06/2020
Two days workshop on Maintenance of Aquarium	Zoology	10/02/2020
Webinar on Crisis of Pollinators in India	Zoology	08/05/2020
Webinar on Opportunities in Sericulture	Zoology	23/05/2020
Webinar on Impact of Pesticides on Human Beings	Zoology	25/05/2020
Webinar on Disaster their Management	Zoology	01/06/2020
Webinar on Higher Education Campuses Post-Covid 19: Opportunities and Challenges	Zoology	04/06/2020
Short term training program on Photoshop in collaboration with ITDP	Commerce and Management	14/10/2019
Training on Advanced Excel in collaboration with Dept. of Computer Science	Commerce and Management	13/01/2020
Training on making PAN card by CS Ms. Santushti Gupta	Commerce and Management	17/01/2020
Guest lecture on financial Literacy by Mrs. Swati Shukla ,Financial Advisor, SEBI	Commerce and Management	24/09/2019
Guest lecture on "Recent trends in Insurance Sector" Mr. Praveen	Commerce and Management	20/11/2019

Gupta(College Alumni)		
Guest lecture cum workshop on Office Automation by Mrs. Meenakshi Lone, trainer ITDP, Bhopal	Commerce and Management	06/12/2019
Guest Lecture on Depoit Mobilisation by Banks, by CS Amit kumar jain	Commerce and Management	11/12/2019
Guest Lecture on "How to write a quality research Paper"By Dr. Dipti Maheshwari From RNTU, Bhopal	Commerce and Management	14/12/2019
Guest lecture on "Copyright Act" By Mr. N.k. Sahu,Legal expert Property right, Bhopal	Commerce and Management	27/01/2020
Symposium title"GST -A Discussion on recent amendments by Mr.D.S. Meena(CA)	Commerce and Management	28/01/2020
Webinar on Personal Effectiveness-need of the present situation	Commerce and Management	08/06/2020
Webinar on Basics of stock market	Commerce and Management	05/05/2020
Students attended DBT Webinar on nurturing future science leaders: opportunities for the young investigators	Biotechnology and Biochemistry	30/08/2019
One day National seminar cum workshop on Foldscope : Exploring the folds of miniature world sponsored by DBT	Biotechnology and Biochemistry	16/09/2019
Guest lecture on Scope of Biotechnology By Prof. A.M Deshmukh	Biotechnology and Biochemistry	24/09/2019
Guest lecture Power of subconscious mind	Biotechnology and Biochemistry	19/11/2019
Research based lecture Understanding the constitutes of research paper publication	Biotechnology and Biochemistry	14/09/2019
How to write a quality research paper	Biotechnology and Biochemistry	14/09/2019
Molecular Techniques (short term certificate courses) BSc III	Biotechnology and Biochemistry	12/12/2019

Bioinformatics and computer application in biology (short term certificate course)	Biotechnology and Biochemistry	12/12/2019
Bioinformatics: Tools and Techniques (short term certificate course)	Biotechnology and Biochemistry	16/12/2019
5th International conference on Environmental pollution and health management EPHM 2020 Sponsored by DBT, American Society for Microbiology and Microbiology Society of India	Biotechnology and Biochemistry	28/02/2020
National webinar on Covid 19: Nutrition in relation to immunotherapy and immunomodulation	Biotechnology and Biochemistry	12/05/2020
STCC on OSLS	Library and Information Science	12/05/2020
Workshop on Web Page design	Library and Information Science	21/02/2020
In House Training	Library and Information Science	04/12/2019
Guest Lecture on "Mathematical Modelling and Simulation"	Computer Science	11/01/2020
Guest Lecture on "Laser techniques in Physics"	Computer Science	01/05/2020
Workshop on "Digital Marketing"	Computer Science	25/11/2019
Student Solar Ambassador Workshop on the 150th anniversary of Mahatma Gandhi, under the "Gandhi Solar Yatra", in association with IIT, Mumbai and MANIT, Bhopal.	Computer Science	02/10/2019
One day Webinar With Dr Pragyesh Kumar Agrawal OSD, RUSA, Dept of Higher Education Govt of MP Bhopal on Effective research paper writing.	Computer Science	17/05/2020
6th Virtual International Conference on Emerging Trends in Online Learning and Global Challenges in Higher Education Framework post COVID-19 in association with IIT	Computer Science	17/06/2020

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
Young Scientist Award	Ms. Tanuja Murab	Govt. Holkar Model Science College, Indore	14/12/2019	Faculty
Participated in Hackathon 2.0	Ms. Aayushi Choudhary	Bhopal Smart City bNEST	01/12/2019	Student
Portable Mechanical Ventilator (design Patent Application No. 329928-001)	Dr. Ruchi Dubey Sharma	IPR India	01/07/2020	Faculty
International Scientist Award (Women Scientist Category)	Dr. Ruchi Dubey Sharma	VD Good TM, Chennai	23/11/2019	Faculty
Best Presentation Award	Ms. Varsha Vishwakarma	INNOPHARM and MPCST	28/01/2020	Student
1st Prize for Paper presentation	Namrata Srivastava	IAP MP PhysioCon	02/02/2020	Faculty
Chair, National Seminar	Dr. Suparna Ghosh	INNOPHARM and MPCST	28/01/2020	Faculty
Group Chair, Indo-UK Workshop	Dr. Ruchi Dubey Sharma	British Council, University of York, GCNC, Delhi University	16/12/2019	Faculty
Editorial Member	Dr. Anita Singh	GJESSS	04/02/2020	Faculty
Appreciation Award for Contribution in investigation of Poisonous Plants,	Dr. Jaswinder Mehta	Town Inspector Awadhपुरi Police Station, Bhopal	03/02/2020	Faculty
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Enterpreurship	Management	Udaniya Dairy Farms	Pre-incubation	08/06/2020

	Development and Incubation Cell for Incubation and Start ups				
1	VASPL Initiatives Pvt. Ltd Incubation Centre	Management	NA	NA	Nil
1	Centre for Incubation for Entrepreneur and Start ups	Management and RNTU Bhopal	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1	13	5

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

Name of the Department	Number of PhD's Awarded
Department of Biotechnolgy	1
Department of Zoology	1

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	1	0
National	Zoology	1	0
International	Chemistry	2	1.27
International	Biotechnology and Biochemistry	14	5.07
International	Commerce and management	8	5.9
International	Computer Science	15	4.96
International	Microbiology	5	0
International	Botany	4	0.55
International	Zoology	4	0
International	Paramedical Science	1	7.1

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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
Microbiology	1
Zoology	1
Botany	1
Computer Science	3
Commerce and Management	18
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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
A Review on Plant Growth Promotory Properties Of Fluorescent Pseudomonads	Dr. Preeti Chandurkar	International Journal of Recent Scientific Research	2019	0	Career College	Nil
Quantitative Structure Activity relationship and docking studies on a series of HKATPase inhibitors	Bashirulla Sheik, SP Gupta, Shweta Sharma	Letters in Drug Design and Discovery@ Bentham Science	2019	0	Career College	Nil
Multidrug Resistance profile and metallo-β-Lactamase production in Pseudomonas Fluorescens isolated from Hospital	Dr Bhupendra Prasad Dr Reena Antony	International Journal of advanced research	2019	0	Career College	Nil
Impact of Biofilm and	Dr Aagosh Verma	International Journal of	2019	0	Career College	Nil

itscontrol in Food in dustries: A review:		research and analytical reviews				
Identify ing genes responsibl e for shoot deve lopment in Arabidopsi s Thaliana using microarray technique	Dr Bhupendra Prasad	RJBPCS	2019	0	Career College	Nil
Environm ental migration in Nostoc muscurum with special reference to nitrogen metabolism during phosphate stress	Dr Reena Antony	JETIR	2019	0	Career College	Nil
Wound Healing Nano - Bandages	Dr Reena Antony	IJRASET	2019	0	Career College	Nil
Probabil ity Density Based Fuzzy C Means Clustering for Web Usage Mining	Jayanti Mehra	Internat ional Journal of Innovative Technology and Exploring Engineerin g (IJITEE)	2019	0	Career College	Nil
A Model For Analysis Most Visited Web Page For Web Usage Mining	Jayanti Mehra	Internat ional Journal of Scientific Technology Research	2019	0	Career College	Nil
Sentiment analysis of	Swarnang ini Sinha	Internat ional Journal of Recent	2019	3	Career College	3

facebook posts using hybrid method		Technology and Engineering (IJRTE)			
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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
Sentiment analysis of facebook posts using hybrid method	Swarnangini Sinha	International Journal of Recent Technology and Engineering (IJRTE)	2019	1	4	Career College, Bhopal
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	64	64	8	11
Presented papers	25	16	3	Nil
Resource persons	4	13	7	6
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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
Career Cares posters competition on Covid 19 awareness on 06.06.2020	Dept of Biotechnology and Biochemistry	5	35
Career cares videos on safety measures to prevent Covid 19 on 04.06.2020	Dept of Biotechnology and Biochemistry	5	22
Career Cares Poem Writing for corona warriors on 02.06.2020	Dept of Biotechnology and Biochemistry	5	18

On the Occasion of National Girl Child Day Nutritious Food Competition, Poster Competition and Slogan writing Competition organized on 24.01.2020	Dept of Biotechnology and Biochemistry, WEC, Women and Child Development Govt. of Madhya Pradesh	9	200
Awareness Program on Health and Hygiene and Distribution of Sanitary Napkins on 01.10.2019	Women Empowerment Cell in association with Pankh NGO	4	70
Awareness Program on Breast Feeding and Deworming on 07.08.2019	Women Empowerment Cell	4	24
AIDS awareness activity pledge on AIDS awareness signed by students and slogan writing competition were organised on 01.12.2019	Dept of Biotech Biochem with WEC, NSS, NCC and Red Ribbon Club	8	105
Exploring culture of heritage of MP (Bhim Beteka) under the Swadesh Darshan Scheme on 16.10.2019	Dept of Biotechnology and Biochemistry with WEC	5	45
World food day celebrated in which distribution of nutritious food done and students make them aware on 16.10.2019	Dept of Biotechnology and Biochemistry with WEC	5	45
International literacy day celebration with Apna school children on 07.09.2019	Dept of Biotech Biochem with WEC and APNA School AIIMS, Bhopal	5	43
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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
Initiatives taken	Best Student	Micobiologists	5

for Extension Activities	Award	society of India	
National Immunology Rangoli competition	3rd prize	Micobiologists society of India	5
Nutritious Food Competition, Poster Competition and Slogan writing Competition	Appreciation	Women and Child Development, Government of M.P	8
Donation for essentials and hygiene products as an initiative to fight Covid 19	Appreciation	Sarokar NGO	18
Awarded for taking Pledge for the promotion of safety measures against Covid	Award	WHO	18
Rastria Shangoshti (25-01-2020)	Third Position	Ministry of youth affairs and sports and National youth parliament festival 2019	1
National Essay Competition	Third Prize	Micobiologists society of India	1
Rope Skipping	Bronze Medal	National Level (All India University)	1
Swachh Bharat Mission Activities	Vishishth Seva Samman Patra Brand Ambassador	Nagar Nigam Bhopal	250

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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
Mission Covid Suraksha	Dept of Biotech and Biochem	Career Cares posters competition on Covid 19 awareness on 06.06.2020	5	35
Mission Covid Suraksha	Dept of Biotech and Biochem	Career cares videos on safety measures to prevent Covid 19 on 04.06.2020	5	22

Mission Covid Suraksha	Dept of Biotech and Biochem	Career Cares Poem Writing for corona warriors on 02.06.2020	5	18
Poshan Abhiyan	Department of Biotech Biochem, WEC, Women and Child Development Govt. of Madhya Pradesh	On the Occasion of National Girl Child Day Nutritious Food Competetion, Poster Competetion and Slogan writing Competetion organized on 24.01.2020	9	200
Swastha Bharat Abhiyan	Women Empowerment Cell in association with Pankh NGO	Awareness Program on Health and Hygeine and Distribution of Sanitary Napkins on 01.10.2019	4	70
Swastha Bharat Abhiyan	Women Empowerment Cell	Awareness Program on Breast Feeding and Deworming on 07.08.2019	4	24
AIDS Awareness	Dept. of Biotechnology and Biochemistry with WEC, NSS, NCC and Red Ribbon Club	AIDS awareness activity pledge on AIDS awareness signed by students and slogan writing competetion were organised on 01.12.2019	8	105
Swadesh Darshan	Dept. of Biotechnology and Biochemistry with WEC	Exploring culture of heritage of MP (Bhim Beteka) under the Swadesh Darshan Scheme on 16.10.2019	5	45
National Nutrition Mission	Dept. of Biotechnology and Biochemistry with WEC	World food day celebrated in which distribution of nutritious food done and	5	45

		students make them aware on 16.10.2019		
Saksharta Abhiyan	Dept. of Biotechnology and Biochemistry with WEC and APNA School AIIMS, Bhopal	International literacy day celebration with Apna school children on 07.09.2019	5	43
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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
Faculty Exchange Seminar Cum workshop on 'Foldscope: Exploring the folds of miniature world'	130 Students Both UG and PG	DBT	1
Research	4 Students	Self	60
Faculty Exchange	2 Faculty	Barkatullah University	10
Faculty Exchange One Day Seminar in collaboration with 'Madhya Pradesh Council of Science Technology' on Intellectual Property Right	130 Students and faculties	Management	1
Faculty Exchange One week Guest Lecture cum Workshop on, "Mathematics for Chemist	10 Students	Management	6
Faculty Exchange 5th International Conference on Environmental pollution and Health Management EPHM-2020	500 students, Research scholars and faculties	American Society for Microbiology, DBT and Microbiologist Society of India	2
Research and Training Short term training programme (Photoshop collaboration with Anand Drishti Training	40	Self	50

Consultancy Pvt. Ltd. (ITDP)			
Orientation Program	30 Students and Faculties	IGNOU	1
Student Exchange Environmental Awareness	1 Faculty and more than 100 Students	Nehru Yuva Kendra, Ministry of Youth Affairs Sports, Govt. of India	2
Student Exchange Youth leadership Training	1 Faculty and more than 100 Students	Nehru Yuva Kendra, Ministry of Youth Affairs Sports, Govt. of India	2

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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
Temporary	Sharing of research facilities	Dr. Jay Prakash Pandey, Scientist D, Central Tasar Research Training Institute Ranchi Jharkhand.	23/05/2020	Nil	63
Temporary	Training	Dr. Rajbir Singh, Executive Director, Organic Division of VSRC Agro Products Pvt .Ltd, Krishna Giri TamilNadu	08/05/2020	Nil	56
Fully	Electronic Project Design	Reflex Techno Systems	11/01/2020	25/01/2020	40
Temporary	Educational Visit	Quad Lifesciences, Chandigarh	02/03/2020	Nil	1
Temporary	Internship	NEERI, Nagpur	01/08/2019	30/12/2019	2

Temporary	Internship	Department of Chemistry, IISER, Bhopal	01/07/2019	30/09/2019	2
Temporary	Industrial Visit	Adani Wilmar Pvt. Ltd.	18/12/2019	Nil	51
Temporary	Dissertation and sharing of research facilities	ICAR-National Bureau of Agricultural Microorganisms, Kushmaur, Mau, UP	06/01/2020	30/06/2020	2
Temporary	Dissertation and sharing of research facilities	Mitcon Bio technology and Pharmaceutical, Pune	06/01/2020	30/06/2020	1
Temporary	Dissertation and sharing of research facilities	Vindhya Herbals, MFP-PARC Bhopal	06/01/2020	30/06/2020	5

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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
Tejaswani Herbs And Herbal Products, Bhopal	29/06/2020	Internships and Student training	15
Vav World Sehore	27/06/2020	On Job Training, Short Term Courses/Skill Development Program/Workshops, Guest Lectures, Group Discussion/Research Projects, Conference/Seminar in Collaboration, Placements as per industry requirements.	30
Pinnacle Biomedical Research Institute Bhopal	02/03/2020	Sharing of research facilities	5
National Science	29/02/2020	Student and	89

College Nepal , Kathmandu		Faculty exchange program, Workshops, Conferences	
Phytodrugs Private Limited, Bhopal	23/06/2020	Internships and Student training	15
Food Industry Capacity and Skill Initiative (FICSI), New Delhi	25/06/2020	NSQF Food Processing Diploma Course, Training	10
Department of Physics, RTM University, Nagpur	06/02/2020	Seminar, Workshop, Research	67
Institute of company Secretaries of India, Bhopal Chapter of WIRC	17/01/2020	Knowledge sharing, counselling, internship	93
ASEZ International, NGO	14/12/2020	For Social work	14
German Homatherapie Association, Germany	28/11/2019	Seminar, Workshop, Research	42
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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
107.5	104.76

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	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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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 2.0	Fully	2.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20064	2920298	722	280836	20786	3201134
Reference Books	3085	2071408	267	278027	3352	2349435
Journals	75	174673	Nill	Nill	75	174673
Digital Database	2	19470	Nill	Nill	2	19470
CD & Video	306	Nill	Nill	Nill	306	Nill
Others(s pecify)	18	22600	Nill	752	18	23352

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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. Mohd Rashid	Computer Education	Youtube	03/04/2020
Dr. Aaghosh Verma	Mycoplasma	Institutional LMS	16/08/2019
Dr. Priyanka Kurup	Marketing Introduction	Institutional LMS	08/07/2019
Ms.Tanuja Maurab	Cell Structure and organelles notes	Institutional LMS	02/07/2019
Dr. Nidhi Gujar	Spectroscopic Techniques	Institutional LMS	16/07/2019
Dr. Ruchi Dubey Sharma	Polynuclear M-CO	Institutional LMS	10/09/2019
Dr. Shweta Sharma	Statistical Thermodynamics	Institutional LMS	11/05/2019
Dr. Anita K	electronic spectroscopy	Institutional LMS	29/09/2019
Dr. Peenu Mahendra Joshi	Characteristics of Cycads	Institutional LMS	16/01/2020
Dr. Nidhi Tripathi	Carbohydrate - Introduction and	Institutional LMS	06/07/2019

Classification

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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	50	71
Added	0	0	0	0	0	0	0	0	0
Total	272	147	272	0	0	12	42	50	71

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

50 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
Institutional LMS	https://www.careercollegeindia.com/ict-facilities-and-e-resources
Video Lecture Capturing System	https://www.careercollegeindia.com/ict-facilities-and-e-resources

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
224	233.31	145	156.81

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)

Procedures and Policies for Maintenance of Infrastructure and Learning Resources The college has an Infrastructure cell that 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 a quarterly review of the facilities/services. Day-to-day maintenance and care are taken by the administrative office in consultation with the Principal. There is a full-time supervisor available on 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. Classrooms, restrooms, and washrooms 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 schedule. Below are the details of some essential fields that require regular monitoring. Keeping in mind the need of the hour for the ongoing Pandemic-Covid19, all Classrooms, labs, libraries, Offices and washrooms are fumigated and Disinfected every alternate days, and other resources like Sanitizers are made available. 1. Library Maintenance: The library cell is responsible with a 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. 2. Details of lab: 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 and safety . 3. Maintenance of facility provided to disabled individual: It is observed that differently-abled persons need special arrangements in their environment for their mobility and independent functioning. It is also a fact that many institutes have architectural barriers that disabled persons find difficult for their day-to-day functioning. The college takes the responsibility of such students and makes sure to provide them with a safe learning environment. 4. Maintenance of IT Department during COVID-19 pandemic: For online academic non-academic work, IT facilities have been upgraded and steps towards digitization have been taken that are also maintained on a regular basis. The college has an IT committee which 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 the latest configuration software and IT applications.

<https://www.careercollegeindia.com/Procedures-Policies>

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	Scholarship to Meritorious, Scholarships to Impoverished students, Scholarship to sports players, Scholarships to PG students for being our UG students,	490	2084650
Financial Support from Other Sources			
a) National	Scholarship for SC, Scholarship for ST, Scholarship for OBC, Scholarship for BPL Category, Rashtriya Raksha Kosh	305	2508867

b)International	NA	Nil	0
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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
Yoga, Meditation	02/09/2020	100	In house
Personal Counseling and Mentoring	19/08/2019	61	In house
Language Labs	16/08/2019	61	In house
Soft Skill Development	21/09/2019	349	In house and guest Lectures by experts
Bridge Course	22/07/2019	44	In house
Remedial Coaching	15/09/2019	835	In house
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
2020	Guidance for Competitive Examination and Career Counseling	527	1456	9	159
View File					

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
20	376	97	55	62	62
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	1	B.Sc (Micr obiology)	Microbiology	Cork University, Ireland	M.Sc. Food Microbiology
2020	1	B.Sc (Micr obiology)	Microbiology	JLU, University, Bhopal	M.B.A.
2020	1	B.Sc (Micr obiology)	Microbiology	Career College, Bhopal	M.Sc (Botany)
2020	8	B.Sc (Micr obiology)	Microbiology	Career College, Bhopal	M.Sc (Micr obiology)
2020	1	M.Sc (Chemistry)	Chemistry	Govt. M. L. B. Girls College, Bhopal	Ph.D. Chemistry
2020	1	M.Sc (Chemistry)	Chemistry	IES Institute of Science & Technology, Bhopal	Ph.D. Chemistry
2020	1	M.Sc (Chemistry)	Chemistry	Dr. Shyama Prasad Mukherjee College, Bhopal	Ph.D. Chemistry
2020	1	M.Sc (Chemistry)	Chemistry	Regional Institute of excellence, Bhopal	Ph.D. Chemistry
2020	3	B.Sc.	Biology	Career college, Bhopal	M.Sc. Botany
2020	1	B.Sc.	Biology	B.S.S.S., Bhopal	B.Ed.
View File					

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
NET	1
Any Other	8
View File	

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

Activity	Level	Number of Participants

CULTURAL ACTIVITIES	Institutional Level	672
ANNUAL FUNCTION- UTKARSH 2K20	Institutional Level	197
CULTURAL ACTIVITIES	Intercollegiate Level	20
NATIONAL LEVEL COMPETITIONS	National Level	31
STATE LEVEL COMPETITIONS	State Level	4
DISTRICT LEVEL COMPETITIONS	District Level	3
SPORTS ACTIVITIES	Divisional, District and University Level	103
" ANNUAL SPORTS MEET 2K20	Institutional Level (INDIVIDUAL/TEAM)	713
View File		

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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Poster Competition, First Prize : National Conference at MPCST, Bhopal	National	Nil	1	MSc/MB/20/00007	Ashi Shrotri
2019	Best Student Award: Microbiology society of India	National	Nil	1	MSc/MB/19/0000	Rishabh Gupta
2020	1st Consolation, Drawing Competition, Drawing Competition Organized by Microbiologists Society	National	Nil	1	1180450453	Akanksha Kashyap
2019	3rd Prize, (Team of 3 students) Immunological	National	Nil	1	1180045, 1180474775, 11800341 13,904,	Tanupriya Patel, Dhruvi Kachadiya, Muskan

	Rangoli Competition Organized by: Microbiologists Society India and New Arts, Commerce and Science College, Ahmednagar					Sahu
2020	3rd Prize, National Essay Competition, Microbiologists Society India	National	Nil	1	1180034113	Dhruvi Kaachadiya
2019	Rastriya Shangoshti, Ministry of youth affairs and sports and National youth parliament festival 2019	National	Nil	1	2190327103634	Ayushi Choudhary
2020	Best Student Award: Microbiology society of India	National	Nil	1	218023421	Rohit Rawat
2020	Best Student Award: Microbiology society of India	National	Nil	1	1326429	Pooja Prajapati
2020	First Prize, Nutrifest Competition, Microbiologists Society India	National	Nil	1	1180474775	Muskan Sahu
2020	First Prize, Nutrifest Competition	National	Nil	1	1180166357	Mehek Jain

ition, Microbiologist's Society India

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

Effective student representation is a vital part in ensuring quality assurance and management in higher education institutes. Career College has an active Student Council with a strong representation of students in the academic and administrative bodies/committees to foster the leadership qualities through comprehensive participation and delegation. The student union elections are held at University level and are directed by the State Administrative Bodies controlled by Govt. of Madhya Pradesh. In the absence of elected student council the college includes student representative in coordination with departmental heads who proposes student representatives in various cells and committees. 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, NSS/ Sports and Alumni Association constituted in the institution. Student representatives act as an interface between students, faculty and administration. These representatives with the faculty and administration strive to make the learning experience, delightful and stimulating for all the students. They lend their voices to the students concerns and opinions play an active role in resolving any issues with the faculty and administration. They encourage and bring new initiatives to table with the aim to make the campus life and learning more interesting and engaging. Few of the continued work by the students' representatives are:

- Attending and helping by coordinating and volunteering all activities/events organized in/by/for college, such as sports day, fresher's meet, farewell, function, seminar, conference and workshop to help maintain discipline, take care of assets, and other similar tasks.
- Helping and organizing PTM and events for parents.
- Promoting college pages and activities of college/students achievements on social media like Facebook, WhatsApp, Instagram, Twitter etc.
- Acting as an extra line of communication between the teacher and student, as well as management and parents.
- His/her job is to circulate important information/message conveyed by teacher/management to other students.
- SR approaches issues of concern positively and if possible raises them with a solution in mind and work with others to solve the issue. Thus, it contributes to a healthy interaction among students and teachers regarding academic, co-curricular and extra-curricular activities. Career College actively engages students within class and campus to enhance overall learning experience and enhance their skills.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

412

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

01- Alumni meeting was conducted on 19 Mar 2020. Activities organized by Alumni: 1. Guest Lecture on Recent Trends in Insurance Sector and its Impact on Common Human Life organized by Dept. of Commerce and Management on 20/11/2019 2. Guest Lecture on Antimicrobial Activity of Plant Extracts organized by Dept. of Biotechnology and Biochemistry on 11/10/2019 3. Guest Lecture on Economic importance of Fish organized by Dept. of Zoology on 5/10/2019 4. Lecture on Guidance to pursue Research and Competitive exams organized by Dept. of Chemistry on 5/3/2020 5. Guest lecture on Screening of Pathogenic Microorganisms organized by Dept. of Microbiology on 11/5/2020

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)

Industrial/Research Lab Visits (visit to Coca Cola Plant, Pilukhedi, Rajgarh by Chemistry Department) Industrial/research lab visits are inevitable elements of curriculum delivery as these outreach visits supplement and enrich usual classroom learning and develop new interests amongst students for their subject. Exposure to working environment enable them to correlate their educational experiences to the working world. Another perspective of visiting different industries/laboratories is to build collaborations with those industries and later on avail this relationship for recruitment or internship. A thorough procedure based on decentralization and participative management is adopted by our institute to plan for a visit to an industry or a research laboratory. The department head along with other staff members conduct a departmental meeting in which the visit to a particular industry is decided. Then this task is assigned for a group of teachers and every member of the group is allotted different tasks. Different tasks involved in this process are:

- Collection of information about the industry and the benefits students could achieve after visiting.
- Proposal drafting for visit.
- Communication of proposal to HR industry or Director research lab for the permission of visit.
- Notice circulation among students and then the student's queries are attended.
- Preparation of student list, collection of permission letters from parents and arrangement of transportation.
- Collection of feedback from students and industry officials.
- Preparation of report of visit and dissemination of the report in print media and website of college.
- Collection of visit reports from students and its compilation.
- The design, implementation and evaluation of these visits brings a number of significant changes to the students as well as faculty members.

Annual Function - Utkarsh 2020 The college organizes Annual Day every year at the end of the session with complete participation from each and every unit level of the college. IQAC under the leadership of Principal give final shape to annual day activities. In the session 2019-20 the annual day was scheduled on the 20 and 22nd February 2020. It was named as Utkarsh-2019 and included various curricular activities and competitions. Few competitions organized were:

- Rangoli competition
- Best out of waste
- Folk dance and Folk song competition
- Instrumental music competition
- Clay Modelling
- Movie making
- Quiz competition
- Pot decoration
- Spot painting
- Pencil Sketching

Committees and in charges were devised for different competitions and various other activities. The group along with the in charge distribute the tasks to be performed like preparation of notice, collection of lists of participants, communication with the invited Judge, conduction of competition, hospitality, collection of results and its compilation etc. Annual Day included prize distributions for merit holders in University Exams and best performers in Sports, NCC, NSS and other activities. The university merit holder and college toppers are given cash awards together with appreciation certificates. The competitions organized for the students were judged by renowned personalities or artists of the respective fields from the city.

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
Industry Interaction / Collaboration	<ul style="list-style-type: none">• 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, NBRI, NEERI etc
Admission of Students	<ul style="list-style-type: none">• The admission process is as per the guidelines of the Department of Higher Education portal, Govt. of M. P.• Apart from the following the guidelines for admission process there is an internal mechanism which looks into the other activities related to admission process.• The admission cell works on prospectus designing, brochure designing, flex designing, giving summer job to the students of second year, etc.• The college has program wise counselling facility for students. M.P. online facility was made available in the campus.• Admission of students in BMLT, BPT, MPT is off line as per the guidelines of Higher Education, M.P.
Research and Development	<ul style="list-style-type: none">• 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.• Three student research projects were funded by CRI as per the recommendations of the Screening committee.• Teachers were given incentives for paper publication.• Special lectures were conducted by all departments by inviting Eminent Research Guides.• The

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

Teaching and Learning

• The teaching and learning process is adhered through the academic calendar provided by the Department of Higher Education and Barkattullah University, Bhopal. • Looking into the pandemic situation, online classes were scheduled and the college has renewed its annual subscription of Microsoft Edu-cloud and switched over to the latest LMS platform called Microsoft Team offered by Microsoft. • Faculty feedback is taken from students with respect to the teaching and learning process(SSRU) • Feedback is analysed and outcome is discussed with concerned faculty members.

Curriculum Development

• Effective curriculum development process is ensured through timely collection of feedback from the stakeholders. • After analysis, with relevant recommendations the feedback forms are send to the University/ Board of Studies for further processing. • Five faculty are members of Board of Studies, Barkatullah University, who contribute a lot in updating the existing syllabus. • For skill enhancement of students, Short-Term Courses has been designed and updated by subject experts. • In the session short term courses from Coursera, IGNOU and PMKVY were introduced. • To enhance curriculum development National-International conferences, Internships, Industry Visits, etc. have been organised regularly.

Examination and Evaluation

• College follows the examination module prescribed by the Barkatullah University, Bhopal. • The internal evaluation is done as per the university guidelines based on different C.C.E. modes through a software Conduct examination designed for online exam. • Mock exams are conducted for BMLT students. • In the session 2019-2020, due to COVID-19 pandemic, the session after March 2020 was not completed as per the calendar. The university examinations and CCE-II were postponed. The university examinations were conducted in the form of Open Book examination. The

	<p>declaration of results was also got delayed and the results were declared in the month of September.</p>
Human Resource Management	<ul style="list-style-type: none"> • 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 2019-20.
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> • The Library is equipped with updated version of SOUL2.0 Software, DELNET, NPTEL and N-List facilities. • Teaching learning process were in the online mode after the outbreak of pandemic. • Internal evaluation (C.C.E.) is done through a software Conduct examination designed for online exam. • The college has 14 class rooms with LCD projectors. • 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. • Botany and microbiology laboratories were expanded and new instruments were also purchased.

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

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> • All IQAC meeting minutes are kept in the digital form and uploaded in the college website so that it can be easily retrieved easily for effective monitoring. • Income expenditure are under ERP system and the entire financial transactions are online. • All plans of infrastructure and maintenance are digitalised

Administration	<ul style="list-style-type: none"> • Students, faculty and staff data are incorporated in ERP. • Office administration is automated. • Computerised internal communication through e-mail and WhatsApp. • Performance appraisal of faculty and preparation of time table, T.C., bonafide certificates are also done through ERP. • Faculty daily attendance is monitored by biometric system. • Entire library system is automated.
Finance and Accounts	<ul style="list-style-type: none"> • Tally software is used for maintaining the accounts.
Student Admission and Support	<ul style="list-style-type: none"> • Filling of admission forms, issue of admit cards, payment of admission fee, hostel fee issue of ID cards etc. are done through online ERP. • Whole processes of scholarship distribution to students in different categories is completely online.
Examination	<ul style="list-style-type: none"> • Examination fee payments is made online to the affiliating University. • The process of allotments of rooms for conducting examination is computerised. • Submission of internal examination marks is also online. • Online CCE is conducted through online examination software. • Google forms are used for Feedbacks from different stake holders.

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
2019	Ms, Swarna Sinha	International conference on social networking and computational intelligence at RGPV, Bhopal.	N.A.	2500
2019	Dr. Rakhi Saxena	National seminar on Value based education and its role in quality assurance of higher education institutes at Anand Vihar	N.A.	500

		College for Women		
2019	Mrs. Deepika Shrivastava	National seminar on Value based education and its role in quality assurance of higher education institutes at Anand Vihar College for Women	N.A.	300
2019	Dr. Anju Pathak	Seminar at Bhopal School of Social Sciences	N.A.	1400
2019	Ms. Tanuja Murab	International conference of Janparishad and AIIMS, Bhopal	N.A.	2200
2019	Dr. Vibha Thakur	Seminar on Faculty Development Programme at Chandra Shekhar Azad Govt. PG Modal College, Sehore	N.A.	2500
2019	Mr. Rajneesh Tiwari	National Research Seminar at Govt. Hamidia Arts and Commerce College	N.A.	500
2019	Dr. Deepali behere	National Resarch Seminar at Govt. Hamidia Arts and Commerce College	N.A.	700
2019	Dr. Rakhi Saxena	National Resarch Seminar at Govt. Hamidia Arts and Commerce College	N.A.	700
2019	Dr. Bhawna Sharma	National seminar on conservation of forest resources at	N.A.	1500

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)
2019	Effective use of learning management system	Effective use of Enterprise Resource management	02/08/2019	Null	72	31
2020	FDP on online examination software training	-	17/04/2020	Null	68	Null
2020	FPD - How to excel in Career Counselling by MS. Yogita Yash Rawat	-	10/04/2020	Null	68	Null
2020	FDP on E-Content Development by Mr. Vivek Rathore, Founder, Subhe.com	-	15/04/2020	Null	68	Null
2020	Training of faculty members on various social networking sites	Training of faculty members on various social networking sites	09/04/2020	Null	68	31
2020	Demonstration on Coursera course	Demonstration on Coursera course	14/05/2020	Null	68	31
2020	Training on Blog writing - by Mr. Tejas	Training on Blog writing - by Mr. Tejas	16/05/2020	Null	68	31

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
Certificate Course on Ecology: Ecosystem dynamics and Conservation	1	23/04/2020	21/05/2020	28
Certificate Course on Introduction to Algae	3	18/04/2020	28/05/2020	40
Certificate Course on Understanding Plants - Part II: Fundamentals of Plant Biology	1	13/05/2020	20/05/2020	7
Certificate Course on Understanding Plants - Part I: What a Plant Knows	1	12/05/2020	19/05/2020	8
Training Programme - Conservation of Forest Resource :Upcoming challeges and adaptive mechanisms for sustainable development	1	14/10/2020	18/10/2020	5
Course certificate on Antimicrobial r esistance- theory and methods from Technical University of Denmark (Coursera)	1	07/04/2020	12/05/2020	35
Course certificate on Teaching	1	26/05/2020	30/06/2020	35

Science at University from University of Zurich(Coursera)				
Course certificate on Diabetes-the Essential Facts from University of Copenhagen (Coursera)	2	18/05/2020	08/06/2020	21
Course certificate on Whole genome sequencing of bacterial genomes-tools and applications from Technical University of Denmark (Coursera)	1	13/04/2020	18/05/2020	35
Course certificate on Food and Beverage Management from Universita Bocconi (Coursera)	1	08/05/2020	12/06/2020	35
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
80	Nil	28	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,</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</p>	<p>1. Scholarships from society to needy students. 2. Scholarships to meritorious students. 3. Scholarships to NCC and sports outstanding performers. 4. Cash awards for university and college toppers. 5. Awards to rising sports students. 6. Medical facility to all hostellers and day scholars at college hospital. 7. Summer Job</p>

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 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 advances 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

/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. 14. Distributed laptops on subsidised rate and also given the facility of interest free instalment payment

is provided to selected students. 8. Railway Concession for travelling and monthly pass for students from surrounding towns. 9. Book bank for economically weaker section. 10. Wi-Fi/ internet facility is also available 11. Payment of college fee in 2 to 4 easy instalments. 12. Best article award in Hindi and in English in College Magazine Abhivyakti

faculties for the publication of research articles. 21. Distributed laptops on subsidised rate and also given the facility of interest free instalment payment 22. Directions are issued by Chairman, Career College, for providing full salary for staff members who were affected with Covid 19.

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 2019-20 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 Supreet Kaur, M/S Manoharlal JainCompany). 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
American society for microbiology and Microbiologists Society of India	50850	International conference EPHM
View File		

6.4.3 – Total corpus fund generated

272142071

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
- A Paytm counter is opened for avoiding inconvenience of fee payments during the admission process as per the suggestions given by 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 Effective use of Enterprise Resource management to upgrade the computer knowledge and also knowledge of office filing system on 02/08/2019
- Etiquettes training was imparted by Director Academics and Principal, Career College during NAAC inspection.
- Principal Career College, delivered lecture on the do's and don'ts of Covid-19 safety measures.

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

- Introduction of certificate courses from Coursera
- Applied for courses under NSQF
- The provision of transport facility for students is under process.
- Alumni association activities are also under process
- Installation of seed-ball machine and distribution of seed balls for the conservation of biodiversity

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
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	Poster Making Competition on National Integration	15/08/2019	15/08/2019	Nil	20
2019	Institutional Social Responsibility' activity under the title, 'Buzurgo ka Saaya, Hai Sarmaya' at Anand Dham Vradhashram along with Department of Library	09/08/2019	09/08/2019	Nil	45

Information
Science and
NCC/NSS Cell

2019

One Day
Seminar in c
ollaboration
with 'Madhya
Pradesh
Council of
Science
Technology'
on
Intellectual
Property
Right by Dr.
N K Choubey,
Sr.
Principal
Scientist
from 'Patent
Felicitation
Centre',
MPCST Dr.
Sudeshna Ray
from
'Rabindra
Nath Tagore
Un

13/09/2019

13/09/2019

Nil

130

2019

Celebrated
'Internation
al Ozone
Layer
Preservation
Day' in
association
with Central
Pollution
Control
Board,
Ministry of
Environment,
Forest and
Climate
Change
(Govt. of In
dia).Rangoli
competition
on 'Science
Technology
for
Sustainable
Environment'

16/09/2019

16/09/2019

Nil

60

2019

Students
of M.Sc. III
Sem.,
Chemistry
attended

01/10/2019

01/10/2019

Nil

6

	Online Webinar on 'Gandhian Values' organized by St. Aloysius' College, Jabalpur.				
2019	One week Guest Lecture cum Workshop on, "Mathematics for Chemist by Dr. Anupama Gupta, Prof of Mathematics, UIT, Barkatullah University	18/11/2019	18/11/2019	23/11/2019	10
2019	Seminar cum Workshop' entitled Ancient Indian Trends: Precursor for Modern Research by Dr. Ulrich Berk,	28/11/2019	28/11/2019	Nil	30
2019	An Awareness Seminar' on the topic, 'E Waste Management: A Challenge for Public Health' under the aegis of MEITY (Ministry of Electronics and Information Technology) Clean to Green Initiative with RLG India. Poster	02/12/2019	02/12/2019	Nil	195

	Presentation and speech competition				
2019	Industrial visit to Coca Cola Plant, Pilukhedi, Rajgarh.	05/12/2019	05/12/2019	Nil	34
2019	Article writing competition on the topic, "Importance of Chemistry in Daily Life" for the Students of UG to commemorate the Birthday of Acharya Prafulla Chandra Ray.	03/08/2019	03/08/2019	Nil	24
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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
Sensitization Program against Drowning (Dept. of Chemistry and Computerscience)	13/01/2020	13/01/2020	67	56
National Girl Child day with Mahila Evam Bal Vikas Vibhag(WEC, Dept. of Biotechnology and Biochemistry)	24/01/2020	24/01/2020	270	80
Guest lecture on Stress Management (PADC)	25/02/2020	27/02/2020	39	92

Chemistry to Fight Covid-19: Awareness Activity(Dept. of Chemistry)	19/03/2020	19/03/2020	38	22
Humare Hausle ki Roshni se Haarega Corona(Dept. of Chemistry)	24/03/2020	24/03/2020	20	10
Career Cares Poem writing for Corona warriors(Dept. of Biotechnology and Biochemistry)	07/04/2020	07/04/2020	18	8
Career Cares videos on Safety Measures to Prevent Covid-19(Dept. of Biotechnology and Biochemistry)	07/04/2020	07/04/2020	8	4
Career CaresPoster Competition on Covid-19 Awareness (Dept. of Biotechnology and Biochemistry)	07/04/2020	07/04/2020	30	10
Spandan Career College Bhopal ki Ek Abhinav Pahal(Dept. of Chemistry)	29/04/2020	29/04/2020	5	4
Competition on Poem writing and postermaking on the topic of Covid-19 -"Youth against Corona"(Dept. of Botany)	04/06/2020	04/06/2020	9	6
Video Making Competition on "Covid-19 Awareness"(Dept. of	15/06/2020	15/06/2020	6	6

Botany)				
National Deworming Day (WEC and Dept. of Biotechnology and Biochemistry)	10/08/2019	10/08/2019	28	18
International Literacy Day (drawing competition) (Dept. of Zoology)	07/09/2019	07/09/2019	13	2
International Literacy Day with the students of Apna school(WEC, Dept. of Biotechnology and Biochemistry)	07/09/2019	07/09/2019	26	11
Workshop on Digital Marketing(dept. of Computer Science)	25/11/2019	25/11/2019	12	15
AIDS Awareness Program (WEC, Dept. of Biotechnology and Biochemistry)	30/11/2019	30/11/2019	63	52
Visit to SOS Balgram Khajurikalan Bhopal (Dept. of Zoology)	21/12/2019	21/12/2019	10	13
Visit to Old Age Home Sevabharti Ananddham (Dept. of Zoology)	04/01/2020	04/01/2020	18	13
Visit to India's 'one stop crisis Centre"Gaurvi(Sakhi)(Dept. of Commerce and management)	10/01/2020	10/01/2020	13	25

Lecture on Gender Equality by Jaya Mahesh (WEC)	13/01/2020	13/01/2020	67	56
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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
11

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	Yes	2
Scribes for examination	Yes	2
Special skill development for differently abled students	No	2
Any other similar facility	Yes	2

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
2019	1	Nil	01/07/2019	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	813
2019	1	Nil	02/07/2019	1	Open	Being	48

			019		Campus Drive by LG Electronics	Centrally located, different renowned recruiters find it convenient to organize campus drive	
2019	1	Nill	28/07/2019	1	Medhavi Chattra samman by SevaBharti Subhash Mandal	Spacious Auditorium suited the requirement for such an event. Meritorious students were honored during the program	350
2019	1	Nill	05/08/2019	1	Open Campus Drive by ABR Venture	Being Centrally located, different renowned recruiters find it convenient to organize campus drive	9
2019	1	Nill	05/08/2019	1	Encouragement of students to use public Transport	Conservation of Environment by safing fossil fuel and reducing air pollution	880
2019	1	Nill	16/09/2019	1	Open Campus Drive by Teletalk	Being Centrally located, different renowned recruiters find it	27

						convenient to organize campus drive Being Centrally located, different renowned recruiters find it convenient to organize campus drive	
2019	1	Nil	22/10/2019	1	Open Campus Drive by TCS	Being Centrally located, different renowned recruiters find it convenient to organize campus drive	219
2019	1	Nil	19/11/2020	1	Open Campus Drive by HDFC	Being Centrally located, different renowned recruiters find it convenient to organize campus drive	69
2019	1	Nil	24/12/2019	1	Open Campus Drive by Alturist	Being Centrally located, different renowned recruiters find it convenient to organize campus drive	29
2020	1	Nil	09/01/2020	1	Open Campus Drive by Godrej	Being Centrally located, different	186

renowned
recruiters
find it
convenient
to
organize
campus
drive

[View File](#)

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	06/07/2019	<p>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 and updated.</p>
Code of Conduct for Career Faculty	08/07/2019	<p>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</p>

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
Kargil Vijay Diwas	26/07/2019	26/07/2019	61
Essay writing competition was organized to commemorate birthday of Professor Prafulla Chandra Ray	02/08/2019	02/08/2019	200
Awareness Program on Organ Donation day	03/08/2019	03/08/2019	32
Human chain formation and oath taking ceremony were held on the occasion of World Youth Day	12/08/2019	12/08/2019	56
National Library Day	13/08/2019	13/08/2019	50
Independence Day Celebration	15/08/2019	15/08/2019	150
Poster Making Competition on National Integration	15/08/2019	16/08/2019	25
Distribution of seedballs on the occasion of Hariyali Mahotsav	19/08/2019	19/08/2019	87
Hariyali Mahotsav' "Ek Abhiyaan Dharti k Shringar Ka" Plantation programme, Essay Writing Competition, Speech Competition and Poster Making Competitions were organized	19/08/2019	20/08/2019	104
State level Sadhbhavana Diwas program was organised by Madhya Pradesh Govt. and	20/08/2019	20/08/2019	292

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

1. Installation of Air Cooling system To reduce the energy consumption, our well furnished 800 seating capacity auditorium got transformed from Air conditioning to Air cooling system.
2. Biofertilizer To save environment we use biofertilizers in our garden.
3. Seedballs To preserve biodiversity, we promote use of seedballs not only in the campus but also distributed the seed balls among the students and different NGO's of different mentee colleges
4. Rain Water harvesting system Regular maintenance of the system has been monitored.
5. STP and ETP Regular maintenance of the system has been monitored.
6. Hariyali Mahotsav To fulfill the mission of environment protection and cleanliness 'Hariyali Mahotsav' was organized on 19th Aug 2019. An oath to protect trees was administered followed by essay competition and plantation drive in the college campus.
7. Polythene Free Campus Routine Check - up of Canteen and other places to check the use of polythene in the campus has been done. Single Use Plastic (SUP) has been fully banned inside the campus. We displayed poster and play cards to disseminate the message of Polythene free campus.
8. Swachhta Abhiyan/ Pakhwada Various activities have been done with NSS and other departments to give meaningful contribution for this noble cause
9. Pollution Under Control Certification (PUC) for Vehicle Being concerned towards the environmental pollution, college has taken a small step but which contributes a lot towards the atmospheric pollution control. We initiated the campaign on 13th July 2019 for two wheelers and four wheelers.

7.2 – Best Practices**7.2.1 – Describe at least two institutional best practices**

1. Title of the Practice: - COURSERA Online Certification Program: Need of an Hour
2. Objectives of the Practice: -The main objective of the Online Certification Programs was to provide our faculty members and students with maximum flexibility and better orientation towards professional perspectives. These courses can be taken up by students through distant learning mode at their own comfort and pace and they can upskill themselves with pursuing their personal goals. Courses on COURSERA platform are international courses which update faculty members and students with international standards of education and help them competing at global academic world. The courses can be completed comparatively quickly and there are chances of improvement if one is not satisfied with the results. Due to above features of COURSERA courses institute get motivated to collaborate with. Due to the above mentioned benefits the institution started this best practice considering on-line certification a cementation process for future of students.
3. Context: - College admits students from diverse economic and social backgrounds. Different students have different perspectives about pursuing their education goals. Some believe in grabbing jobs as soon as they complete their degree while some pursue higher education or research. Digital learning has become an inevitable part of education and plays a significant role in development of all round development of student. In the present academic global scenario, mere achieving regular UG or PG degree is not enough, additional diploma or certificates to acquire professional qualifications is also essential. Quality, delivery and structure is quite different in India as compared to other International Institution, hence to meet the dimensionless education in this era of technology, need of online certification was desperately felt. In the world of competition, professional enhancement and being up-to-date with knowledge is also necessary. Therefore, need for these online certifications was also felt helpful for upskilling of faculty being in pace with their busy schedule. This caused the

Institution to initiate this best practice. 4. The Practice: -With the commencement of academic session, students were informed about the various online certification available. They are then motivated to register on the platform (in case of COURSEERA) and enroll in the course of their choice. Once they enroll themselves, they receive course material which they have to go through and after stipulated time, they have to submit the assignment. On successful submission of all the issued assignment, the respective international institution issues the certificate of completion of the course.

5. Evidence of the Success: The Institute motivated students as well as teachers to take courses under COURSEERA. To the pleasant surprise, till now 979 courses are taken up and 2900 members have completed 194 various certification from international universities like Hopkins, Manchester etc. 6. Problems Encountered and Resources Required: On-line certification is full of challenges along with the benefits associated. The basic problem encountered is network connectivity. As most of the students are from rural background and hardly have good network in their areas, therefore, they face connectivity issue and hence lacks complete understanding of the subject. Second, most important issue, especially in case of International Certification from COURSEERA is language issue. As entire course material, lectures of the international certificates are in the English language, many students fail to understand in-depth and some time leaves the course without completion. Also, the level of assignment is high enough and is open to all for review. Therefore, students feel obsessed at times and quit the course. Title of the Practice ERP - Enterprise Resource Planning 2.Objectives of the Practice ERP for educational institutions helps handle the administration of the education-related process including fees paid by students, managing the institutional library, monitoring student grades, information and details delegation to students, alumni, and staff. Career College has ERP - Enterprise Resource Planning System to automate and manage all the institutional activities. The main objectives of implementing ERP in the institution are: 1. Maintaining and managing database of students, alumni, faculty members and other staff members. 2. Digitization of the various processes. 3. Providing easy and quick access to data and information. 4. Protecting organizational data form unauthorized access. 5. Ensure the optimum utilization of resources. 6. Online admission process and verification. 3.The Context A higher education ERP system to help students, faculty, and administrative staff use data in a more organized and structured manner for effective project management. A correctly deployed ERP software will help the college to organize data and automate processes in your academia management.It helps students to register for classes, assist them with class material such as notes, ppts, videos.It enables them to track their attendance. Human Resources: Manage your teaching staff and fill voids to ensure all classes can be run at capacity. View time sheets, leave requests, and compensation. Identify the right candidates via talent management. Through the use of ERP, finance department of college can manage and monitortuition fee, track records of defaulters and send reminders. It also enables them to award and disburse financial aid to students and link it with their payment accounts to pay for tuition, room and board, meal plans, and more. Analysis reports generated can help us to know where aid needs to go the most. 4.The Practice Every higher educational organization will vary in what functionalities mean the most to them. For those looking for a perfect blend of student information management, administration tools, financial tracking, and reporting, we have various modules in our ERP such as College Setup, Student, Fee Management, Academic, Employee, NAAC, Training Placement A successful ERP project needs leadership, management, and drive but, although those are similar things, they are not the same, and they generally can't all be delivered by the same person and so they need to be considered separately.The primary, although by no means the only, function of leadership in an ERP project is to provide strategic direction, and that means deciding and communicating what the new system has to do and has to

achieve. Implementing an ERP system is more than just changing software and is more than just up-grading from an accounting system. For successful implementation of the same, initially training to understand and fill in the different modules have been conducted to understand the procedure thoroughly. Later coordinators for different modules have been assigned along with username and password generation to each and every faculty member and students. Faculty members have generated time-tables for their respective departments, uploaded the class material, filled in the self-appraisal etc. Student were then allowed to login via MIS username and password allotted to avail the details like class time-table and study material. Time-to-time problem solving sessions were organized to resolve the issues faced during operation. With time students as well as faculty members gained proficiency to work with the software.

5. Evidence of Success ERP is a software for automation and integration of records of employee, students and accounts for professional purposes to exploit the advantage of accessibility on the Internet. Use of ERP resulted into integrated student records, due to web-based interface including personal and academic details at the time of admission only providing availability of concise data whenever needed without any extra human resource. It is possible for all authorized user to have access to all requisite data. It has resulted into reduction of workload on administrative or office staff members. It empowered students to perform their own administrative tasks such as application for TC. ERP enabled faculty and staff members to create their own customized progress reports, and encouraged a minimal use of paper. The practice resulted into shared implementation, shared technological resources, increased coordination and communication staff and students, automation and standardization of system. The practice acted as a precursor to digitalization. The practice is found user friendly being flexible, completely integrated with financial system of the organization, fast and easily accessible on internet and provided real time data insight and information. It has promoted a new culture of quality management, system stability, transparency, competitiveness, increased IT skills of employee, user satisfaction, automation, system security, flexibility, data availability, better coordination and communication.

6. Problems Encountered and Resources Required: ERP systems are the largest software applications adopted by the College, along with quite significant investments in their implementation. We have invested extensively in ERP system but its implementation has challenges associated. Many faculty members as well students were not software friendly and hence smooth conduction initially was a tedious task to perform. Many of them was not able to operate and understand its functionalities properly. Students residing and assessing its utilities from remote areas faced difficulty due to network issues and were unable to download the class material. Network issues were an issue even to faculty members at times. The software also had certain word limit and time span issues which users does not understood and faced difficulties. While working with the software, many a times technical errors do occur and needs to be resolved by seeking Contact:- Name of the Principal: Dr. Punam Gupta 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/Best%20Practices%20of%202019-20.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

Career College, Bhopal aims to put excellence in building bright careers of their student as a synonym to its name. At Career College, we emphasize on

skilling life and academics for producing brightest stars to shine on the global sky of academic. To perform best, we create a congenial atmosphere of academic and all-round growth of students in the campus. We are determined to bring transformation to our country by shaping future citizens, responsible in holding and leading the humanity on a global platform. Covid-19 has threatened each and every one on the global platform. Our academic system has also severely get affected but without losing hope we continued to put in our best efforts to survive in this hardship and to give the best in education industry. Our Training Placement cell caters to the requirements of our students in term of placement in various reputed national and international organizations.

Around 100 multi-national companies (MNCs) conduct their campus placements/drives every year. The tradition of training and placement remain un-interrupted during Covid times. We conducted on-line open campus drives and helped our students placed with industry/organizations of repute with most handsome packages. Recently, we introduced some international certification programs through COURSEERA to meet international standards in education to eradicate the barriers of geographical boundaries. To enrich the curriculum and make it more employable in this crucial time, we have introduced 5 courses under UGC-NSQF. We frequently organize social activities as Institutional Social Responsibility (ISR) to sensitize the youth and instill the social and moral values. We took up innumerable activities during lockdown to sensitize humanity and serve at the best we can to our society. For the same, many of our students and faculty members extended their services as corona warriors. We continued our best effort towards our mentorship under PARAMARSH Scheme. To perform it, we conducted visits to our mentee institute to enhance their NAAC activities and continued to organize virtual workshop and guest lectures for our mentee institution even during lockdown. To promote the green and sustainable environment, we distribute seed balls along with saplings to every visitor. The institution believes in rigorous and consistent teaching. Covid outbreak has embarked us with full-fledged online teaching with blended practical and thus facilitated students with un-interrupted learning. To perform the same, we have purchased a licensed version of Zoom and MS Teams created id and passwords for entire faculty members and students which enabled them to continue learning un-interrupted even during this pandemic. We have expert counsellor and 24 hour on-line counselling service to support the mental well-being of our students. We have initiated a tab 'Samvedna' on our website for the same issue during the lockdown period. All SOPs' issued by government for Covid-19 protection are strictly followed by our institution and no one is allowed to enter the campus without mask We build careerites that 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/naac/7.3%20Institutional%20Distinctivene ss%20\(1\).pdf](https://careercollegeindia.com/uploads/naac/7.3%20Institutional%20Distinctivene ss%20(1).pdf)

8.Future Plans of Actions for Next Academic Year

- The Board of Management proposes to introduce MSc Maths and Physics, BSc Seed Technology, B.Com Foreign Trade and BA programmes in the coming years.
- To Upgrade the Infrastructure and Resources to further empower the College in this Massive Online Shift for complete digitalization this helps to improve teaching and learning.
- The College is now considering the use of software with advanced facility to prepare ICT lessons. This would enable to design online courses.
- The video recording room of Career College will be upgraded with state-of-the-art facilities for audio/video recording and editing for e-content development.
- IQAC intends to promote teachers and students to take up MOOC courses by establishing Career College as NPTEL local Chapter on Swayam Platform initiated

by MHRD. • Proposals are there to introduce examination reforms such as online examination in order to expose students to this practice • To Introduce Online/Offline Add-on Certificate Courses, Skill-based/Value-Added Courses as per the local need. • IQAC will be conducting National Workshop on in academic collaboration with NAAC and Higher Education. • To Organize Online/Offline Faculty Development Programs, International and National Webinars/Conferences/Symposia. • Strengthening of Entrepreneurship Development Cell to promote start-ups and innovations in the campus. • To promote activities of patenting and copyright IPR cell will be constituted. • Further Strengthen and Consolidate the working of Career Guidance and Placement Cell. • To sign MOUs with International and National Universities, industries, academic institutes and sector skills. Initiated the efforts to introduce the concept of social business by signing MOU with YSBC, Dhaka.. • To increase the number of environment friendly initiatives by NSS, NCC and Green Cluster and ensuring participation of maximum students in such initiatives. • Encouraging eligible faculty members to register as research guides others to complete their research work leading to doctoral degrees and to continue research activities through quality publications and research projects. • All eligible departments are to be upgraded as recognized research centres and more faculty to become recognized guides so that more faculties will be able to qualify themselves with doctoral degree. • The College proposes a strategic plan of action to double the number of registered alumnae. Efforts are to be initiated to mobilize resources from alumnae for their solid visible contribution to the College. • To organize more number of talk series/workshops on transformational skills or how to excel in life, which is the dire need of the hour. • To reduce the load of electricity bills solar panels are to be installed in the main building.