



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1. Name of the Institution

Career College Bhopal

- Name of the Head of the institution

Dr. Charanjit Kaur

- Designation

Principal

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

07552456042

- Mobile no

9826320208

- Registered e-mail

principal@careercollegeindia.com

- Alternate e-mail

director@careercollegeindia.com

- Address

Opposite Dussehra Maidan BHEL
Govindpura Bhopal

- City/Town

Bhopal

- State/UT

Madhya Pradesh

- Pin Code

462023

2. Institutional status

- Affiliated /Constituent

Affiliated

- Type of Institution

Co-education

- Location

Urban

- Financial Status **Self-financing**
- Name of the Affiliating University **Barkatullah University**
- Name of the IQAC Coordinator **Dr. Anjali Choudhary Director,
Dr. Swarnangini Sinha**
- Phone No. **8959000333**
- Alternate phone No. **9425607597**
- Mobile **9926803132**
- IQAC e-mail address **iqac@careercollegeindia.com**
- Alternate Email address **biotechnology@careercollegeindia.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://careercollegeindia.com/uploads/pdf/AQAR%202021-22.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://careercollegeindia.com/uploads/academic/Merge%20Academic%20Calendar%20-2022-23.pdf>

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|-----------|--------------|-----------------------|-------------------|-------------------|
| Cycle 3 | A+ | 3.28 | 2019 | 09/08/2019 | 08/08/2024 |
| Cycle 2 | B | 2.91 | 2014 | 21/02/2014 | 20/02/2019 |
| Cycle 1 | A | 86.91 | 2007 | 10/02/2007 | 09/02/2012 |

6. Date of Establishment of IQAC

01/07/2007

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|-------------------------|----------------|-----------------------------|----------|
| Biotechnology | BIRAC E Yuva | BIRAC | 2022 | 250000/- |
| Microbiology | BIRAC E Yuva | BIRAC | 2022 | 250000/- |
| Chemistry | BIRAC E Yuva | BIRAC | 2022 | 250000/- |
| Chemistry | BIRAC E Yuva | BIRAC | 2022 | 250000/- |
| Chemistry | BIRAC Innovation Fellow | BIRAC | 2022 | 450000/- |

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **Yes**

- If yes, mention the amount **30000/-**

11. Significant contributions made by IQAC during the current year (maximum five bullets)

- AQAR for the session 2021-22 was approved by IQAC and successfully submitted on 10 August 2023. IQAC meetings with all the stakeholders' staff council, Deans, HODs, and Cell coordinators were organized at regular intervals to discuss the academic, co-curricular, and extracurricular activities to overall improve the activities of the College.

Applied for Autonomous status successfully. IQAC introduced new Graduate and Diploma courses like BXRT, DMLT, and DDT. Established DCIM club for digital security and awareness.

IQAC implemented New Education Policy by partnering with NSDC. Organized more skill-based, vocational, entrepreneurial and other add-on courses to impart employable skills to the students and help them become future entrepreneurs. To become a resource center for the virtual lab College has signed MoU with IIT Delhi, Virtual Lab to become a Virtual Lab Nodal Centre, and organized a workshop in collaboration with IIT Delhi on 16 Sep 2022.

All the departments are encouraged to conduct seminars, workshops, conferences etc. A total of 11 national and 2 international seminar was conducted during this academic year. IQAC organized NAAC sponsored National Seminar on Emerging Challenges and Opportunities in Synchronization of NAAC Criteria with NEP-2020 for Quality Assessment and Enhancement in HEIs under UGC Paramarsh Scheme on 19th May 2023.

All the staff are encouraged to attend seminars, workshops, conferences etc., A total of 49 faculty members attended state level, national level workshops, conferences and seminars and 28 Faculty member attended FDPs during this academic year.

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

| Plan of Action | Achievements/Outcomes |
|--------------------------------------|--|
| Meetings of the IQAC | Nil |
| AQAR submission 2021-22 | AQAR submitted successfully to NAAC on 10/08/2023 |
| NIRF Data submission for 2022-23 | NIRF data submitted successfully on 12/01/2024 |
| Participation in India Today Ranking | In the India Today Ranking, the college has achieved prestigious positions like 1st, 2nd and 3rd in Science, Commerce and BCA College respectively in Madhya Pradesh |
| New Courses/Program | Approval for the following three new programs was received from Barkatullah University. 1. BXRT 2. DMLT 3. DDT (Diploma in |

| | Dialysis Technician |
|--|--|
| Orientation Program on NEP 2020 | Orientation programme on NEP-2020 was organised by Higher Education for effective implementation. Resource Person was Dr. Sharda from Hamidia College, Bhopal |
| To enhance the efforts made by the institution to strengthen vocational education and soft skills. | Vocational and Soft skills related courses like Medical Diagnostics, Nutrition and Dietetics, Accounting and Taxation with GST, Web Designing, Retail Management and Personality Development were successfully taught and video reports have been prepared. |
| To plan activity-based Experiential Learning incorporating interactive teaching learning process to encourage curiosity and decisiveness among students. | Total 10 Educational and Industrial visits were organized successfully for Students and Staff members. 3 departments have completed Internships and the rest have been in process of completion. IT Literacy Program was organised by Department of Computer Science for the students of Govt. MLB school on 8th September 2022 and 1st October 2022. We will be organising an Inter school event for the students of nearly 100 schools on 6-7th January 2023 on the theme of Digital Discipline Mission. |
| To aspire to become Resource Centre for Virtual Lab at Career College and spread the awareness in other higher education institutions. | College has signed MoU with IIT Delhi, Virtual Lab to become Virtual Lab Nodal Centre and organized workshop in collaboration with IIT Delhi on 16 Sep 2022. |
| To establish Digital Citizenship Internet Maturity (DCIM) club in the college and spread awareness in schools. | DCIM club for CCB was formed on 8th October 2022. To spread awareness amongst schools a Principals' Round Table on |

| | |
|---|--|
| | Digital Discipline & Cyber Safety was organized on 8th October 2022. |
| Generating the E-Resources using Recording Room | Training sessions were organized to train teachers to record in the Recording Studio as well as using Smart Boards in classrooms. Several teachers have used the facility and electures have been recorded. |
| Faculty publications in reputed journals like UGC care, Scopus, WOS under CRI | A total of 10 research publications were published in Scopus journals. And 18 book chapters were published in 2022 |
| MoU and linkages | A total of 10 MOU were signed in the session to promote research and trainings. |
| Capability enhancement schemes for students | Activities like Yoga, mental health, PCOD awareness, analytical skill, workspace skills etc have been conducted sucessfully. |
| Increasing engagement with stakeholders especially Alumni | Alumni guest lecture series organized by all departments of college. Exploring an online portal for better communication with Alumni |
| Collaborative activities | Departments organized various collaborative activities dept. like Biotechnology in collaboration with Microbiologist Society, Nutrition Soceity, Chemistry have conducted various activities in collaboration Research foundation of India, Royal Society etc. |
| Exploring of Research Projects with various Govt and Non-Govt. agencies. | A total of 4 research projects were carried out by different departments sponsored by BIRAC. |

| | |
|--|---|
| To constitute Career Guidance cell | Career Guidance Cell has been constituted and headed by Dr. Niketa Persai |
| To organize Faculty Development Programmes. | A total of seventeen faculty development programmes for Teaching faculties organized out of which nine programmes were for non-teaching. |
| To adopt Pedagogical Practices | The college has made conscious efforts to incorporate AI modules in the syllabi of all Programs in BOS Also, designed a certificate course on Artificial Intelligence |
| To organise IQAC National Conference. | Organized NAAC sponsored National Seminar on |
| To strengthen the NAAC activities in the college with the help of Activity Planner Proposed for 2022-23. | NAAC Activity Planner Proposed for 2022-23 is prepared by all the criteria heads and is in use. |
| Bench-marking for best practices | Departments are doing cancer awareness community services for common people in association with Karkinos and Basti clinic. |
| To conduct Green Audit and Energy Audit | Energy club has been formed and Green audit conducted |

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

| Name | Date of meeting(s) |
|--------------|--------------------|
| IQAC Meeting | 28/06/2023 |

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

| | |
|--|---|
| 1.Name of the Institution | Career College Bhopal |
| • Name of the Head of the institution | Dr. Charanjit Kaur |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 07552456042 |
| • Mobile no | 9826320208 |
| • Registered e-mail | principal@careercollegeindia.com |
| • Alternate e-mail | director@careercollegeindia.com |
| • Address | Opposite Dussehra Maidan BHEL Govindpura Bhopal |
| • City/Town | Bhopal |
| • State/UT | Madhya Pradesh |
| • Pin Code | 462023 |
| 2.Institutional status | |
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Co-education |
| • Location | Urban |
| • Financial Status | Self-financing |
| • Name of the Affiliating University | Barkatullah University |
| • Name of the IQAC Coordinator | Dr. Anjali Choudhary Director, Dr. Swarnangini Sinha |

| | | | | | |
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| 13. Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> Name of the statutory body | |
| | |

| Name | Date of meeting(s) |
|--------------|--------------------|
| IQAC Meeting | 28/06/2023 |

14. Whether institutional data submitted to AISHE

| Year | Date of Submission |
|---------|--------------------|
| 2022-23 | 13/02/2024 |

15. Multidisciplinary / interdisciplinary

Career College is affiliated to Barkatullah University and follows the rules set by the Department of Higher Education, Govt. of Madhya Pradesh. . Multidisciplinary and Interdisciplinary is integral to holistic education and it has been integrated in the syllabus prescribed by Barkatullah University. Students of all courses opt for Electives from a wide spectrum of options offered by the University. In order to give students a wider exposure, college has organised various online guest lectures, workshops, conferences, and webinars. Some students also take courses from Spoken Tutorial, IIT Bombay and Swayam NPTEL. Starting from the academic year 2021-22, faculty members who were part of the Board of Studies played a role in designing the university's syllabi according to the new guidelines of NEP2020, which focus on interdisciplinary courses.

16. Academic bank of credits (ABC):

The government of India, Under National Education Policy-2020, intends to enable students across the nation with the "Academic Bank of Credits" (ABC) system for fulfilling their thirst for knowledge by providing academic flexibility to pick and modify their educational paths, link diverse disciplines, and; assist them in acquiring the proper foundations and building blocks for their ambitions. The "Academic Bank of Credits" (ABC) is an educational digital platform created to facilitate students' seamless mobility between or within degree-granting Higher Education Institutions (HEIs) through a formal system of credit recognition, credit accumulation, credit transfers, and credit redemption to promote distributed and flexible teaching and learning. The ABC platform will provide students with the opportunity to register for a unique ABC ID, an interactive dashboard to see their credit accumulation and options to begin a choice-based credit transfer mechanism. In addition, the student self-registration module will enable accurate identification of candidates who want to check and transfer their credits depending

on their needs. Career College Bhopal being an affiliated college of Barkatullah University will be able to facilitate its students with this facility as soon as the University gets registered under this scheme.

17.Skill development:

At Career College, we are dedicated to empowering students with the skills they need to thrive in the ever-changing global job market. In addition to our comprehensive curriculum, we provide numerous opportunities for skill enhancement. We offer internationally certified courses like Yunus Social Business, Bangladesh, national certification courses from esteemed institutions such as Spoken Tutorial IIT Bombay and Swayam NPTEL. To ensure our students are well-prepared for their careers, we facilitate regular online discussions with alumni and industry experts. Moreover, we have integrated new UGC-sponsored NSDC Skill Development courses aimed at fostering entrepreneurship development. Through these initiatives we equip students with relevant and practical skills for success in their career.

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

The foundation courses included in curriculum provides students with a profound insight into our diverse cultural heritage, encompassing language, culture, and knowledge systems. Engaging in various activities such as celebrating Basant Panchami, Holi, Rakhi making, Krishna Janamashtami, and more, students gain a broad exposure to performing arts from different regions of the country. Additionally, in collaboration with SPIC Macay, we recently organized world-class musical performances by the legendary Shri Rakesh Chaurasiya and folk dances by Rajasthani artists. This commitment to celebrating and cherishing our nation's rich cultural heritage is a longstanding tradition at Career College, aimed at preserving and promoting its history, traditions, and values.

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

The Learning Outcomes specified in the curriculum specified by M.P. Higher Education have been enhanced to include the ultimate expectations for students completing various programs. These outcomes align closely with the program expectations and encompass the desired skills and knowledge to be instilled in the students. They are clearly defined, guiding the development of teaching plans. This alignment improves the quality of education provided to students, while frequent mentor-mentee interactions

ensure that pedagogy is tailored to meet the desired outcomes. Furthermore, innovative teaching methodologies, coupled with supplementary study materials shared on the college's Learning Management System (LMS), further enrich the teaching-learning process within classrooms.

20.Distance education/online education:

Career College provides a range of interdisciplinary programs in the regular mode, approved by the Higher Education Department of the Government of Madhya Pradesh. We integrate online tools and blended learning methods to enrich our teaching approach. Additionally, we offer online certificate courses in Spoken Tutorial, developed by IIT Bombay and sponsored by the Ministry of Human Resource Development, Government of India. These courses include online examinations conducted by the same authorities.

Extended Profile

1.Programme

1.1

982

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

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

2.1

2112

Number of students during the year

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

2.2

1240

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|---------------------------|
| 2.3 | 575 |
| Number of outgoing/ final year students during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 | 70 |
| Number of full time teachers during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.2 | 75 |
| Number of sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 51 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 60.23 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 314 |
| Total number of computers on campus for academic purposes | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college follows student-centric learning approach to ensure

holistic learning. The IQAC ensured the efficacy through the preparedness and integration in academic planning step by step as follows: -

- **Academic Calendar:** Academic calendar was prepared incorporating curricular and co-curricular activities in adherence to the guidelines of Department of Higher Education, Govt of M.P.
- **Timetable:** HODs monitored preparation of time-table in ERP and its timely availability on College website and departmental notice boards.
- **Updated Syllabus:** The syllabi prescribed by the affiliating University, Barkatullah University, and Department of Higher Education, Govt. of M.P. for the session were uploaded on college website.
- **Effective Delivery of Curriculum:** Efficacy in delivery was supplemented by numerous topic specific e-resources at ERP enabling learning at student's pace, e-content videos, workshops, webinars, quizzes, presentations, class-room discussions, live projects and virtual industrial/research lab visits, refresher notes etc. Further enriched with a number of Short-Term Certificate Courses, value added courses, NPTEL, IIT Bombay Courses, UGC-NSQF Courses and a course on Social Business under the umbrella of YCBC. Practicals were enriched with virtual labs as a local chapter of IIT-Delhi.
- **Monitoring of Syllabus Completion:** HODs monitored the completion of syllabus effectively via personal and remedial classes meticulously.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://careercollegeindia.com/time-table |

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

The Academic Calendar is designed to mark the significant academic events, curricular and co-curricular activities, various national and international days, sports, examinations, workshops, webinars,

trainings, internship, FDPs and guest lectures in every session. Academic activities were organised as an important means for achieving better academic outcome and upskilling the students.

The academic calendar played a pivotal role in the functioning of academic activities to continue the journey of excellence for all round development. The academic calendar is aligned with CIE, University examinations and National Education Policy-2020. Video lectures, and additional study material were provided on MIS to complement academics at the pace of students.

Advanced innovative and evaluation strategies were utilized to achieve objectives of teaching learning and evaluation.

All the academic work related to curriculum for CIE such as half yearly or semester internal assesment, internship, projects, field work, practicals, assignments etc. were efficiently and diligently conducted with maximum possible adherence to academic calendar to maintain the dynamism of curriculum delivery. Additionally, subject specific expert lectures, industrial visits, value added programs were conducted for better understanding. Remedial classes were also conducted for slow learners and absentees.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://careercollegeindia.com/uploads/academic/Merge%20Academic%20Calendar%20-2022-23.pdf |

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

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

54

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

1.2.2 - Number of Add on /Certificate programs offered during the year

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

46

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

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

2112

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

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

Cross-cutting issues addressing Gender, Human-Values, Environmental Sustainability and Professional-Ethics are integral parts of university syllabi of all the programs. Environmental-science is included in syllabi of post-graduation classes of Chemistry, Botany, Zoology and Microbiology. Foundation courses of under-graduate classes address gender, professional ethics and human values. Additionally, the College puts special emphasis on the cross-cutting issues via co-curricular activities.

'Women Empowerment Cell'(WEC), 'Green Cluster', 'Personality Assessment and Development Cell' (PADC), 'Entrepreneurship Development Innovation Cell' (EDIC) efficiently laying foundation of green and clean globe in pace with India's Swachh Bharat Abhiyan; resilient and tenacious personalities, innovative and successful entrepreneurs and professionals with high moral values and ethics. The college facilitates inclusion of high morals & ethics to build the brightest citizen. Social Business Centre of Career College, Bhopal is actively engaged for building prosperous society in collaboration with Yunus Social Business Centre (YSBC) Bangladesh. 3ZERO club has been established under the umbrella of YSBC to achieve the mission of zero carbon emission, zero poverty and zero unemployment.

NSS Unit has adopted a village at Shahpur and significantly contributed on cross-cutting issues.

These activities inculcate gender-equity, personal-upliftment, environmental-consciousness, self-confidence and to equip students in holistic manner.

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

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

45

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | View File |
| Institutional Data in Prescribed Format | View File |

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

901

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

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

A. All of the above

from the following stakeholders Students
Teachers Employers Alumni

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://careercollegeindia.com/uploads/agar/2022-23/i/1.4.2%20(22-23).pdf |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

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

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

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| URL for feedback report | https://careercollegeindia.com/uploads/agar/2022-23/i/1.4.2%20(22-23).pdf |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

715

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

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

355

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

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

The college prioritizes understanding students' learning levels by conducting Knowledge Skill Assessment (KSA) tests at the beginning of each academic session. These tests help to identify both advanced and slow learners. The college provides extra support to the students through remedial classes, individual counselling for emotional and behavioural challenges, additional study materials, and a Mentor-Mentee system.

Advanced learners get involved in stimulating activities like competitions, science exhibitions, and seminars. Partnerships with institutions like IIT Bombay for Spoken Tutorial and Swayam NPTEL as local chapter provide facility for online courses. They also receive guidance for competitive exams, pre-placement training, and industry-oriented skill development.

All students benefit from add-on courses, study tours, career guidance from alumni, and counselling sessions. The library as a learning resource provides extra resources, including previous university question papers. This comprehensive approach ensures a supportive learning environment for the students.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/ii/2.2.1.docx.pdf |
| Upload any additional information | View File |

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

| | |
|--------------------|--------------------|
| Number of Students | Number of Teachers |
| 2112 | 70 |

| | |
|----------------------------|---------------------------|
| File Description | Documents |
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

Career College is dedicated to provide an enriching learning experience through various student-centric strategies:

1. **Experiential Learning:** Students engage in ICT-enabled teaching, field visits, language lab training, hands-on laboratory work, internships, and practice with sample papers emulating university exam patterns.

2. **Participatory Learning:** Students actively participate in seminars, presentations, debates, role-play, group discussions, quizzes, and get project guidance at both undergraduate and postgraduate levels.

3. **Problem Solving Methodologies:** Students develop critical problem-solving skills through group discussions, tests, assignments, numerical problem-solving, online/offline quizzes, oral Q&A sessions, projects, and research papers.

4. **Collaborative Learning:** We emphasize teamwork and collaboration among students.

5. **Pre-placement Comprehensive Training:** Pre-placement trainings in association with reputed Recruiting partners to prepare for the campus placements.

6. **Environmental Awareness:** Green Cluster Cell of the college cultivates awareness about environmental issues.

7. Add-On MOOC Programs: Access additional learning resources from prestigious platforms like NPTEL, IIT Bombay, COURSERA, etc.

8. Annual Cultural Programs: Students showcase their creativity through extracurricular and cultural activities.

9. Publishing Opportunities: Students showcase research findings by publishing papers in journals.

10. University Exam Preparation: They gain confidence in Examinations through Practice University Test.

At Career College, we are committed to our students' success, fostering a holistic and interactive learning approach to achieve academic and professional goals.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| Link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/ii/2.3.1.pdf |

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

Career College, Bhopal nurtures the use of modern ICT tools to enhance student centric learning experience. In most of the classrooms, there are high-quality projectors, Wi-Fi, and smart interactive panels, fostering new modes of learning and facilitating interactions between faculty and students.

Our Interactive Learning through Smart Interactive Panels ensures an effective virtual learning experience, providing practical insights during theoretical lectures. The Learning Management System offers a customized online educational platform, creating a tailored learning environment.

We maintain a continuous ICT-based learning environment with

resources like the Multimedia and Animation Lab, facilitating e-content development. Well-equipped computer labs with audio-visual facilities, Internet enables access to online content within the campus. Additionally, professors share their expertise through readily available PPTs and videos for effective student learning.

Explore diverse learning opportunities through our Massive Open Online Courses (MOOCs), including our Local Chapter of SWAYAM NPTEL, MoUs with IIT Bombay for online courses, and Virtual Labs from IIT Delhi.

Our Library Management System, developed with InflibNet (WEB Realise 2.00.3 version), ensures seamless access to educational resources. We established the E-YUVA Centre, funded by the Biotechnology Industry Research Assistance Council (BIRAC), providing cutting-edge resources for students.

At Career College, we're committed to delivering a tech-savvy and enriching educational journey, leveraging modern tools for the academic success.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

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

2.3.3.1 - Number of mentors

69

| File Description | Documents |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

70

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

38

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

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

2.4.3.1 - Total experience of full-time teachers

630

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

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

Career College in Bhopal, has enhanced its internal assessment system for more transparent and robust evaluation aligned with university rules. This initiative plays a crucial role in ensuring that our students achieve their Course Outcomes (COs) and Program Outcomes (POs).

Our Methods of Internal Evaluation involve Continuous Internal Evaluations (CIE), conducted using diverse modes of evaluation. At the start of each year or semester, the college's academic calendar, uploaded on our website, outlines the planned CIE schedules. These schedules align with the academic calendar of Higher Education.

To ensure effective implementation, our faculty members explain the CIE process to students in their regular classes. Any changes in schedules, patterns, or methods are promptly communicated through WhatsApp notifications. Students can view their internal assessment marks on the MIS dashboards. Additionally, subject teachers discuss attendance and performance in classes, ensuring that students are well-informed about their progress.

At Career College, we're committed to a fair and transparent assessment process that supports our students' academic progress.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://careercollegeindia.com/uploads/aqa_r/2022-23/ii/2.5.1.pdf |

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

The college has established an effective system to address examination-related concerns. Our approach ensures transparency in both Continuous Internal Evaluation (CIE) and the rectification process, all in adherence to the guidelines set by the affiliating university.

At the college level, our faculty distributes evaluated answer copies to students, and any questions or concerns are promptly handled. If students notice discrepancies such as errors in question papers or marking, the respective teacher resolves the issue, making necessary corrections. In cases where students remain dissatisfied with the resolved marks, they can approach the Head of the Department (HOD). The HOD ensures a positive and thorough reassessment, involving another teacher if needed. We also conduct retests for internal assessments when students miss exams due to genuine reasons.

On the university level, if students have concerns regarding the evaluation of their answer copies, they can address these issues by applying for the evaluation procedure directly with the university.

Our commitment is to maintain fairness and openness in the examination process, ensuring that every student's concerns are addressed with care and efficiency.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/ii/2.5.2.pdf |

2.6 - Student Performance and Learning Outcomes

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

The learning outcomes, including Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) across all academic programs are carefully crafted to align with the essential qualities we aim to instil in our students.

Our focus areas include:

1. Fostering social responsibility and general awareness.
2. Instilling human values in our students.
3. Familiarizing learners with social and economic issues.
4. Enhancing communication and linguistic skills.
5. Developing competencies, creativity, numerical abilities, management and global skills, scientific temperament, analytical thinking, professional ethics, and basic scientific knowledge.
6. Equipping students with vocational, technical, and practical skills.
7. Creating awareness about environmental protection and sustainability.
8. Providing a strong academic foundation for higher education.
9. Ensuring conceptual understanding and techniques in core and complementary disciplines.
10. Developing employment and entrepreneurial skills.
11. Effectively communicating scientific concepts, experimental results, analytical thinking abilities, and a research attitude.
12. Cultivating ethics and life skills.
13. Building marketing, managerial, and corporate skills.
14. Promoting scientific awareness.

We go beyond the regular syllabi by offering special short-term courses, and their learning outcomes are communicated to students through our college website. During admissions and orientation programs, we provide detailed explanations of these outcomes to students.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://careercollegeindia.com/learning-outcomes |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

The college has implemented diverse approaches to assess the achievement of Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs). We utilize both direct and indirect methods to gauge the attainment of these outcomes.

The direct measurement method involves analyzing results to determine the attainment of POs and COs, derived from the analysis of University Exam results, which serve as external assessments. Additionally, continuous student evaluation occurs through various modes of internal assessment conducted throughout the academic session.

On the other hand, the indirect method entails assessing participation and achievements in extracurricular activities such as sports, cultural programs, placements, societal outreach programs, contributions to college activities, membership in various cells and student councils, participation in inter/intra departmental and university competitions, as well as progression to higher studies.

Notably, the college's students excelled, securing top positions in the Barkatullah University's merit list. The placement cell facilitated job fairs and drives, resulting in a significant number of students securing placements through both on-campus and off-campus opportunities.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://careercollegeindia.com/uploads/agar/2022-23/ii/2.6.2.pdf |

2.6.3 - Pass percentage of Students during the year

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

575

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | https://careercollegeindia.com/uploads/aga_r/2022-23/ii/2.6.3.pdf |

2.7 - Student Satisfaction Survey

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

<https://careercollegeindia.com/uploads/ssru/Dept%20wise%20Analysis%20Report-Session%202022-23.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

14.5

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

19

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

03

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | View File |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | https://www.birac.nic.in/webcontent/1671775427_List_ofFinal_EYUVA_Fellows.pdf , https://www.birac.nic.in/webcontent/1671775550_list_of_innovation_fellow.pdf |

3.2 - Innovation Ecosystem

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

We ensure to percolate innovation and creativity for the benefit of students. The ecosystem explores innovations and opportunities to foster a dynamic and progressive research environment via: -

- R&D infrastructure i.e. state-of-the-art laboratories with advanced instrumentation and DBT-BIRAC funded Research Lab to encourage the generation of innovative ideas, technologies, and solutions.
- Nodal Centre for Virtual Lab (IIT Delhi), to access advanced

experiments virtually.

- National IPR Policy has also been keenly concentrated and IPR cell of our college is performing brilliantly and has organized 43 research awareness webinars, guest lectures and workshops
- The ecosystem nurtures startups and innovative projects and provides a supportive environment for budding entrepreneurs and innovators to bring their ideas to reality through workshops, mentorship programs, seminars, pitch sessions, and guest lectures.
- EDIC focuses on entrepreneurial skills to develop soft and hard skills viz; persistence of knowledge, networking & cyber skills and self-confidence, start-up knowledge, business strategies, financial awareness, and managerial literacy.
- IIC Career College Bhopal catalyzes ideas through Ideathon, training and workshops and implements to the extent possible. The whole efforts have resulted insignificant publications in the form of research papers, book chapters, conference proceedings, edited books and 10 patents.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/iii//3.2.1%20Supporting_compressed%20(1).pdf |

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

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

42

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.3 - Research Publications and Awards

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

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

08

| File Description | Documents |
|--|---|
| URL to the research page on HEI website | https://careercollegeindia.com/uploads/agar/2022-23/iii//3.3.1%20Proof%20Final.pdf |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | View File |

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

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

10

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

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

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

19

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.4 - Extension Activities

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

Sensitization towards societal issues remains our foremost concern. To mark the presence of the institute, NSS/NCC, WEC, Green cluster Cells, Basti Clinic, YSBC, and various departments actively engage students towards community services under SPACE to raise their voices against such social or community evils/taboo.

Some glimpses are:

Ø Conducted Health Awareness Camps and counselled for personal hygiene & diet at adopted village Shahpur.

Ø Green Cluster implement various measures for environmental health in lieu with government initiatives.

Ø We are dynamic in our perception to Health Vigilance. Basti Clinic in collaboration with CIMS and Karkinos is tirelessly serving the society by educating the 'basti' people about health care and screening of dreaded diseases.

Ø To promote women's worthiness, we kindle a flame of cognizance by certain activities through Women empowerment cell (Shakti Swaroopa) in collaboration with NGOs', local women's welfare organizations and social reformers. The cell organised women's day and many events with full zeal and enthusiasm.

Ø We have hues of extension activities being concerned to abolish societal and community issues such as food-adulteration and testing, water-body cleaning-drives, health-awareness drives, woollen-cloth distribution, clean & green-village, PCOD-awareness, thaila-bank promotion, road-safety, events of national importance (Constitution Day, Human-Rights-day, Youth-day) etc.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/iii//3.4.1%20Supporting_compressed%20(1).pdf |
| Upload any additional information | View File |

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

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

8

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | View File |

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

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

37

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

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

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

1581

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.5 - Collaboration

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

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

91

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | View File |
| Any additional information | View File |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

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

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

10

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Institution has adequate infrastructure and physical facilities for ensuring worthy academic activities.

Campus:-

Total campus area of 4 acres with multistoried buildings, lush green campus having the unique Infrastructural features.

Class Rooms:-

Total 51 classrooms. Each has adequate space and enough natural light, aerated with good ambiances.

- 22 classrooms are ICT enabled so that ICT can be utilized for strengthening teaching- learning.
- 5 smart classrooms with IFPD (Interactive Flat Panel Display).
- 45 classrooms with Wi-Fi/LAN and surveillance through CCTV cameras.
- 2 seminar halls and auditorium with ICT enabled facilities.
- One portable LCD is used for multiple outdoor activities.
- Laboratories:
 - All 17 laboratories are well equipped having advanced facilities, latest software and
- Research centers:-
 - 03 ICT-enabled Research centers (CRICS, CRIC and CRC) with upgraded facilities for advancement.
- Scholar & Common Rooms:-
 - Separate scholar room allotted for research scholars and common room for boys and girls equipped with all amenities.
- Central Library:-
 - The library software "SOUL" updated from version 2.0 to 3.0.
- Canteen facility:-
 - Canteen facility available with adequate dining space which provide hygienic food with proper disposal management.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://careercollegeindia.com/uploads/aga_r/2022-23/iv/4.1.1-%20Photos%20of%20classrooms%20&%20lab%20new.pdf |

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

Sports & Games:-

For All-round development of students our college put forward sports facilities like-

? Two well maintained playgrounds, with playing equipments required for volleyball, kabaddi, badminton, kho-kho etc.

? A well equipped "Twelve multi stations" gym is also available in the college.

Special Awards:-

- o In order to recognize the sports talent the college management offer special awards and number of scholarships to the winners and outstanding performers of sports at divisional, state, national and international levels.
- o Yoga
- o The goals of NEP and FIT INDIA Movement were to enhance the behavior and to boost agile life style. In order to achieve this mission, the college regularly conducts yoga sessions and celebrates International Yoga Day.

Cultural Activities:-

- o The college has an auditorium with a seating capacity of 800+ students ideal to conduct :

? Orientation Programs

? Fresher and Farewell Parties for students.

? SPIC MACAY – Artist programmes

? International and National Conference, Seminar and workshop.

Medical Facilities:-

? College has 100+ bedded hospital within the campus known as CIMS

accredited by NABH. The institute installed Oxygen plant during COVID

-19 for needy patient. Additionally, Electa Harmony Pro Radiation

treatment machine was installed to provide the best cancer treatment,

aiming for a cancer-free future.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://careercollegeindia.com/uploads/aqa_r/2022-23/iv/4.1.2.pdf |

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

22

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://careercollegeindia.com/uploads/aqa_r/2022-23/iv/4.1.3.pdf |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

189.3

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

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

The central library is enriched with adequate collection of Reference books, Textbooks, Journals, Magazines, Newspapers, eBooks and Periodicals along with separate reading rooms for the students and staff. The library is under surveillance of CCTV cameras. The library has a total collection of 30301 text books and reference books. Central library is fully computerized with bar code-based issue - return process. Online Public Access Catalogue (OPAC) facility is available in the central library for the users to search the books by title, author, subject name, etc.

E-Resources: The library is a member of N-List/DELNET consortia of information library network (INFLIBNET / DELNET). Under this consortium, library provides access to several online journals/e-

books through N-List and DELNET databases: like: J Store, Cambridge University Press, Oxford University Press, J W Wilson, Royal Society of Chemistry, American Institute of Physics, Indian Journals, etc., Also we have subscribed to 58 national and international print journals related to various subjects. Internet and reprography facility with Interlibrary Loan, Document delivery Services, Resource sharing, computer system, barcode scanner, printer and audio-visual unit are available in the library.

The library procured 248 special collections (Module of IGNOU, PTU, Reserve Bank etc.). The library has also preserved the copies of PG Dissertations. Study material is also available for the preparation of different competitive examinations.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional Information | https://careercollegeindia.com/uploads/agar/2022-23/iv/4.2.1.pdf |

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

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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

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

3,70,622.00

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

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

11397

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

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

- The institute use ERP based management module for the student data base.
- The Institution is well furnished with 3 modernized and sophisticated Computer Laboratories, with centralized cooling system and comprises of 288 desktops and 26 laptops having swift 24/7 internet connectivity.
- To ensure easy and fast communication college has LAN network.
- All the departments, office, library and research centre are provided with computers along with internet connectivity for smooth running of the institution.
- Premises have 100 Mbps internet leased line facility.
- Institute subscribed to Zoom, Google Meet and WebEx Meeting for online education.
- More than 188 CCTV cameras have been installed for over all surveillance of campus
- There are 05 Smart Panels, 17 Projectors, 25 Scanners and 36 Printers for various departments.
- Office automation has ensured with inter-departmental "LAN" connectivity. The computing facility is being continuously upgraded and modernized time to time. The labs provide one-

to-one access to students for a variety of peripherals.

- The library software "SOUL" upgrade to 3.0 version.
- OPAC system is being regularly updated for book search
- All departments are well equipped with intercom facility.
- Biometric machines have been installed to monitor the attendance of faculty members and students.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/iv/4.3.1%20Photos%20of%20IT%20Facilities.pdf |

4.3.2 - Number of Computers

314

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| List of Computers | View File |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

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

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

60.23

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

- There are set of policies established by IQAC for the maintenance of College which are routinely observed by Head and Co-head of Criteria IV.
- The campus supervisor is in charge of assuring that these guidelines are followed without any fail.
- The budget is assigned in a way that provides adequate funds for the infrastructure and equipment's smooth operation and upkeep.
- The 24/7 services of an electrician and a plumber is made available in the campus.
- Internal and external audits are every year conducted for academic processes to ensure the progress.
- ICT-enabled classrooms and laboratories are periodically upgraded and maintained.
- The laboratory equipments are regularly checked, calibrated and maintained.
- The regular up-dation of hardware and software is carried out by the Annual Maintenance Contracts.
- The IT Cell upgrades computer systems with the recent software and oversees LAN, Internet, and Wi-Fi facilities.
- The maintenance and up gradation of library services is ensured by library cell, besides this stock verification is done every year.
- Sport equipments and materials are regularly maintained, and new models are purchased as needed.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://careercollegeindia.com/uploads/aqar/2022-23/iv/4.4.2%20maintenance%20policy%20(1).pdf |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

458

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

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

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

1749

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

A. All of the above

| File Description | Documents |
|---|---|
| Link to Institutional website | https://careercollegeindia.com/uploads/agar/2022-23/v/FINAL%205.1.3%20compressed.pdf |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

1726

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

1726

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

5.1.5 - The Institution has a transparent

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

181

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | View File |

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

5.2.2.1 - Number of outgoing student progression to higher education

177

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

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

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

02

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | View File |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

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

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

13

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

The college proactively ensures students' active engagement in governance and decision-making by nominating representatives to various cells and committees. Collaborating with different departments, these representatives coordinate a diverse range of activities, fostering the holistic development of the students.

Guided by the Internal Quality Assurance Cell (IQAC) at Career College, Bhopal, the college administration, endorsed by departmental heads, appoint student representatives for a variety of cells and committees, including Literary Cell, Training and Placement Cell, Green Cluster, Cultural Committee, Research and Development Cell, IPR Cell, Women Empowerment Cell, NCC, NSS, Sports Cell, Personality Assessment and Development Cell, Alumni Cell, and more.

Throughout the academic year, student representatives play a crucial role in major decision-making processes within the college. Serving as links between students and the institution, they actively collect and share information, representing their respective departments at various levels and facilitating the coordination of administrative, academic, co-curricular, and extra-curricular activities.

Engaging in the planning and execution of events like special day celebrations, poster competitions, speech contests, and quiz competitions, student representatives significantly contribute to the conducive campus atmosphere. Their meaningful participation as integral decision-makers enhances the overall quality and effectiveness of the college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/v/5.3.2%20supporting.pdf |
| Upload any additional information | View File |

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

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

40

| File Description | Documents |
|---|---------------------------|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | View File |

5.4 - Alumni Engagement

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

Career College's emblem symbolizes the harmonious rapport between educators and students, fostering a dedicated pursuit of academic excellence and the cultivation of responsible global citizens. The institution's far-reaching impact is illuminated by the radiant achievements of its alumni, actively engaged through the Career Old Students' Association (COSA). CAARWAN 2K23: The Reminiscence showcased a spectacular convergence of over 200 alumni in person and 50 virtually, representing countries such as Germany, Australia, Dubai, Singapore and USA. The event featured a captivating live performance by Siddhartha Khamra from Australia and virtual appearances by distinguished alumni, including Mrs. Universe 2023, Mrs. Amrita Tripathi. The ceremony included the presentation of Alumni Achiever Awards across 11 categories, with

Ashirwad Dande earning the prestigious Alumni of the Year accolade. Eminent alumni, Mr. Deepak Chatterjee and Amandeep Gill from the 1989 batch, were also honored. The institution's commitment to knowledge dissemination persisted through impactful guest lectures, workshops, training sessions, recruitment drives, and seminars, where alumni play pivotal roles. The gathering of the Physiotherapy cohort from the year 2000 emphasized once again the lasting impact of the institution. In essence, Career College continues to forge a global community, transcending geographical boundaries and steadfastly embodying a commitment to excellence.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/v/weblink%205.4.1.pdf |
| Upload any additional information | View File |

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

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Institute strives to achieve a well-aligned governance structure visible in various institutional practices. The institution's mission is realised through the diligence and hard work of the teachers, non-teaching staff and students. In our college, strong leadership and effective governance play a crucial role in our success. We're proud to be A+ grade by NAAC, and this achievement is deeply rooted in our commitment to aligning every aspect of our college with the core goals and values.

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

Our perspective plans focus on continuous improvement, innovation, and adapting to evolving academic needs. We envision a student-centric approach with a strong emphasis on holistic development. Teachers play a pivotal role in decision-making bodies, contributing their insights and expertise. Their involvement extends to curriculum development, pedagogical innovations, and overall institutional development.

In essence, our institution's governance and leadership are guided by a shared vision, inclusive decision-making, and a commitment to excellence in education.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/mission |
| Upload any additional information | View File |

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

In our institution, decentralization and participative management is practiced in all the activities of the college. It can be exemplified through Faculty Development Programme (FDP). The college under the banner of Internal Quality Assurance Cell (IQAC) organised a week-long faculty development programme from 24.04.23 to 29.04.23 on the theme "Professional Ethics". In this faculty development programme, the process of decentralisation was very well designed and implemented. The faculty development programme was planned through a department-level need assessment, the faculty members were asked about their professional goals and challenges. It was ensured that our Faculty Development Programme should be implementable and directly address the unique needs of each faculty member.

To make the process more engaging, departmental committees were formed comprising of faculty members and Departmental Heads and Deans. These committees took charge of designing faculty development programme which tailored to the identified needs.

Participative management was evident as faculties and on the conclusion of faculty development programme provided their feedbacks through well-defined feedback mechanism. In the same

sense, involving faculty members in decision-making has increased engagement and commitment among the faculty members. Faculty members get a sense of ownership and culpability, resulting in more active participation in faculty development programmes. The institution's commitment to effective leadership through decentralization and participative management, ultimately enhances the quality of the college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/activity-gallery?category=Internal%20Quality%20Assurance%20Cell |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic plan deployment signifies that the organization has established a clear vision for future and has taken tangible steps to make that vision reality. This alignment between vision and action is essential for long-term success and sustainability. In alignment with our institutional strategic plan deployment, a NAAC sponsored National Seminar was organised on 19.05.2023 focusing on "Emerging Challenges and Opportunities in Synchronisation of NAAC Criteria with NEP 2020 for Quality Assessment and Enhancement in HEIs". This significant event served as a cornerstone in our commitment to deploying strategic initiatives that resonate with the evolving landscape of education in India.

During the seminar, distinguished educators, policymakers, and experts deliberated on various aspects of the NEP and its implications for our institution. Key discussions revolved around fostering holistic learning, promoting flexibility, and embracing innovative pedagogical approaches mandated by the NEP.

Following the seminar, our college successfully implemented several initiatives derived from the insights gained. These include the introduction of interdisciplinary courses, restructuring of curriculum frameworks to promote critical thinking and problem-solving skills, and the adoption of competency-based assessment methodologies. Proactively embracing NEP, our institute aims to nurture a dynamic learning environment

that empowers students to thrive in the 21st-century landscape.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://careercollegeindia.com/uploads/pdf/IQAC%20Meeting%20Minutes%202022-23.pdf |
| Upload any additional information | View File |

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

Our institution's organizational structure is designed to ensure effective and efficient functioning. Under the umbrella of the Governing body academic excellence is adhered by inculcating positive attitude to promote research, entrepreneurship and competitiveness among the faculty members. This in turn increases the ingenuity of the institution. The principal reports directly to the Board and is responsible for overseeing all aspects of administration and policy implementation. The institutional bodies are streamlined to incorporate feedback from stakeholders ensuring a responsive organizational setup.

Career College adheres and operates in accordance with UGC guidelines. It follows the minimum qualifications for appointment of teachers and other academic staff. Applicants meeting the eligibility criteria as per the UGC norms are called for interview and class teaching demonstration. Appointment rules are well communicated to the staff at the time of recruitment. It includes rules and regulations for all employees of the institution including rules regarding nature of leave, one-month prior notice period for resignation, code of conduct, work culture professional ethics, etc. The Organogram depicts the institutional bodies that are responsible for creating and implementing the policies in an effective manner. It reflects a commitment to efficient governance, promoting transparency, and facilitating smooth communication across all levels of the institution. It ensures that policies, administrative procedures, and service rules are successfully implemented for the overall benefit of our educational community.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/vi/Organogram%20NN.pdf |
| Link to Organogram of the institution webpage | https://careercollegeindia.com/uploads/agar/2022-23/vi/Organogram%20NN.pdf |
| Upload any additional information | View File |

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

A. All of the above

| File Description | Documents |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

6.3 - Faculty Empowerment Strategies

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

Institutional success is deeply amalgamated with the well-being and performance of its staff, both teaching and non-teaching. Recognizing this, our institution has implemented robust welfare measures and a comprehensive Performance Appraisal System to ensure the holistic development and satisfaction of our dedicated workforce.

Welfare measures are essential components of our institution's commitment to creating a supportive and conducive work environment. To achieve this, we have implemented various measures addressing both the physical and mental well-being of our employees.

Welfare measures for teaching and non-teaching staff

- College provides 13 casual leave and 03 Optional leave.
- Maternity leave of 6 months to the eligible staff member
- Paternity Leave of 7 days to the eligible staff
- Employees Provident Fund & ESIC scheme
- Summer Vacation during the month of May/June for 10 days
- 1000/- additional increment to the teaching staff when Ph.D. is awarded.
- 15 days leave for Marriage of a staff member.
- 15 days leave on death of close family member.
- Medical benefits and medical concession is given to the staff in the society's hospital CIMS
- Duty leave is sanctioned to faculty members for various academic and Research activities.
- Reimbursement of registration fee for one national and one international conference for faculty.
- Salary advances on specific requirements of staff.
- Fee exemption to wards of staff
- Daycare center within the campus for the staff members

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/vi/6.3.1%20Leave%20record,%20maternity%20leave,%20Ph.D.%20leave,%20(1).pdf |
| Upload any additional information | View File |

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

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

0

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

22

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | View File |
| Reports of Academic Staff College or similar centers | View File |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

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

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

28

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

An effective welfare system coupled with a well-structured Performance Appraisal System not only promotes employee satisfaction and retention but also contributes to the overall success and excellence of the institution by ensuring a high standard of performance among its staff members. The Performance Appraisal System in our institution is designed to recognize and reward excellence while providing constructive feedback for improvement.

College conducts performance appraisal at the end of each academic session on the basis of clear metrics and criteria, regular evaluations, goal setting, recognition and rewards, career advancement opportunities and performance improvement plans. Staff is encouraged to fill the online appraisal form through Learning Management System (LMS) software. This form is then evaluated through Dean/HOD and then final appraisal is carried out by Head of the Institution. Additionally, students are mandatorily required to fill teachers feedback through Student Satisfaction and Research Unit (SSRU).

Non-teaching staff are evaluated on their efficiency, teamwork, and innovative contributions to their respective departments.

Regular feedback sessions are conducted to discuss performance appraisals, providing employees with a clear understanding of their strengths and areas for improvement. Hence, our institution is committed to taking care of our staff's well-being by recognizing their hard work. This creates a positive and motivating work environment that contributes to our overall success.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careersocietyerp.in/login/mis |
| Upload any additional information | View File |

6.4 - Financial Management and Resource Mobilization

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

Our institution diligently conducts both internal and external financial audits to ensure transparency and accountability.

Internally, monthly financial reviews are conducted by our finance team to monitor budget adherence and identify potential discrepancies. Additionally, an annual internal audit is performed by an independent auditor within the organization.

External audit is conducted annually by certified external auditor to provide an unbiased assessment of our financial records. This helps in complying with regulatory standards and ensures the accuracy of our financial statements.

In the event of audit objections, a systematic mechanism is in place for resolution. The audit objections are thoroughly reviewed by the finance team and discussed with the respective departments. Clear communication channels are established to address concerns and provide necessary explanations. Corrective measures are promptly implemented to rectify any discrepancies, and a follow-up audit is conducted to ensure compliance.

This robust system both of internal and external financial audits, coupled with a responsive mechanism for addressing objections, reflects our commitment to financial integrity and accountability for fiscal management within the institution.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/vi/6.4.1%20Audit%20Report.pdf |
| Upload any additional information | View File |

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

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

0

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

Our institution is committed to strategic resource mobilization and optimal resource utilization to support our educational mission. Our resource mobilization policy focuses on diversifying funding sources to ensure financial sustainability. We engage in activities such as grant applications, partnerships with local businesses, and community fundraising events.

The procedures involve a dedicated resource mobilization team that identifies potential funding opportunities and builds relationships with external sources. Clear guidelines are in place to ensure ethical fundraising practices and compliance with legal regulations.

As soon as money is raised, we give top priority to efficient use of resources. The requirements of the departments are used to determine the needs of the organization. The budget committee discusses the proposal, which is invited. The committee reviews the proposal, has a discussion about it with the principal, and makes sure the proposal is carried out correctly. The budget committee supervises the distribution of monies among different departments, guaranteeing conformity with the objectives of the institution. Frequent financial reviews and audits guarantee accountability and openness in the use of resources.

Furthermore, our institution encourages innovative cost-saving measures and sustainable practices. Energy-efficient initiatives, recycling programs, and technology upgrades contribute to efficient resource utilization while minimizing environmental impact.

By adhering to these policies and procedures, we aim to create a financially resilient institution that maximizes the impact of resources on the quality of education imparted to our students.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/vi/6.4.3%20Income%20Expenditure.pdf |
| Upload any additional information | View File |

6.5 - Internal Quality Assurance System

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

The institutions IQAC significantly contributed in institutionalizing the quality assurance strategies at regular intervals. The process of quality assurance was well adopted by conducting FDP on "Emotional Quotient and Brain Dominance" on 16.09.2022. This was the right time for this FDP. The institute very well understood that there is strong need of motivation among the faculty members amidst the challenges of COVID-19. This FDP helped manage stress, fostering resilience in uncertain times. Exploring brain dominance sheds light on preferred learning and teaching styles, aiding effective online instruction. The college by embracing these concepts empowered college teachers to navigate the pandemic landscape with confidence and compassion.

The IQAC contributed significantly by conducting a workshop on "Building a Resilient Mindset: Thriving in an Ever-Changing Landscape" on 05.04.2023. The workshop emphasized on how the faculties should have reactive approach and proactive approach towards any situational circumstances.

Our institutions IQAC works as per the need of the hour. An innovative teaching strategy was adopted by our institute. This was the initiation of flipped classroom concept. In a flipped classroom, the instruction is delivered online, outside the class this fosters deeper comprehension and critical thinking skills.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.facebook.com/reel/1606051629865794 , https://careercollegeindia.com/uploads/pdf/IQAC%20Meeting%20Minutes%202022-23.pdf |
| Upload any additional information | View File |

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

The Institutional Quality Assurance Cell is like the educational institution's quality control team. Their main job is to make sure everything about teaching and learning gets better over time. IQAC focuses on three main things: how teachers teach and students learn, how the institution is run day-to-day, and how well students are doing in their studies.

When it comes to teaching and learning, IQAC looks at things like how teachers and students interact and if new and creative teaching methods are being used. Feedback and assessments is done to figure out what's working well and what needs improvement.

For student outcomes, IQAC looks at whether students are gaining knowledge, developing skills, and performing well academically. Reviews are taken regularly. This helps the institution stay updated with the latest educational trends and practices globally.

The work of IQAC is crucial for ensuring the institution provides top-quality education. Their reviews, adherence to standards, and focus on continuous improvement make sure the institution stays ahead in delivering an excellent education to its students. The documented improvements act as a guide for future enhancements, confirming the institution's dedication to being the best in education.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/ssru/Dept%20wise%20Analysis%20Report-Session%202022-23.pdf |
| Upload any additional information | View File |

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

A. All of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://careercollegeindia.com/uploads/pdf//Annual%20Report%202022-23.pdf |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Safety and Security

College has effective Women Empowerment cell which create awareness about gender issues through various activities. For security we have guards and 24 X 7 CCTV surveillance. Several gender equity awareness programme have been organized by WEC:

- PCOS awareness programme for the adolescent girls of Shahpur

Village adopted by the college on 08/9/22

- Sewing skill based program 'Thaila Bank' program for women of Shahpur Village, on the occasion of 'International Literacy Day - 2022
- Guest lecture and camp on HPV Awareness Program on 11/02/2023
- Nirbhya, a women's self-defense program organized from 15 March 2023, to 31 March 2023
- Interactive Workshop cum Discussion (Swacch and Udaan: Freedom of Liberty and Security) on 10 Dec 2022

Counselling

Career College is very much concerned about mental health of staff and students. Keeping this in mind Ms. Priya Sonpar (counsellor) provides counseling sessions. Psychological counseling can help you navigate your challenges and build a more fulfilling and satisfying life.

Common Rooms

The common room is reserved exclusively for girl students of the college. Excellent seating options and tables for indoor games like chess and carrom are provided in the common area.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://careercollegeindia.com/uploads/agar/2022-23/vii/7.1.1%20website%20data%20final.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://careercollegeindia.com/uploads/agar/2022-23/vii/7.1.1%20website%20data%20final.pdf |

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

A. 4 or All of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

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

Solid Waste Management

The departmental laboratories yielded solid debris, which was disposed of promptly. Regular litter that wasn't polluted was disposed of by the Bhopal Municipal Corporation. Contaminated wastes were collected and transferred to our hospital Career Institute of Medical Sciences (CIMS) pursuant to a contract with Bhopal Incinerator Ltd (an ISO 14001:2004 certified, common bio-medical waste management facility, licensed by the M. P. Pollution Control Board, Bhopal).

Liquid Waste Management

The institution features a 100 KLD Sewage Treatment Plant (STP) and a 3 KLD ETP that eliminate garbage in accordance with MPPCB (Madhya Pradesh Pollution Control Board) directives.

E-waste Management

We have an e-waste container to gather electronic debris that was disposed of by "Unique Eco Recycle, Indore," which was approved by the M.P. Pollution Control Board and the M.P.E. government. - A notice regarding the disposal of waste gets routinely circulated among all staff members and students.

Waste Recycling System

The Zoology department of the college maintained a vermicompost pit where a variety of biodegradable waste materials, such as dry foliage, vegetable peels, food residue, etcetera., could be processed into manure.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | View File |

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

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

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

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | View File |

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the **A. Any 4 or all of the above**

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

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

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

We believed in equality of all cultures and to provide an

inclusive environment for the students. We took various initiatives such as students belonging to different caste and religions can study without any discrimination in our institute as we never had any intolerance towards cultural, regional, socio-economic and other diversities. National festivals, birth anniversaries and memories of great Indian personalities were celebrated in the college with zeal and enthusiasm.

Various activities had been organized for the students to inculcate the sense of pride, equality, values of diverse Indian culture in them. Some of them are:

- Water body cleaning drive on 9/2/23
- Lecture on 'Importance of Social Behaviour' on 18/1/23
- Lecture on mental health awareness on 12/10/22
- Basant Panchami festival was celebrated with students on 05/02/22
- Holi celebration with students and all staff members on 7/3/23
- A visit to old age home had been organised on 26/03/22
- Musical Performance of legend Rakesh Chourasiya (Spic Macay) 9/9/22
- To give the knowledge of folk cultures of India a folk-dance program had been organised on 27/1/23 in association with Spic Macay

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

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

Sensitizing students and employees to constitutional obligations is paramount for fostering a responsible and aware citizenry within an institution. This holistic approach not only shapes the character of individuals but also contributes to the overall well-being of the institution. Different activity had been organized for this motive are-

- Attribute to Kargil martyrs on Kargil Vijay Diwas by students

on 26/7/22.

- "Har GharJhanda, Har GharTiranga Abhiyan", from 12/8/22 to 17/8/22.
- Exhibition to display the days of early independence from 10/08/2022 to 14/08/22.
- Titrnga par Charcha on 13/8/22, a part of Independence Day celebration.
- International Literacy Day was celebrated on 08/09/2022.to spread the value of education.
- Voter ID card-making drive for students in collaboration with the Election Commission of India from 12 -20th October2022.
- State level run for unity on Rashtriya Ekta Diwas on 31/10/22.
- Guest lecture on upgrade to next level for bright future was organized on 12/10/22.
- Interactive Workshop cum Discussion on Freedom of Liberty and Security was organized on 10/12/2022.
- Awareness program on National Voter's day (25/1/23).

| File Description | Documents |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://careercollegeindia.com/uploads/agar/2022-23/vii/7.1.9%202022-23.pdf |
| Any other relevant information | https://careercollegeindia.com/uploads/agar/2022-23/vii/7.1.9%202022-23.pdf |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website A. All of the above

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

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | View File |

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

We believe in the equality of all the cultures prevailing in India and our motto is to make our students a well informed human being with the sense of responsibility, humbleness and respect for all the cultures. Birth/death anniversaries of personalities of repute, patriotic days and other festivals were celebrated with great zeal to imbibe the feelings of patriotism among students. ? To spread the message of environmental conservation Earth Day, Environment Day and Water Day were celebrated this year. ? On International Ozone Layer Preservation Day (17/9/22) a guest lecture was organised to make people aware about the use of eco-friendly solutions to protect ozone depletion. ? Celebrated National Innovation Day to commemorate Birthday of Former President and Missile Man 15/10/22 ? Human Rights Day was celebrated in association with Sarokar NGO (10/12/22) ? Organized a poster presentation and slogan writing competition on 24 th March 2023 to commemorate World Water Day 2023 ? Importance of Microbes for our society celebrates International Micro Organism Day at 17/9/22. ? In addition to above days other important days like- Youth Day, Literacy Day, AIDS Day, Women's Day, Non-violence Day, Girl-Child Day, Physiotherapy Day, World Heart Day Management Day etc were observed by the college to instil awareness among students.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | View File |

7.2 - Best Practices

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

Best Practice No.-1

Title of the Practice: Establishment of Digital Citizenship & Internet Maturity Club

Objectives of the Practice

Prioritize online safety, digital discipline and online education quality

The Context

Implementation of 'Acceptable Use Policy' to promote digital discipline and cyber safety.

The Practice

Various activities had been organised for online safety, reputation and for digital discipline.

Evidence of Success

A digital awareness event on 8th October, 2022 and an interschool competition - digiTEENS 2K23 on 6th- 7th January 2023.

Problems Encountered and Resources Required

People were not aware of the 'Acceptable Use Policy' and convincing them for that policy was a difficult task.

Best Practice No.-2

Title of the Practice: Early Vision: Illuminating Paths to Cancer Awareness, Screening for Early Detection.

Objectives of the Practice: - Promote screenings for early detection of cancer.

The Context:-

Cancer awareness campaigns empowers individual to recognize warning signs and encourage regular check-ups

The Practice: -

Around 50 health camps and Basti clinics were organised in Bhopal, Gwalior, Jabalpur & Indore.

Evidence of Success: -

More than 55000 screening regarding cancer was done through mobile app.

Problems Encountered and Resources Required: -

Myths and belief system in society and funds required for the treatment of low-income group.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://careercollegeindia.com/uploads/aqar/2022-23/vii/7.2%20Best%20practice.pdf |
| Any other relevant information | https://careercollegeindia.com/uploads/aqar/2022-23/vii/7.2%20Best%20practice.pdf |

7.3 - Institutional Distinctiveness

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

3Zero Club

Career College functions with the motto of "Rise with Education". The Institution believes in creating an environment for holistic development of the students

Yunus Social Business Centre (YSBC) is a hub for social business in Higher Education Institutions around the world, following the principles of Nobel Laureate Professor Muhammad Yunus of Bangladesh.

YSBCs conduct research, teaching, academic program and curriculum development, action research, knowledge-sharing events in social business like competitions, workshops and seminars.

3ZERO Club is an initiative to create a world of three zeros – zero net carbon emission, zero wealth concentration for ending poverty, and zero unemployment by unleashing entrepreneurship in all.

This initiative of setting up a global network of 3ZERO Clubs is undertaken by Career College to make Students familiar with the goal of three zero concept. Each Club is a self-formed, self-contained mini-Club of five members with self-chosen tasks to play a role in creating a three zero world. Each Club empowers itself by connecting with other such Clubs, having a larger range of common features. The Clubs become exponentially powerful as they link themselves up with each other. This networking expedites, in a systematic way, the process of reaching the goal faster.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college follows student-centric learning approach to ensure holistic learning. The IQAC ensured the efficacy through the preparedness and integration in academic planning step by step as follows: -

- **Academic Calendar:** Academic calendar was prepared incorporating curricular and co-curricular activities in adherence to the guidelines of Department of Higher Education, Govt of M.P.
- **Timetable:** HODs monitored preparation of time-table in ERP and its timely availability on College website and departmental notice boards.
- **Updated Syllabus:** The syllabi prescribed by the affiliating University, Barkatullah University, and Department of Higher Education, Govt. of M.P. for the session were uploaded on college website.
- **Effective Delivery of Curriculum:** Efficacy in delivery was supplemented by numerous topic specific e-resources at ERP enabling learning at student's pace, e-content videos, workshops, webinars, quizzes, presentations, classroom discussions, live projects and virtual industrial/research lab visits, refresher notes etc. Further enriched with a number of Short-Term Certificate Courses, value added courses, NPTEL, IIT Bombay Courses, UGC-NSQF Courses and a course on Social Business under the umbrella of YSBC. Practicals were enriched with virtual labs as a local chapter of IIT-Delhi.
- **Monitoring of Syllabus Completion:** HODs monitored the completion of syllabus effectively via personal and remedial classes meticulously.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://careercollegeindia.com/time-table |

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

The Academic Calendar is designed to mark the significant academic events, curricular and co-curricular activities, various national and international days, sports, examinations, workshops, webinars, trainings, internship, FDPs and guest lectures in every session. Academic activities were organised as an important means for achieving better academic outcome and upskilling the students.

The academic calendar played a pivotal role in the functioning of academic activities to continue the journey of excellence for all round development. The academic calendar is aligned with CIE, University examinations and National Education Policy-2020. Video lectures, and additional study material were provided on MIS to complement academics at the pace of students.

Advanced innovative and evaluation strategies were utilized to achieve objectives of teaching learning and evaluation.

All the academic work related to curriculum for CIE such as half yearly or semester internal assesment, internship, projects, field work, practicals, assignments etc. were efficiently and diligently conducted with maximum possible adherence to academic calendar to maintain the dynamism of curriculum delivery. Additionally, subject specific expert lectures, industrial visits, value added programs were conducted for better understanding. Remedial classes were also conducted for slow learners and absentees.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://careercollegeindia.com/uploads/academic/Merge%20Academic%20Calendar%20-2022-23.pdf |

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

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

54

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

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

46

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

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

2112

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

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

Cross-cutting issues addressing Gender, Human-Values, Environmental Sustainability and Professional-Ethics are integral parts of university syllabi of all the programs. Environmental-science is included in syllabi of post-graduation classes of Chemistry, Botany, Zoology and Microbiology. Foundation courses of under-graduate classes address gender, professional ethics and human values. Additionally, the College puts special emphasis on the cross-cutting issues via co-curricular activities.

'Women Empowerment Cell'(WEC), 'Green Cluster', 'Personality Assessment and Development Cell' (PADC), 'Entrepreneurship Development Innovation Cell' (EDIC) efficiently laying foundation of green and clean globe in pace with India's Swachh

Bharat Abhiyan; resilient and tenacious personalities, innovative and successful entrepreneurs and professionals with high moral values and ethics. The college facilitates inclusion of high morals & ethics to build the brightest citizen. Social Business Centre of Career College, Bhopal is actively engaged for building prosperous society in collaboration with Yunus Social Business Centre (YSBC) Bangladesh. 3ZERO club has been established under the umbrella of YSBC to achieve the mission of zero carbon emission, zero poverty and zero unemployment.

NSS Unit has adopted a village at Shahpur and significantly contributed on cross-cutting issues.

These activities inculcate gender-equity, personal-upliftment, environmental-consciousness, self-confidence and to equip students in holistic manner.

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

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

45

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | View File |
| Institutional Data in Prescribed Format | View File |

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

901

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

| | |
|---|----------------------------|
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | A. All of the above |
| | |

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://careercollegeindia.com/uploads/aqar/2022-23/i/1.4.2%20(22-23).pdf |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

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

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

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| URL for feedback report | https://careercollegeindia.com/uploads/aqar/2022-23/i/1.4.2%20(22-23).pdf |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

715

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

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

355

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

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

The college prioritizes understanding students' learning levels by conducting Knowledge Skill Assessment (KSA) tests at the beginning of each academic session. These tests help to identify both advanced and slow learners. The college provides extra support to the students through remedial classes, individual counselling for emotional and behavioural challenges, additional study materials, and a Mentor-Mentee system.

Advanced learners get involved in stimulating activities like competitions, science exhibitions, and seminars. Partnerships with institutions like IIT Bombay for Spoken Tutorial and Swayam NPTEL as local chapter provide facility for online courses. They also receive guidance for competitive exams, pre-placement training, and industry-oriented skill development.

All students benefit from add-on courses, study tours, career guidance from alumni, and counselling sessions. The library as a learning resource provides extra resources, including previous university question papers. This comprehensive approach ensures a supportive learning environment for the students.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/aqar/2022-23/ii/2.2.1.docx.pdf |
| Upload any additional information | View File |

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

| | |
|--------------------|--------------------|
| Number of Students | Number of Teachers |
| 2112 | 70 |

| | |
|----------------------------|---------------------------|
| File Description | Documents |
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

Career College is dedicated to provide an enriching learning experience through various student-centric strategies:

- 1. Experiential Learning:** Students engage in ICT-enabled teaching, field visits, language lab training, hands-on laboratory work, internships, and practice with sample papers emulating university exam patterns.
- 2. Participatory Learning:** Students actively participate in seminars, presentations, debates, role-play, group discussions, quizzes, and get project guidance at both undergraduate and postgraduate levels.
- 3. Problem Solving Methodologies:** Students develop critical problem-solving skills through group discussions, tests, assignments, numerical problem-solving, online/offline quizzes, oral Q&A sessions, projects, and research papers.
- 4. Collaborative Learning:** We emphasize teamwork and collaboration among students.
- 5. Pre-placement Comprehensive Training:** Pre-placement trainings in association with reputed Recruiting partners to prepare for the campus placements.
- 6. Environmental Awareness:** Green Cluster Cell of the college cultivates awareness about environmental issues.

7. Add-On MOOC Programs: Access additional learning resources from prestigious platforms like NPTEL, IIT Bombay, COURSERA, etc.

8. Annual Cultural Programs: Students showcase their creativity through extracurricular and cultural activities.

9. Publishing Opportunities: Students showcase research findings by publishing papers in journals.

10. University Exam Preparation: They gain confidence in Examinations through Practice University Test.

At Career College, we are committed to our students' success, fostering a holistic and interactive learning approach to achieve academic and professional goals.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| Link for additional information | https://careercollegeindia.com/uploads/aqar/2022-23/ii/2.3.1.pdf |

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

Career College, Bhopal nurtures the use of modern ICT tools to enhance student centric learning experience. In most of the classrooms, there are high-quality projectors, Wi-Fi, and smart interactive panels, fostering new modes of learning and facilitating interactions between faculty and students.

Our Interactive Learning through Smart Interactive Panels ensures an effective virtual learning experience, providing practical insights during theoretical lectures. The Learning Management System offers a customized online educational platform, creating a tailored learning environment.

We maintain a continuous ICT-based learning environment with resources like the Multimedia and Animation Lab, facilitating e-content development. Well-equipped computer labs with audio-visual facilities, Internet enables access to online content within the campus. Additionally, professors share their expertise through readily available PPTs and videos for effective student learning.

Explore diverse learning opportunities through our Massive Open Online Courses (MOOCs), including our Local Chapter of SWAYAM NPTEL, MoUs with IIT Bombay for online courses, and Virtual Labs from IIT Delhi.

Our Library Management System, developed with InflibNet (WEB Realise 2.00.3 version), ensures seamless access to educational resources. We established the E-YUVA Centre, funded by the Biotechnology Industry Research Assistance Council (BIRAC), providing cutting-edge resources for students.

At Career College, we're committed to delivering a tech-savvy and enriching educational journey, leveraging modern tools for the academic success.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

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

2.3.3.1 - Number of mentors

69

| File Description | Documents |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

70

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

38

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

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

2.4.3.1 - Total experience of full-time teachers

630

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

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

Career College in Bhopal, has enhanced its internal assessment system for more transparent and robust evaluation aligned with university rules. This initiative plays a crucial role in ensuring that our students achieve their Course Outcomes (COs) and Program Outcomes (POs).

Our Methods of Internal Evaluation involve Continuous Internal Evaluations (CIE), conducted using diverse modes of evaluation. At the start of each year or semester, the college's academic calendar, uploaded on our website, outlines the planned CIE schedules. These schedules align with the academic calendar of Higher Education.

To ensure effective implementation, our faculty members explain the CIE process to students in their regular classes. Any changes in schedules, patterns, or methods are promptly communicated through WhatsApp notifications. Students can view their internal assessment marks on the MIS dashboards. Additionally, subject teachers discuss attendance and performance in classes, ensuring that students are well-informed about their progress.

At Career College, we're committed to a fair and transparent assessment process that supports our students' academic progress.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://careercollegeindia.com/uploads/aqar/2022-23/ii/2.5.1.pdf |

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

The college has established an effective system to address examination-related concerns. Our approach ensures transparency in both Continuous Internal Evaluation (CIE) and the rectification process, all in adherence to the guidelines set by the affiliating university.

At the college level, our faculty distributes evaluated answer copies to students, and any questions or concerns are promptly handled. If students notice discrepancies such as errors in question papers or marking, the respective teacher resolves the issue, making necessary corrections. In cases where students remain dissatisfied with the resolved marks, they can approach the Head of the Department (HOD). The HOD ensures a positive and thorough reassessment, involving another teacher if needed. We also conduct retests for internal assessments when students miss exams due to genuine reasons.

On the university level, if students have concerns regarding the evaluation of their answer copies, they can address these issues by applying for the evaluation procedure directly with the university.

Our commitment is to maintain fairness and openness in the examination process, ensuring that every student's concerns are addressed with care and efficiency.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://careercollegeindia.com/uploads/aqar/2022-23/ii/2.5.2.pdf |

2.6 - Student Performance and Learning Outcomes

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

The learning outcomes, including Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) across all academic programs are carefully crafted to align with the essential qualities we aim to instil in our students.

Our focus areas include:

1. Fostering social responsibility and general awareness.
2. Instilling human values in our students.
3. Familiarizing learners with social and economic issues.
4. Enhancing communication and linguistic skills.
5. Developing competencies, creativity, numerical abilities, management and global skills, scientific temperament, analytical thinking, professional ethics, and basic scientific knowledge.
6. Equipping students with vocational, technical, and practical skills.
7. Creating awareness about environmental protection and sustainability.
8. Providing a strong academic foundation for higher education.
9. Ensuring conceptual understanding and techniques in core and complementary disciplines.
10. Developing employment and entrepreneurial skills.
11. Effectively communicating scientific concepts, experimental results, analytical thinking abilities, and a research attitude.
12. Cultivating ethics and life skills.
13. Building marketing, managerial, and corporate skills.
14. Promoting scientific awareness.

We go beyond the regular syllabi by offering special short-term courses, and their learning outcomes are communicated to students through our college website. During admissions and orientation programs, we provide detailed explanations of these outcomes to students.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://careercollegeindia.com/learning-outcomes |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

The college has implemented diverse approaches to assess the achievement of Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs). We utilize both direct and indirect methods to gauge the attainment of these outcomes.

The direct measurement method involves analyzing results to determine the attainment of POs and COs, derived from the analysis of University Exam results, which serve as external assessments. Additionally, continuous student evaluation occurs through various modes of internal assessment conducted throughout the academic session.

On the other hand, the indirect method entails assessing participation and achievements in extracurricular activities such as sports, cultural programs, placements, societal outreach programs, contributions to college activities, membership in various cells and student councils, participation in inter/intra departmental and university competitions, as well as progression to higher studies.

Notably, the college's students excelled, securing top positions in the Barkatullah University's merit list. The placement cell facilitated job fairs and drives, resulting in a significant number of students securing placements through both on-campus and off-campus opportunities.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://careercollegeindia.com/uploads/aqar/2022-23/ii/2.6.2.pdf |

2.6.3 - Pass percentage of Students during the year

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

575

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | https://careercollegeindia.com/uploads/aqar/2022-23/ii/2.6.3.pdf |

2.7 - Student Satisfaction Survey

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

<https://careercollegeindia.com/uploads/ssru/Dept%20wise%20Analysis%20Report-Session%202022-23.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

14.5

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

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

3.1.2.1 - Number of teachers recognized as research guides

19

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

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

03

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | View File |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | https://www.birac.nic.in/webcontent/1671775427_List_ofFinal_EYUVA_Fellows.pdf , https://www.birac.nic.in/webcontent/1671775550_list_of_innovation_fellow.pdf |

3.2 - Innovation Ecosystem

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

We ensure to percolate innovation and creativity for the benefit of students. The ecosystem explores innovations and opportunities to foster a dynamic and progressive research environment via: -

- R&D infrastructure i.e. state-of-the-art laboratories with advanced instrumentation and DBT-BIRAC funded Research Lab to encourage the generation of innovative ideas, technologies, and solutions.
- Nodal Centre for Virtual Lab (IIT Delhi), to access advanced experiments virtually.
- National IPR Policy has also been keenly concentrated and IPR cell of our college is performing brilliantly and has organized 43 research awareness webinars, guest lectures and workshops
- The ecosystem nurtures startups and innovative projects and provides a supportive environment for budding entrepreneurs and innovators to bring their ideas to reality through workshops, mentorship programs, seminars, pitch sessions, and guest lectures.
- EDIC focuses on entrepreneurial skills to develop soft and hard skills viz; persistence of knowledge, networking & cyber skills and self-confidence, start-up knowledge, business strategies, financial awareness, and managerial literacy.
- IIC Career College Bhopal catalyzes ideas through Ideathon, training and workshops and implements to the extent possible. The whole efforts have resulted insignificant publications in the form of research papers, book chapters, conference proceedings, edited books and 10 patents.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/iii//3.2.1%20Supporting_compressed%20(1).pdf |

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

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

42

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| List of workshops/seminars during last 5 years (Data Template) | View File |

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

08

| File Description | Documents |
|--|---|
| URL to the research page on HEI website | https://careercollegeindia.com/uploads/aqar/2022-23/iii//3.3.1%20Proof%20Final.pdf |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | View File |

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

10

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

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

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

19

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.4 - Extension Activities

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

Sensitization towards societal issues remains our foremost concern. To mark the presence of the institute, NSS/NCC, WEC, Green cluster Cells, Basti Clinic, YSBC, and various departments actively engage students towards community services under SPACE to raise their voices against such social or community evils/taboo.

Some glimpses are:

Ø Conducted Health Awareness Camps and counselled for personal hygiene & diet at adopted village Shahpur.

Ø Green Cluster implement various measures for environmental health in lieu with government initiatives.

Ø We are dynamic in our perception to Health Vigilance. Basti Clinic in collaboration with CIMS and Karkinos is tirelessly serving the society by educating the 'basti' people about health care and screening of dreaded diseases.

Ø To promote women's worthiness, we kindle a flame of cognizance by certain activities through Women empowerment cell (Shakti Swaroopa) in collaboration with NGOs', local women's welfare organizations and social reformers. The cell organised women's day and many events with full zeal and enthusiasm.

Ø We have hues of extension activities being concerned to

abolish societal and community issues such as food-adulteration and testing, water-body cleaning-drives, health-awareness drives, woollen-cloth distribution, clean & green-village, PCOD-awareness, thaila-bank promotion, road-safety, events of national importance (Constitution Day, Human-Rights-day, Youth-day) etc.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/aqar/2022-23/iii//3.4.1%20Supporting_compressed%20(1).pdf |
| Upload any additional information | View File |

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

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

8

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | View File |

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

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

37

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

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

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

1581

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.5 - Collaboration

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

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

91

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | View File |
| Any additional information | View File |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

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

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

10

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Institution has adequate infrastructure and physical facilities for ensuring worthy academic activities.

Campus :-

Total campus area of 4 acres with multistoried buildings, lush green campus having the unique Infrastructural features.

Class Rooms :-

Total 51 classrooms. Each has adequate space and enough natural light, aerated with good ambiences.

- **22 classrooms are ICT enabled so that ICT can be utilized for strengthening teaching- learning.**
- **5 smart classrooms with IFPD (Interactive Flat Panel Display).**
- **45 classrooms with Wi-Fi/LAN and surveillance through CCTV cameras.**
- **2 seminar halls and auditorium with ICT enabled facilities.**

- One portable LCD is used for multiple outdoor activities.
- **Laboratories:**
- All 17 laboratories are well equipped having advanced facilities, latest software and
- **Research centers:-**
- 03 ICT-enabled Research centers (CRICS, CRIC and CRC) with upgraded facilities for advancement.
- **Scholar & Common Rooms:-**
- Separate scholar room allotted for research scholars and common room for boys and girls equipped with all amenities.

- **Central Library:-**
- The library software "SOUL" updated from version 2.0 to 3.0.
- **Canteen facility:-**
- Canteen facility available with adequate dining space which provide hygienic food with proper disposal management.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/iv/4.1.1-%20Photos%20of%20classrooms%20&%20lab%20new.pdf |

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

Sports & Games:-

For All-round development of students our college put forward sports facilities like-

? Two well maintained playgrounds, with playing equipments required for volleyball, kabaddi, badminton, kho-kho etc.

? A well equipped "Twelve multi stations" gym is also available in the college.

Special Awards:-

- In order to recognize the sports talent the college management offer special awards and number of scholarships to the winners and outstanding performers of sports at divisional, state, national and international levels.
- Yoga

- The goals of NEP and FIT INDIA Movement were to enhance the behavior and to boost agile life style. In order to achieve this mission, the college regularly conducts yoga sessions and celebrates International Yoga Day.

Cultural Activities:-

- The college has an auditorium with a seating capacity of 800+ students ideal to conduct :

? Orientation Programs

? Fresher and Farewell Parties for students.

? SPIC MACAY - Artist programmes

? International and National Conference, Seminar and workshop.

Medical Facilities:-

? College has 100+ bedded hospital within the campus known as CIMS

accredited by NABH. The institute installed Oxygen plant during COVID

-19 for needy patient. Additionally, Electa Harmony Pro Radiation

treatment machine was installed to provide the best cancer treatment,

aiming for a cancer-free future.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/iv/4.1.2.pdf |

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

22

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/iv/4.1.3.pdf |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

189.3

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

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

The central library is enriched with adequate collection of Reference books, Textbooks, Journals, Magazines, Newspapers, eBooks and Periodicals along with separate reading rooms for the students and staff. The library is under surveillance of CCTV cameras. The library has a total collection of 30301 text books and reference books. Central library is fully computerized with bar code-based issue - return process. Online Public Access Catalogue (OPAC) facility is available in the central library for the users to search the books by title, author, subject name, etc.

E-Resources: The library is a member of N-List/DELNET consortia of information library network (INFLIBNET / DELNET). Under this consortium, library provides access to several online journals/e-books through N-List and DELNET databases: like: J Store, Cambridge University Press, Oxford University Press, J W Wilson, Royal Society of Chemistry, American Institute of Physics, Indian Journals, etc., Also we have subscribed to 58 national and international print journals related to various subjects. Internet and reprography facility with Interlibrary Loan, Document delivery Services, Resource sharing, computer system, barcode scanner, printer and audio-visual unit are available in the library.

The library procured 248 special collections (Module of IGNOU, PTU, Reserve Bank etc.). The library has also preserved the copies of PG Dissertations. Study material is also available for the preparation of different competitive examinations.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional Information | https://careercollegeindia.com/uploads/agar/2022-23/iv/4.2.1.pdf |

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

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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

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

3,70,622.00

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

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

11397

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

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

- The institute use ERP based management module for the student data base.
- The Institution is well furnished with 3 modernized and sophisticated Computer Laboratories, with centralized cooling system and comprises of 288 desktops and 26

laptops having swift 24/7 internet connectivity.

- To ensure easy and fast communication college has LAN network.
- All the departments, office, library and research centre are provided with computers along with internet connectivity for smooth running of the institution.
- Premises have 100 Mbps internet leased line facility.
- Institute subscribed to Zoom, Google Meet and WebEx Meeting for online education.
- More than 188 CCTV cameras have been installed for over all surveillance of campus
- There are 05 Smart Panels, 17 Projectors, 25 Scanners and 36 Printers for various departments.
- Office automation has ensured with inter-departmental "LAN" connectivity. The computing facility is being continuously upgraded and modernized time to time. The labs provide one-to-one access to students for a variety of peripherals.
- The library software "SOUL" upgrade to 3.0 version.
- OPAC system is being regularly updated for book search
- All departments are well equipped with intercom facility.
- Biometric machines have been installed to monitor the attendance of faculty members and students.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/iv/4.3.1%20Photos%20of%20IT%20Facilities.pdf |

4.3.2 - Number of Computers

314

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| List of Computers | View File |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

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

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

60.23

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

- There are set of policies established by IQAC for the maintenance of College which are routinely observed by Head and Co-head of Criteria IV.
- The campus supervisor is in charge of assuring that these guidelines are followed without any fail.
- The budget is assigned in a way that provides adequate funds for the infrastructure and equipment's smooth operation and upkeep.
- The 24/7 services of an electrician and a plumber is made available in the campus.
- Internal and external audits are every year conducted for academic processes to ensure the progress.
- ICT-enabled classrooms and laboratories are periodically upgraded and maintained.
- The laboratory equipments are regularly checked,

calibrated and maintained.

- The regular up-dation of hardware and software is carried out by the Annual Maintenance Contracts.
- The IT Cell upgrades computer systems with the recent software and oversees LAN, Internet, and Wi-Fi facilities.
- The maintenance and up gradation of library services is ensured by library cell, besides this stock verification is done every year.
- Sport equipments and materials are regularly maintained, and new models are purchased as needed.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/iv/4.4.2%20maintenance%20policy%20(1).pdf |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

458

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

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

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

1749

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

A. All of the above

| File Description | Documents |
|---|---|
| Link to Institutional website | https://careercollegeindia.com/uploads/aqar/2022-23/v/FINAL%205.1.3%20compressed.pdf |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

1726

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

1726

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

181

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | View File |

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

5.2.2.1 - Number of outgoing student progression to higher education

177

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

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

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

02

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | View File |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

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

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

13

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

The college proactively ensures students' active engagement in governance and decision-making by nominating representatives to various cells and committees. Collaborating with different departments, these representatives coordinate a diverse range of activities, fostering the holistic development of the students.

Guided by the Internal Quality Assurance Cell (IQAC) at Career College, Bhopal, the college administration, endorsed by departmental heads, appoint student representatives for a variety of cells and committees, including Literary Cell, Training and Placement Cell, Green Cluster, Cultural Committee, Research and Development Cell, IPR Cell, Women Empowerment Cell, NCC, NSS, Sports Cell, Personality Assessment and Development Cell, Alumni Cell, and more.

Throughout the academic year, student representatives play a crucial role in major decision-making processes within the college. Serving as links between students and the institution, they actively collect and share information, representing their respective departments at various levels and facilitating the

coordination of administrative, academic, co-curricular, and extra-curricular activities.

Engaging in the planning and execution of events like special day celebrations, poster competitions, speech contests, and quiz competitions, student representatives significantly contribute to the conducive campus atmosphere. Their meaningful participation as integral decision-makers enhances the overall quality and effectiveness of the college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/v/5.3.2%20supporting.pdf |
| Upload any additional information | View File |

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

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

40

| File Description | Documents |
|---|---------------------------|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | View File |

5.4 - Alumni Engagement

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

Career College's emblem symbolizes the harmonious rapport between educators and students, fostering a dedicated pursuit of academic excellence and the cultivation of responsible global citizens. The institution's far-reaching impact is

illuminated by the radiant achievements of its alumni, actively engaged through the Career Old Students' Association (COSA). CAARWAN 2K23: The Reminiscence showcased a spectacular convergence of over 200 alumni in person and 50 virtually, representing countries such as Germany, Australia, Dubai, Singapore and USA. The event featured a captivating live performance by Siddhartha Khamra from Australia and virtual appearances by distinguished alumni, including Mrs. Universe 2023, Mrs. Amrita Tripathi. The ceremony included the presentation of Alumni Achiever Awards across 11 categories, with Ashirwad Dande earning the prestigious Alumni of the Year accolade. Eminent alumni, Mr. Deepak Chatterjee and Amandeep Gill from the 1989 batch, were also honored. The institution's commitment to knowledge dissemination persisted through impactful guest lectures, workshops, training sessions, recruitment drives, and seminars, where alumni play pivotal roles. The gathering of the Physiotherapy cohort from the year 2000 emphasized once again the lasting impact of the institution. In essence, Career College continues to forge a global community, transcending geographical boundaries and steadfastly embodying a commitment to excellence.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/aqar/2022-23/v/weblink%205.4.1.pdf |
| Upload any additional information | View File |

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

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Institute strives to achieve a well-aligned governance structure visible in various institutional practices. The institution's mission is realised through the diligence and

hard work of the teachers, non-teaching staff and students. In our college, strong leadership and effective governance play a crucial role in our success. We're proud to be A+ grade by NAAC, and this achievement is deeply rooted in our commitment to aligning every aspect of our college with the core goals and values.

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

Our perspective plans focus on continuous improvement, innovation, and adapting to evolving academic needs. We envision a student-centric approach with a strong emphasis on holistic development. Teachers play a pivotal role in decision-making bodies, contributing their insights and expertise. Their involvement extends to curriculum development, pedagogical innovations, and overall institutional development.

In essence, our institution's governance and leadership are guided by a shared vision, inclusive decision-making, and a commitment to excellence in education.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/mission |
| Upload any additional information | View File |

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

In our institution, decentralization and participative management is practiced in all the activities of the college. It can be exemplified through Faculty Development Programme (FDP). The college under the banner of Internal Quality Assurance Cell (IQAC) organised a week-long faculty development programme from 24.04.23 to 29.04.23 on the theme "Professional Ethics". In this faculty development programme, the process of decentralisation was very well designed and implemented. The faculty development programme was planned through a department-

level need assessment, the faculty members were asked about their professional goals and challenges. It was ensured that our Faculty Development Programme should be implementable and directly address the unique needs of each faculty member.

To make the process more engaging, departmental committees were formed comprising of faculty members and Departmental Heads and Deans. These committees took charge of designing faculty development programme which tailored to the identified needs.

Participative management was evident as faculties and on the conclusion of faculty development programme provided their feedbacks through well-defined feedback mechanism. In the same sense, involving faculty members in decision-making has increased engagement and commitment among the faculty members. Faculty members get a sense of ownership and culpability, resulting in more active participation in faculty development programmes. The institution's commitment to effective leadership through decentralization and participative management, ultimately enhances the quality of the college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/activity-gallery?category=Internal%20Quality%20Assurance%20Cell |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic plan deployment signifies that the organization has established a clear vision for future and has taken tangible steps to make that vision reality. This alignment between vision and action is essential for long-term success and sustainability. In alignment with our institutional strategic plan deployment, a NAAC sponsored National Seminar was organised on 19.05.2023 focusing on "Emerging Challenges and Opportunities in Synchronisation of NAAC Criteria with NEP 2020 for Quality Assessment and Enhancement in HEIs". This significant event served as a cornerstone in our commitment to deploying strategic initiatives that resonate with the evolving landscape of education in India.

During the seminar, distinguished educators, policymakers, and experts deliberated on various aspects of the NEP and its implications for our institution. Key discussions revolved around fostering holistic learning, promoting flexibility, and embracing innovative pedagogical approaches mandated by the NEP.

Following the seminar, our college successfully implemented several initiatives derived from the insights gained. These include the introduction of interdisciplinary courses, restructuring of curriculum frameworks to promote critical thinking and problem-solving skills, and the adoption of competency-based assessment methodologies. Proactively embracing NEP, our institute aims to nurture a dynamic learning environment that empowers students to thrive in the 21st-century landscape.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://careercollegeindia.com/uploads/pdf/IQAC%20Meeting%20Minutes%202022-23.pdf |
| Upload any additional information | View File |

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

Our institution's organizational structure is designed to ensure effective and efficient functioning. Under the umbrella of the Governing body academic excellence is adhered by inculcating positive attitude to promote research, entrepreneurship and competitiveness among the faculty members. This in turn increases the ingenuity of the institution. The principal reports directly to the Board and is responsible for overseeing all aspects of administration and policy implementation. The institutional bodies are streamlined to incorporate feedback from stakeholders ensuring a responsive organizational setup.

Career College adheres and operates in accordance with UGC guidelines. It follows the minimum qualifications for appointment of teachers and other academic staff. Applicants meeting the eligibility criteria as per the UGC norms are

called for interview and class teaching demonstration. Appointment rules are well communicated to the staff at the time of recruitment. It includes rules and regulations for all employees of the institution including rules regarding nature of leave, one-month prior notice period for resignation, code of conduct, work culture professional ethics, etc. The Organogram depicts the institutional bodies that are responsible for creating and implementing the policies in an effective manner. It reflects a commitment to efficient governance, promoting transparency, and facilitating smooth communication across all levels of the institution. It ensures that policies, administrative procedures, and service rules are successfully implemented for the overall benefit of our educational community.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/aqar/2022-23/vi/Organogram%20NN.pdf |
| Link to Organogram of the institution webpage | https://careercollegeindia.com/uploads/aqar/2022-23/vi/Organogram%20NN.pdf |
| Upload any additional information | View File |

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

A. All of the above

| File Description | Documents |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

6.3 - Faculty Empowerment Strategies

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

Institutional success is deeply amalgamated with the well-being and performance of its staff, both teaching and non-teaching. Recognizing this, our institution has implemented robust welfare measures and a comprehensive Performance Appraisal System to ensure the holistic development and satisfaction of our dedicated workforce.

Welfare measures are essential components of our institution's commitment to creating a supportive and conducive work environment. To achieve this, we have implemented various measures addressing both the physical and mental well-being of our employees.

Welfare measures for teaching and non-teaching staff

- College provides 13 casual leave and 03 Optional leave.
- Maternity leave of 6 months to the eligible staff member
- Paternity Leave of 7 days to the eligible staff
- Employees Provident Fund & ESIC scheme
- Summer Vacation during the month of May/June for 10 days
- 1000/- additional increment to the teaching staff when Ph.D. is awarded.
- 15 days leave for Marriage of a staff member.
- 15 days leave on death of close family member.
- Medical benefits and medical concession is given to the staff in the society's hospital CIMS
- Duty leave is sanctioned to faculty members for various academic and Research activities.
- Reimbursement of registration fee for one national and one international conference for faculty.
- Salary advances on specific requirements of staff.
- Fee exemption to wards of staff
- Daycare center within the campus for the staff members

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/agar/2022-23/vi/6.3.1%20Leave%20record,%20maternity%20leave,%20Ph.D.%20leave,%20(1).pdf |
| Upload any additional information | View File |

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

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

0

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

22

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | View File |
| Reports of Academic Staff College or similar centers | View File |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

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

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

year

28

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

An effective welfare system coupled with a well-structured Performance Appraisal System not only promotes employee satisfaction and retention but also contributes to the overall success and excellence of the institution by ensuring a high standard of performance among its staff members. The Performance Appraisal System in our institution is designed to recognize and reward excellence while providing constructive feedback for improvement.

College conducts performance appraisal at the end of each academic session on the basis of clear metrics and criteria, regular evaluations, goal setting, recognition and rewards, career advancement opportunities and performance improvement plans. Staff is encouraged to fill the online appraisal form through Learning Management System (LMS) software. This form is then evaluated through Dean/HOD and then final appraisal is carried out by Head of the Institution. Additionally, students are mandatorily required to fill teachers feedback through Student Satisfaction and Research Unit (SSRU).

Non-teaching staff are evaluated on their efficiency, teamwork, and innovative contributions to their respective departments.

Regular feedback sessions are conducted to discuss performance appraisals, providing employees with a clear understanding of their strengths and areas for improvement. Hence, our

institution is committed to taking care of our staff's well-being by recognizing their hard work. This creates a positive and motivating work environment that contributes to our overall success.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careersocietyerp.in/login/mis |
| Upload any additional information | View File |

6.4 - Financial Management and Resource Mobilization

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

Our institution diligently conducts both internal and external financial audits to ensure transparency and accountability. Internally, monthly financial reviews are conducted by our finance team to monitor budget adherence and identify potential discrepancies. Additionally, an annual internal audit is performed by an independent auditor within the organization.

External audit is conducted annually by certified external auditor to provide an unbiased assessment of our financial records. This helps in complying with regulatory standards and ensures the accuracy of our financial statements.

In the event of audit objections, a systematic mechanism is in place for resolution. The audit objections are thoroughly reviewed by the finance team and discussed with the respective departments. Clear communication channels are established to address concerns and provide necessary explanations. Corrective measures are promptly implemented to rectify any discrepancies, and a follow-up audit is conducted to ensure compliance.

This robust system both of internal and external financial audits, coupled with a responsive mechanism for addressing objections, reflects our commitment to financial integrity and accountable for fiscal management within the institution.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/aqar/2022-23/vi/6.4.1%20Audit%20Report.pdf |
| Upload any additional information | View File |

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

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

0

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

Our institution is committed to strategic resource mobilization and optimal resource utilization to support our educational mission. Our resource mobilization policy focuses on diversifying funding sources to ensure financial sustainability. We engage in activities such as grant applications, partnerships with local businesses, and community fundraising events.

The procedures involve a dedicated resource mobilization team that identifies potential funding opportunities and builds relationships with external sources. Clear guidelines are in place to ensure ethical fundraising practices and compliance with legal regulations.

As soon as money is raised, we give top priority to efficient use of resources. The requirements of the departments are used

to determine the needs of the organization. The budget committee discusses the proposal, which is invited. The committee reviews the proposal, has a discussion about it with the principal, and makes sure the proposal is carried out correctly. The budget committee supervises the distribution of monies among different departments, guaranteeing conformity with the objectives of the institution. Frequent financial reviews and audits guarantee accountability and openness in the use of resources.

Furthermore, our institution encourages innovative cost-saving measures and sustainable practices. Energy-efficient initiatives, recycling programs, and technology upgrades contribute to efficient resource utilization while minimizing environmental impact.

By adhering to these policies and procedures, we aim to create a financially resilient institution that maximizes the impact of resources on the quality of education imparted to our students.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/aqar/2022-23/vi/6.4.3%20Income%20Expenditure.pdf |
| Upload any additional information | View File |

6.5 - Internal Quality Assurance System

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

The institutions IQAC significantly contributed in institutionalizing the quality assurance strategies at regular intervals. The process of quality assurance was well adopted by conducting FDP on "Emotional Quotient and Brain Dominance" on 16.09.2022. This was the right time for this FDP. The institute very well understood that there is strong need of motivation among the faculty members amidst the challenges of COVID-19. This FDP helped manage stress, fostering resilience in

uncertain times. Exploring brain dominance sheds light on preferred learning and teaching styles, aiding effective online instruction. The college by embracing these concepts empowered college teachers to navigate the pandemic landscape with confidence and compassion.

The IQAC contributed significantly by conducting a workshop on "Building a Resilient Mindset: Thriving in an Ever-Changing Landscape" on 05.04.2023. The workshop emphasized on how the faculties should have reactive approach and proactive approach towards any situational circumstances.

Our institutions IQAC works as per the need of the hour. An innovative teaching strategy was adopted by our institute. This was the initiation of flipped classroom concept. In a flipped classroom, the instruction is delivered online, outside the class this fosters deeper comprehension and critical thinking skills.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.facebook.com/reel/1606051629865794 , https://careercollegeindia.com/uploads/pdf/IQAC%20Meeting%20Minutes%202022-23.pdf |
| Upload any additional information | View File |

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

The Institutional Quality Assurance Cell is like the educational institution's quality control team. Their main job is to make sure everything about teaching and learning gets better over time. IQAC focuses on three main things: how teachers teach and students learn, how the institution is run day-to-day, and how well students are doing in their studies.

When it comes to teaching and learning, IQAC looks at things like how teachers and students interact and if new and creative teaching methods are being used. Feedback and assessments is done to figure out what's working well and what needs improvement.

For student outcomes, IQAC looks at whether students are gaining knowledge, developing skills, and performing well academically. Reviews are taken regularly. This helps the institution stay updated with the latest educational trends and practices globally.

The work of IQAC is crucial for ensuring the institution provides top-quality education. Their reviews, adherence to standards, and focus on continuous improvement make sure the institution stays ahead in delivering an excellent education to its students. The documented improvements act as a guide for future enhancements, confirming the institution's dedication to being the best in education.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://careercollegeindia.com/uploads/ssru/Dept%20wise%20Analysis%20Report-Session%202022-23.pdf |
| Upload any additional information | View File |

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

A. All of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://careercollegeindia.com/uploads/pdf//Annual%20Report%202022-23.pdf |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Safety and Security

College has effective Women Empowerment cell which create awareness about gender issues through various activities. For security we have guards and 24 X 7 CCTV surveillance. Several gender equity awareness programme have been organized by WEC:

- PCOS awareness programme for the adolescent girls of Shahpur Village adopted by the college on 08/9/22
- Sewing skill based program 'Thaila Bank' program for women of Shahpur Village, on the occasion of 'International Literacy Day - 2022
- Guest lecture and camp on HPV Awareness Program on 11/02/2023
- Nirbhya, a women's self-defense program organized from 15 March 2023, to 31 March 2023
- Interactive Workshop cum Discussion (Swacch and Udaan: Freedom of Liberty and Security) on 10 Dec 2022

Counselling

Career College is very much concerned about mental health of staff and students. Keeping this in mind Ms. Priya Sonpar (counsellor) provides counseling sessions. Psychological counseling can help you navigate your challenges and build a more fulfilling and satisfying life.

Common Rooms

The common room is reserved exclusively for girl students of the college. Excellent seating options and tables for indoor games like chess and carrom are provided in the common area.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://careercollegeindia.com/uploads/aqar/2022-23/vii/7.1.1%20website%20data%20final.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://careercollegeindia.com/uploads/aqar/2022-23/vii/7.1.1%20website%20data%20final.pdf |

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

A. 4 or All of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

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

Solid Waste Management

The departmental laboratories yielded solid debris, which was disposed of promptly. Regular litter that wasn't polluted was disposed of by the Bhopal Municipal Corporation. Contaminated wastes were collected and transferred to our hospital Career Institute of Medical Sciences (CIMS) pursuant to a contract with Bhopal Incinerator Ltd (an ISO 14001:2004 certified, common bio-medical waste management facility, licensed by the

M. P. Pollution Control Board, Bhopal).

Liquid Waste Management

The institution features a 100 KLD Sewage Treatment Plant (STP) and a 3 KLD ETP that eliminate garbage in accordance with MPPCB (Madhya Pradesh Pollution Control Board) directives.

E-waste Management

We have an e-waste container to gather electronic debris that was disposed of by "Unique Eco Recycle, Indore," which was approved by the M.P. Pollution Control Board and the M.P.E. government. - A notice regarding the disposal of waste gets routinely circulated among all staff members and students.

Waste Recycling System

The Zoology department of the college maintained a vermicompost pit where a variety of biodegradable waste materials, such as dry foliage, vegetable peels, food residue, etcetera., could be processed into manure.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | View File |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

| 7.1.5 - Green campus initiatives include | |
|---|-------------------------------------|
| 7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping | A. Any 4 or All of the above |
| File Description | Documents |
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | View File |
| 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution | |
| 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | A. Any 4 or all of the above |
| File Description | Documents |
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | View File |
| Any other relevant information | View File |
| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built | A. Any 4 or all of the above |

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

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

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

We believed in equality of all cultures and to provide an inclusive environment for the students. We took various initiatives such as students belonging to different caste and religions can study without any discrimination in our institute as we never had any intolerance towards cultural, regional, socio-economic and other diversities. National festivals, birth anniversaries and memories of great Indian personalities were celebrated in the college with zeal and enthusiasm.

Various activities had been organized for the students to inculcate the sense of pride, equality, values of diverse Indian culture in them. Some of them are:

- Water body cleaning drive on 9/2/23
- Lecture on 'Importance of Social Behaviour' on 18/1/23
- Lecture on mental health awareness on 12/10/22
- Basant Panchami festival was celebrated with students on 05/02/22

- Holi celebration with students and all staff members on 7/3/23
- A visit to old age home had been organised on 26/03/22
- Musical Performance of legend Rakesh Chourasiya (Spic Macay) 9/9/22
- To give the knowledge of folk cultures of India a folk-dance program had been organised on 27/1/23 in association with Spic Macay

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

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

Sensitizing students and employees to constitutional obligations is paramount for fostering a responsible and aware citizenry within an institution. This holistic approach not only shapes the character of individuals but also contributes to the overall well-being of the institution. Different activity had been organized for this motive are-

- Attribute to Kargil martyrs on Kargil Vijay Diwas by students on 26/7/22.
- "Har Ghar Jhanda, Har Ghar Tiranga Abhiyan", from 12/8/22 to 17/8/22.
- Exhibition to display the days of early independence from 10/08/2022 to 14/08/22.
- Titrnga par Charcha on 13/8/22, a part of Independence Day celebration.
- International Literacy Day was celebrated on 08/09/2022. to spread the value of education.
- Voter ID card-making drive for students in collaboration with the Election Commission of India from 12 -20th October 2022.

- State level run for unity on Rashtriya Ekta Diwas on 31/10/22.
- Guest lecture on upgrade to next level for bright future was organized on 12/10/22.
- Interactive Workshop cum Discussion on Freedom of Liberty and Security was organized on 10/12/2022.
- Awareness program on National Voter's day (25/1/23).

| File Description | Documents |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://careercollegeindia.com/uploads/aqar/2022-23/vii/7.1.9%202022-23.pdf |
| Any other relevant information | https://careercollegeindia.com/uploads/aqar/2022-23/vii/7.1.9%202022-23.pdf |

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

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | View File |

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

We believe in the equality of all the cultures prevailing in India and our motto is to make our students a well informed human being with the sense of responsibility, humbleness and respect for all the cultures. Birth/death anniversaries of personalities of repute, patriotic days and other festivals were celebrated with great zeal to imbibe the feelings of patriotism among students. ? To spread the message of environmental conservation Earth Day, Environment Day and Water Day were celebrated this year. ? On International Ozone Layer Preservation Day (17/9/22) a guest lecture was organized to make people aware about the use of eco- friendly solutions to protect ozone depletion. ? Celebrated National Innovation Day to commemorate Birthday of Former President and Missile Man 15/10/22 ? Human Rights Day was celebrated in association with Sarokar NGO (10/12/22) ? Organized a poster presentation and slogan writing competition on 24 th March 2023 to commemorate World Water Day 2023 ? Importance of Microbes for our society celebrates International Micro Organism Day at 17/9/22. ? In addition to above days other important days like- Youth Day, Literacy Day, AIDS Day, Women's Day, Non-violence Day, Girl-Child Day, Physiotherapy Day, World Heart Day Management Day etc were observed by the college to instil awareness among students.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | View File |

7.2 - Best Practices

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

Best Practice No.-1

Title of the Practice: Establishment of Digital Citizenship & Internet Maturity Club

Objectives of the Practice

Prioritize online safety, digital discipline and online education quality

The Context

Implementation of 'Acceptable Use Policy' to promote digital discipline and cyber safety.

The Practice

Various activities had been organised for online safety, reputation and for digital discipline.

Evidence of Success

A digital awareness event on 8th October, 2022 and an interschool competition - digiTEENS 2K23 on 6th- 7th January 2023.

Problems Encountered and Resources Required

People were not aware of the 'Acceptable Use Policy' and convincing them for that policy was a difficult task.

Best Practice No.-2

Title of the Practice: Early Vision: Illuminating Paths to Cancer Awareness, Screening for Early Detection.

Objectives of the Practice: - Promote screenings for early detection of cancer.

The Context:-

Cancer awareness campaigns empowers individual to recognize warning signs and encourage regular check-ups

The Practice: -

Around 50 health camps and Basti clinics were organised in Bhopal, Gwalior, Jabalpur & Indore.

Evidence of Success: -

More than 55000 screening regarding cancer was done through mobile app.

Problems Encountered and Resources Required: -

Myths and belief system in society and funds required for the treatment of low-income group.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://careercollegeindia.com/uploads/aqar/2022-23/vii/7.2%20Best%20practice.pdf |
| Any other relevant information | https://careercollegeindia.com/uploads/aqar/2022-23/vii/7.2%20Best%20practice.pdf |

7.3 - Institutional Distinctiveness

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

3Zero Club

Career College functions with the motto of "Rise with Education". The Institution believes in creating an environment

for holistic development of the students

Yunus Social Business Centre (YSBC) is a hub for social business in Higher Education Institutions around the world, following the principles of Nobel Laureate Professor Muhammad Yunus of Bangladesh.

YSBCs conduct research, teaching, academic program and curriculum development, action research, knowledge-sharing events in social business like competitions, workshops and seminars.

3ZERO Club is an initiative to create a world of three zeros – zero net carbon emission, zero wealth concentration for ending poverty, and zero unemployment by unleashing entrepreneurship in all.

This initiative of setting up a global network of 3ZERO Clubs is undertaken by Career College to make Students familiar with the goal of three zero concept. Each Club is a self-formed, self-contained mini-Club of five members with self-chosen tasks to play a role in creating a three zero world. Each Club empowers itself by connecting with other such Clubs, having a larger range of common features. The Clubs become exponentially powerful as they link themselves up with each other. This networking expedites, in a systematic way, the process of reaching the goal faster.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | View File |

7.3.2 - Plan of action for the next academic year

By setting ambitious goals for the upcoming years, Career College, Bhopal hopes to realize its dream of future expansion and growth. The following are particularly significant among its numerous plans. Plans for the future of the college include:

- To effectively implement NEP curriculum by adhering to norms given by the Government of Madhya Pradesh.
- To conduct training programs for faculty on the use of advanced IT tools for teaching, learning, and research.

- Utilisation of AI into research for enhancement of research quality which could further result in significant publications.
- To augment infrastructure for teaching and learning.
- To establish "Indian Knowledge System" Cell in the campus and establish linkages for Indian Knowledge System expertise and explore the same for 'Credit Course' in curriculum or Short-Term Certificate Course.
- To support and facilitate inclusiveness on the college campus.
- To constitute Competitive Guidance Cell.
- To continue with previous IQAC initiatives.
- To make efforts for research capacity building and organize FDPs enriched through external experts to train faculty members across various disciplines
- To focus on filing, publishing, and accessing grants for 'Patents' from IP India and Foreign patenting agencies.
- Promotion of staff members: Providing opportunities for career growth and recognition within the institution for faculty and staff through promotions.
- To increase the number of industrial internships.
- Research and Development Cell needs to be activated as per new guidelines with new subcommittees for research, planning, scrutiny, patents, ethical committee etc.