SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

CAREER COLLEGE

GOVINDPURA, BHEL, OPP. DUSHEHARA MAIDAN
462023
www.careercollegeindia.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Career College under the aegis of Career Society for the past 49 years have been meaningfully engaging itself in the development of prudence along with the knowledge in the students, required for their successful career. Our commitment to nurture, harness and explore the potential of the students with the principles of inculcating educational, social, cultural and spiritual awakening has yielded better employability amongst the students. Career College is accredited by National Assessment and Accreditation Council (NAAC), Bengaluru for the 2nd cycle. All the programmes of Career College are affiliated to barkatullah University, Bhopal. Career College is approved by UGC, New Delhi under its section 2(f) and 12(B). The paramedical programmes of Career College is approved by MP Paramedical Council, Bhopal. Career college has been conducting professionally recognized and career oriented courses in the newly emerging fields of Management, Commerce, Physiotherapy , Computers, IT, Biotechnology, Microbiology, Biochemistry, Para Medical Science and Library Science. Career College on its part facilitates its students in furthering their career objectives by imparting academics through pragmatic approaches to ensure a perfect blending of theory and practice. A systematic nurturing of education ensures a head start advantage on the track of success.

Career College has 9 huge multistoried buildings along with huge fully automated library admeasuring 5000 sq. ft comprising of more than 33000 text books along with journals, newspapers and encyclopedia. Career College has 180 seats girls hostel with modern amenities. Career College has a multipurpose auditorium and a 100 bedded hospital Career Institute of Medical Sciences (CIMS) as associated training hospital, research and rehabilitation center for the paramedical programmes of Career College. CIMS is approved by Govt. of India under CGHS.

At the threshold of the 21st century, winds of changes are blowing all over the world and India is no exception to these changes. The transformation from regulation to liberalization, from protection to globalisation, from capital to knowledge as the main resource, demands an altogether an innovative pedagogical approach in College education. That is why, Career College provides impetus on inputs to enhance the employable level of students in addition to the prescribed curriculum.

Vision

Vision

To become Centre of Excellence for Developing Responsible Professionals for New Era.

Core Value

The paradigm embraced by Career College envisages:

We believe in progression of our students on the path of success by infusing them with intense subject knowledge, practical skills, life skills and moral values. This will enrich them with a caliber to deliver and apply the asset gained in real world with a complete balance between social values and professional ethics.

We strive hard to produce students who are professionally enriched, socially responsible and emotionally stable. Most importantly, they should always be dedicated citizen to serve the country for excellence in various fields. Hence, this keeps us aligned with our set vision and mission.

Our commitment to nurture, harness and explore the potential of the students with the principles of including educational, social, cultural and spiritual awakening has yielded better employability amongst the students.

Mission

Mission

- To strive for academic excellence in career achievements of the students of all faculties ensuring a head start on the track to success through pragmatic approaches.
- To create greater opportunities for students to augment their potential for the development of prudence, skill, stewardship, moral values and culture through its multifaceted curricular and co-curricular activities.
- To inculcate strong positive attitude in the students for the development of diverse attributes of personality spectrum to face global challenges and be the worthy citizens of India.
- To provide state of the art infrastructure for curricular, co-curricular and extra -curricular activities.
- To promote research, entrepreneurship, competitiveness and inculcate managerial abilities in the students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The vision, mission and objective of the college- in-line with the foresightedness of founder chairman.
- Total 34 certificate programmes enabling enhancing employability.
- Emphasis on cross cutting issues like gender, environment, human values and professional ethics.
- A total of 76 value added courses for life skills.
- Academic delivery is reinforced with field projects/internships.
- Strong and transparent feedback system available on website.
- College acts as a super resource center for MOOC programmes of IIT Bombay Sponsored by MHRD, Govt. of India.
- Students of 17 states are studying in the college.
- Knowledge and Skill Assessment to assess the learning levels of the students.
- ICT enabled teaching learning process using LMS and e-learning resources.
- Highly motivated, qualified and experienced faculty members.
- In house developed software "Student Satisfaction Research Unit" to ensure free and frank feedback from the students.
- Excellent infrastructure in terms of well-equipped laboratories to promote research culture in the college.
- Department of Chemistry is recognized as Research Centre by the affiliating Barkatullah university.
- Career Research Initiative with a total outlay of Rs. 5 Lakh as the contribution from college

management.
- Two interdisciplinary research journals published by the college.
- 16 students have been awarded for the best paper/poster presentation/innovation at various national/international conferences/seminars.
- Municipal Corporation Bhopal conferred Career College as " Gourav Pratik in 2017 for the excellent contribution in environment protection.
- Well maintained infrastructure comprising of classrooms, well-equipped laboratories, computer center, canteen, girls hostel, sports facilities and central library with rich learning resources.
- The entire campus is under the surveillance of CCTV cameras.
- Special free-ship provided to the final year students in the form summer job.
- Excellent track record of placement of out-going student in the prestigious organizations such as TCS, L&T construction Godrej, ICICI bank, Capgemini, Lupin lab, etc.
- Ragging free campus with active Grievance Redressal mechanism.
- E-governance in all major areas of operations.
- Excellent welfare measures for teaching and non-teaching staff.
- Academic Audit by the external experts.
- Green Audit by the certified external agency.
- Sewage Treatment Plant and Effluent Treatment plant in place for environment protection.

Institutional Weakness

- Space constraint for introduction of new programmes.
- Owing to online admission process governed by Govt. of M.P, no control over the quality of students at admission level.
- Lack of control over progression due to constant delay in declaration of the examination result by the affiliating University.
- Alumni corpus contribution not as per the expectation.

Institutional Opportunity

- Due to the centrally located college has the opportunity to cater to the students of all areas of Bhopal.
- Due to its situation in the capital city of Madhya Pradesh the college attracts students from most of the districts of Madhya Pradesh.
- Having hundred bedded tertiary care hospital in the campus itself offers excellent health care facilities to the students and staff.
- Enhanced possibilities of MOUs/Linkages with the Government agencies due to Capital city.
- Opportunity to acquire a status of "College with Potential" for Excellence from UGC.

Institutional Challenge

- Lack of awareness of Career prospects among the students of rural background.
- Collaborative research projects rarely funded by the Govt. agencies to private.
- Quality degradation in academic delivery due to proliferation of private Universities alluring the students.
- To retain the talented and experienced faculties and preventing them from applying to Govt. institution.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

In adherence to vision, mission and objectives of college, effective curriculum delivery is ensured to nurture and maintain conducive environment for academic excellence, research and entrepreneurship which prepares globally competent, ethically and socially responsible citizens of country by well-planned and documented process. The Department of Higher Education, Govt. of MP issues guidelines with regard to Academic Calendar before the commencement of new session every year. The Annual Academic Calendar is prepared based on these guidelines. Time- table is framed before new academic session. Syllabi of all the programmes are prescribed by Department of Higher Education, Govt. of MP and Barkatullah University, Bhopal. Effective delivery of syllabus is carried out through classroom teaching with maximum use of ICT enriched with e-resources. Exciting and erudite workshops, class seminars, quizzes, presentations, live projects, guest lectures, and industrial visits/research lab visits, educational tours are executed regularly to ensure curriculum delivery effectively. The College has a well defined monitoring system to ensure syllabus completion in time. In the assessment period 34 new certificate courses were introduced. Faculty members are actively involved in curriculum design. A total of 13 teachers are members of BOS at different Universities.

The College has introduced two new UG and PG courses in last five years. The College offers all elective courses/papers as prescribed by university so that students can choose courses/papers as per their choice. Average percentage of students enrolled in Certificate/Add on programmes is 61.9 % of the total students.

Inclusion of issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics in the university syllabus is part of programs. In the assessment period 76 value added courses have been conducted. Students undertake Internships/research projects according to syllabus prescribed. 925 students have completed their internships during the current academic session.

Structured feedback on curriculum is taken from Students, Parents, Employers, Alumni and Teachers are analyzed and suggestions are forwarded to the University. Analysis and action taken report of the same is also displayed on the college website.

Teaching-learning and Evaluation

The students are admitted to the programmes through a transparent, well-administered mechanism, complying with the reservation norms of state and central governments. The college attracts students from different geographical areas and socio-economic, cultural and educational backgrounds in good percentage from other states in addition to M.P. At present students of 17 states are studying in our college.

The college provides adequate support to cater to varied learning needs of the students. It also focuses on assessing the various learning levels of the students after admissions and organizes special programmes for both advanced learners and slow learners.

The faculty members of the college encourage the students to get familiar with environment and exposed them to experiential learning, participation and problem solving methodologies. ICT is integrated in teaching to enhance students' experience. Student engagement is essential for students' success. Programme outcomes and mentoring system are the initiatives to support students in their academic programme.

The College has the required number of qualified and competent faculty members to handle all the programmes for all departments. IQAC encourages and promotes capacity building by encouraging the faculty members to attend seminars, conferences, workshops, Refresher courses, Orientation programmes, FDP and other staff development programmes. Also faculty members are encouraged to present papers in conferences / seminars and apply for major and minor research projects. The college has 32 full time PhD faculty members.

There is an orderly evaluation system which ensures that the students are examined and evaluated on a regular basis through Continuous Internal Evaluation. The IQAC ensures the effective implementation of the evaluation reforms.

The objectives and importance of Course outcome, Programme outcome and Programme specific outcomes are communicated to the faculty members and the students. The importance of the learning outcomes has been communicated to the faculty members in every IQAC Meeting and College Staff Meeting.

Student Satisfaction and Research Unit Cell helps the faculty members of the college to analyze their performance from students' perspective to improve the quality of teaching and learning. SSRU is in-house software developed by the college to take students' feedback on various teaching parameters.

Research, Innovations and Extension

In all 9 research projects with a grant of 13 lakhs are received during the last five year. College promotes effective research culture and encourages the teachers to pursue their PhD. Department of Chemistry is recognized as Research centre of Barkatullah University. A total of 05 faculty members are research guides.

The College is conscious about the effective system of transfer of knowledge. The college has initiated various activities under the aegis of Research Committee at departmental level and Career research Initiative at College level. The institute's innovation centre is an acceleration facility that welcomes creative minds by inculcating innovative research and industrial entrepreneurship. A total of 03 seminar/workshop is conducted for the awareness of Intellectual property Rights. Beside this college also organized 95 International/National/College level Conferences/Seminars/Workshops under Institute-Academia practices.

The College Publishes 2 journals biannually and has a stated code of ethics for malpractices and plagiarism which is uploaded on the college website. The college management is very motivating, inspiring and is providing incentives to teachers for receiving state, national, international recognition and awards. Some of the teachers are actively involved in the publication of books, chapters, research papers in national, international conference proceedings with ISBN/ISSN Number. A total of 183 research publications in UGC approved Journals, 115 research papers in other reputed journals and 36 book/Chapter/Conference proceedings in last five years.

The College undertook various extension activities in the last five years to sensitize students with social issues and work on their holistic development. This enables students to understand social problems and improves their capability to solve such problems using local resources. The college has active NSS & NCC, Green Cluster and Women Empowerment Cell which regularly celebrate Youth Day, World Population Day, Voters Day, Annual Day, Traditional Day, etc. The college also organizes various activities such as Kabaad se Jugaad, Best out of waste, Tech-fest, Innovative model as part of experimental learning and to give the platform to showcase

different talents of students.

College has developed 158 linkages for research, field trips and internships and 19 functional MOUs with various institution/industry/research labs in last five years.

Infrastructure and Learning Resources

Career College is spread over an area of 4 acre land and runs 24 UG and 13 PG programme with 3152 students strength. The buildings are well designed and have adequate infrastructural facilities comprising of specious well equipped 42 class rooms and more than 17 laboratories and 1 Auditorium with the capacity of 800 used for seminars, Guest Lectures, Conference and Meetings. The English department has one Language Lab Girl's hostel in the college campus has rooms with all facilities for comfortable living. Canteen facility is available in the campus. The college offers its venue to organize the common sports, games and cultural programmes. The College has 100 bedded hospital Career Institute of Medical Science, tertiary care with, CGHS approved.

College library is a repository of rich learning resources with adequate number of books, periodicals, CDs, DVDs, Online databases, digital library and newspapers. Library is fully automated with SOUL 2.0 version ILMS and well equipped library with 33,723 books, 779 journals, 102 journals, magazines and 19 newspapers. Library offers various options such as resource sharing through DELNET/N-LIST. Departmental libraries can also lend and has reference section.

We are equipped with adequate number of computers along with internet and Wi-Fi facility. 14 class Rooms/.Seminar Hall/Auditorium/Conference hall have ICT enabled facilities. Lecture capturing system in addition to some ICT enabled classrooms is available in the colleges.

Day to Day maintenance and care is taken by the administrative office in consultation with the principal. There is a full time supervisor available in the campus who is responsible for monitor the maintenance of the infrastructure. It includes the cleaning of the entire college campus and other infrastructural facilities. The cleaning job like class rooms, water tanks, and window penal are carried out through contractor hired. The infrastructure cell through a contractor higher technically qualified people, mechanics, plumber, electrician, civil workers, carpenters and painters to look after the maintenance and repairs. The college has entered agreement with Microsoft for all licensed software on the annual basis.

Student Support and Progression

The college provides necessary helps to students enabling them to accomplish the course objectives and facilitate them for their progression and suitable final placements. A total of average 12.85% students have been benefited by the scholarships provided by the government in the last five years. The college provides scholarships and free ships to the students on various parameters including merit/means. The college provides guidance for Competitive examinations, Career Counselling, Training for Soft Skills Developments, Remedial Coaching, Facility for Language Lab, Bridge Courses, Yoga and Meditation and Personal Counselling. The college has a transparent mechanism for redressal of students' grievances including sexual harassment and ragging cases.

Career College has very strong and committed team members in the T & P Cell which makes conscious efforts in ensuring placements to all those outgoing students who wished to opt placement as their progression. A total

of 251 students have been placed in prestigious companies including TCS, L&T Constructions, Godrej, ICICI Bank, Lupin Lab, etc. An average of 20.84% of students preferred to opt higher education as their progression. An average of 38.33% of students have been qualified in the State/ National/ International level of examinations such as NET/ SLET/ CAT/ GRE/ TOEFL/Civil services/State government/ Banking examinations.

A good number of students have been awarded for their outstanding performance in Sports/ Cultural activities at National/ International levels. Career College has an active student council with large number of students as members in various bodies/ committees/ Cells to foster the leadership qualities such as IQAC, T& P Cell, Green Cluster, Women Empowerment Cell, Library Cell, Alumni association, etc. Career College has been conducting various sports and cultural activities/ competitions at the institution level every year during the last five years.

Career College has a very active Career Alumni Cell which ensures live contacts with the alumni of the college who are scattered throughout the country ad even abroad as the college in 49 years old. The college organised one alumni meet in each academic year in which the alumni takes active interests in the development of college.

Governance, Leadership and Management

Effective leadership by setting values and participative decision-making process are key to achieve the vision, mission, and goals of the institution and in building the organizational culture. The formal and informal arrangements in the institution to coordinate the academic and administrative planning and implementation reflects the institution's efforts in achieving its vision.The College practices decentralization and participative management approach with the intention of providing the best to the students in all its activities. Important developmental plans are discussed by the Principal by involving HODs and faculty members. Strategic Plan is a comprehensive and ongoing process focussed on achieving the Vision and Objectives of the organization. Keeping this in mind the IQAC outlines the plan for the particular academic session. To execute and implement these plans Committees and Cells were formed.

The College has a clearly defined organizational structure to support decision making processes that are clear and consistent with its purpose and supports effective decision making.The governing body of the College is the supreme authority for the functioning of the institution headed by Chairman of the controlling society.

The institution has effective welfare measures for teaching and non-teaching staff. College provides 1.5 month paid leave for Ph.D. and Rs. 1000/- increment to the staff when the Ph.D. is awarded,21 days paid leave on being selected for refresher or orientation course, on duty leave to faculty members for various academic and Research activities, faculties can reimburse either the registration fee or conveyance (3rdAC) for one national and oneinternational conference.

Career College has well developed financial system and the major financial resource is the fees collected from the students. The institute has developed a system to utilise the financial resources effectively and efficiently as per the requirements of various departments keeping in mind budget allocation.

The IQAC plays a major role in ensuring the sustenance of quality through effective monitoring and evaluation. It has contributed in the quality assurance through its democratic and systematic functioning. The internal quality assurance mechanisms are in accordance with the common standards and guidelines of UGC, NAAC,

University and State Government.

Institutional Values and Best Practices

The college conducts many gender sensitization programs regularly to create awareness and to inculcate the sense of responsibility among studentson various socially important aspects.Women Empowerment cell of the college is responsible for creating awareness about gender sensitization issues. College put appropriate efforts for creating awareness about energy conservation among students, college staff and local community. Environmental consciousness is practiced through alternate and renewable energy sources like solar panels and rain water harvesting. Our target is to achieve 100% LED bulb installation in the campus. Solid waste management is properly maintained. The Liquid waste is treated by STP and ETP installed in the college campus.E-waste is properly disposed through the authorized agency.College has established Green Cluster Cell to maintain scenic greenery and pollution free environment throughout the year. Green practice of the college includes vehicle pooling, plastic free and tobacco free campus etc.Green audit is also conducted by the authorized agency.To facilitate physically challenged students college has ramp, railings, wheel chairs and scribe.The institution promotes practice of national integrity, communal harmony, social cohesion, fundamental duties through various activities. The college has well defined core values and codes of conduct. The college maintains transparency in academic, financial, administrative and auxiliary functions.

The college adopts two best practices in every academic session .Some of them are – Reward to meritorious students, Scholarship scheme for meritorious students,Comprehensive training program, Summer job training programs, Career Research Initiative, Participatory management, Self defense classes for girls Short term training programs, Motivating and empowering students etc.

The college makes conscious endeavour to become the centre of excellence for developing their students as responsible professionals for the new era where they need to compete in the global environment.Students get enriched with extensive training program through T & P Cell to excel in different campus drives. We also provide various scholarships to meritorious students and students from poor financial background. We are committed to make our students responsible not only professionally but socially also so that they can perform a vital role in the development of our country.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	CAREER COLLEGE
Address	Govindpura, BHEL, Opp. Dushehara Maidan
City	Bhopal
State	Madhya Pradesh
Pin	462023
Website	www.careercollegeindia.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	P. N. Tiwari	0755-2456042	9926803132	0755-2472978	director@careercollegeindia.com
IQAC / CIQA coordinator	Pradeep Jain	0755-2488051	9425004142	-	biotechnology@careercollegeindia.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-08-1970

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Madhya Pradesh	Barkatullah University	[View Document](#)
Madhya Pradesh	Madhya Pradesh Medical Science University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	03-02-2004	[View Document](#)
12B of UGC	03-02-2004	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

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

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

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Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Govindpura, BHEL, Opp. Dushehara Maidan	Urban	4	7227.79

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce And Management	36	H.Sc	English	50	12
UG	BCom,Commerce And Management	36	H. Sc	English	50	3
UG	BBA,Commerce And Management	36	H. Sc.	English	180	127
UG	BCom,Commerce And Management	36	H. Sc.	English	50	48
UG	BCom,Commerce And Management	36	H. Sc.	English	200	121
UG	BCom,Commerce And Management	36	H. Sc.	English	50	35
UG	BCom,Commerce And Management	36	H. Sc	English	50	15
UG	BCom,Commerce And Management	36	H. Sc	English	150	112
UG	BCom,Commerce And Management	36	H. Sc.	English	60	47

UG	BCA,Computer Science	36	H. Sc.	English	120	84
UG	BSc,Computer Science	36	H. Sc.	English	50	35
UG	BSc,Computer Science	36	H. Sc	English	50	50
UG	BSc,Computer Science	36	H. Sc.	English	50	49
UG	BSc,Computer Science	36	H. Sc.	English	50	24
UG	BSc,Biotechnology And Biochemistry	36	H. Sc.	English	50	1
UG	BSc,Biotechnology And Biochemistry	36	H. Sc.	English	50	5
UG	BSc,Biotechnology And Biochemistry	36	H. Sc.	English	50	14
UG	BSc,Biotechnology And Biochemistry	36	H. Sc.	English	50	25
UG	BSc,Microbiology	36	H. Sc.	English	50	14
UG	BSc,Microbiology	36	H. Sc.	English	50	15
UG	BSc,Botany	36	H. Sc.	English	50	37
UG	BPT,Paramedical Science	48	H.Sc.	English	50	44
UG	BSc,Paramedical Science	36	H.Sc.	English	50	47
UG	BLibISc,Library And Information	12	Graduation	English	30	18

	Science					
PG	MCom,Commerce And Management	24	B. Com.	English	50	29
PG	MSc,Computer Science	24	Graduation	English	25	9
PG	MSc,Biotechnology And Biochemistry	24	B. Sc.	English	25	22
PG	MSc,Microbiology	24	B.Sc.	English	25	18
PG	MSc,Botany	24	B.Sc.	English	25	11
PG	MSc,Chemistry	24	B. Sc.	English	25	18
PG	MSc,Zoology	24	B.Sc	English	25	9
PG	MPT,Paramedical Science	24	BPT	English	5	2
PG	MPT,Paramedical Science	24	BPT	English	5	1
PG	MPT,Paramedical Science	24	BPT	English	5	1
PG	MPT,Paramedical Science	24	BPT	English	5	0
PG	MPT,Paramedical Science	24	BPT	English	5	4
PG	MLibISc,Library And Information Science	12	B.Lib.	English	30	15

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				74
Recruited	0	0	0	0	0	0	0	0	19	55	0	74
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				20
Recruited	13	7	0	20
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	6	4	0	10
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	29	0	32
M.Phil.	0	0	0	0	0	0	1	3	0	4
PG	0	0	0	0	0	0	15	23	0	38

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	3	5	0	8

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	633	56	0	0	689
	Female	302	30	0	0	332
	Others	0	0	0	0	0
PG	Male	44	3	0	0	47
	Female	87	3	0	0	90
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	97	120	130	181
	Female	46	64	73	83
	Others	0	0	0	0
ST	Male	18	26	29	52
	Female	18	21	16	21
	Others	0	0	0	0
OBC	Male	535	484	572	741
	Female	154	174	212	263
	Others	0	0	0	0
General	Male	966	761	893	1111
	Female	486	494	524	583
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2320	2144	2449	3035

3. Extended Profile

3.1 Program

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

Response: 37

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
37	39	37	37	35

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3152	3035	2449	2144	2320

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
1442	1341	1032	889	868

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
931	817	616	666	792

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
74	80	75	70	70

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

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

2017-18	2016-17	2015-16	2014-15	2013-14
74	80	75	70	70

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.4 Institution

Total number of classrooms and seminar halls

Response: 44

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

2017-18	2016-17	2015-16	2014-15	2013-14
491.00	484.00	389.00	251.00	201.00

Number of computers

Response: 197

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

In adherence to vision, mission and objectives of college, effective curriculum delivery is ensured to nurture and maintain conducive environment for academic excellence, research and entrepreneurship which prepares globally competent, ethically and socially responsible citizen of country by following various steps through a well-planned and documented process which is described as under :-

- **Academic Calendar:** The Department of Higher Education, Govt. of MP issues guidelines with regard to Academic Calendar before the commencement of new session every year. The Annual Academic Calendar is prepared based on these guidelines by respective heads of the department under supervision of Principal for significant activities to ensure effective teaching–learning process and continuous evaluation. Students can access the Academic Calendar from Notice Boards as well as on College Website. The Annual Academic Calendar includes all the major academic activities, various celebrations, National- International conferences, Internships, Industry Visits, Guest Lectures, Short term Certificate Programmes.

- **Time Table:** Time- table is framed before new academic session is commenced by head of each department taking into account the expertise of different faculties which is duly approved by Principal. Practical timings are also allocated in each practical lab as per the course requirements. Theory and Practical classes are held in strict adherence to the Time-Table and it is displayed on Notice Boards and College Website. The HODs compile the work load of each faculty from the academic Time-Table and submit the same to Principal for documentation.

- **Syllabus:** Syllabi of all the programmes are prescribed by Department of Higher Education, Govt. of MP and Barkatullah University, Bhopal. Updated syllabus of each subject of the programme for the academic session is provided to the students through College website. The College offers all elective courses/papers as prescribed by university so that students can choose courses/papers as per their choice.

- **Curriculum Delivery:** Each faculty prepares the compiled teaching planner of the topics assigned and adopts suitable teaching method for achieving the course objectives. Effective delivery of syllabus is carried out through classroom teaching with maximum use of ICT enriched with e-resources to make the teaching learning more effective and learner-centric. Exciting and erudite workshops, class seminars, quizzes, presentations, live projects, guest lectures, and industrial visits/research lab visits, educational tours are executed regularly to ensure curriculum delivery effectively.

- **Monitoring of Syllabus Completion:** The HOD ensures completion of syllabus of all the programmes through effective monitoring and the same is discussed in the departmental meetings.

HODs take necessary measures according to the requirement. The College has a well defined monitoring system to ensure syllabus completion in time. At the end of each academic year/semester, syllabus completion reports are submitted by each faculty to HODs and a compiled report of the same are put forwarded to Principal.

File Description	Document
Link for Additional Information	[View Document]

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

Response: 34

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	9	8	5	2

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document]
Details of the certificate/Diploma programs	[View Document]
Any additional information	[View Document]

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

Response: 14.91

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

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

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 5.41

1.2.1.1 How many new courses are introduced within the last five years

Response: 02

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)
Details of the new courses introduced	[View Document](#)
Any additional information	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 18.92

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 7

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)
Any additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 61.9

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2724	3035	1985	578	350

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

Inclusion of issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics in the university syllabus is part of programs. The College offers Postgraduate Course M.Sc (Chemistry, Botany, Zoology and Microbiology) which includes Environmental studies in curriculum and Undergraduate Courses B.Sc, B.Com, BBA which address Gender, Environment and Sustainability and Human Values and Professional Ethics into the curriculum. Environmental Studies as a subject is taught in University Syllabus to teach the importance of environment and its conservation. College gives emphasis on value-based education- human right is offered as foundation course to students which teach students about their rights. The faculties involved in teaching these courses make whole -hearted efforts to make the students aware of these issues.

a) Gender:

* Women Empowerment Cell: Women Empowerment Cell of College is a cell more responsible towards gender sensitive women's needs. The goal of Women Empowerment is to bring about overall development and grooming of girl students. Women Empowerment Cell organizes gender sensitization programs like self-defense classes, programs on burning issues like cyber crime, Poly Cystic Ovarian Diseases, road safety, breast cancer etc for girls of all streams. Every year International Women's Day is observed by inviting eminent women speakers to address on Women Empowerment and their rights.

b) Environment and Sustainability:

*Green Cluster: Green Cluster was established to create environment consciousness. Green Cluster promotes Swachh Bharat Abhiyan and is devoted to the preservation of natural diversity of plants by doing plantation programs. Green Cluster educates about a wide variety of environmental management systems by organizing Cleanliness campaigns, Seminars, Camps, Workshops, Trainings, Guest lectures and Rallies.

Green Cluster encourages the use of eco-friendly products like paper cups, paper plates and clay kulhads. Apart from this Green Cluster motivates faculties and students to use power saving electrical and electronic devices and to use energy efficient LED lights wherever it is possible. Students are instructed by means of posters to unplug electronic items when not in use and to switch off lights and fans before leaving classrooms.

c. Human Values and Professional Ethics:

***Personality Assessment and Development Cell:** This cell puts a lot of stress on assessing the personality of students and to develop all-round personalities with a mature outlook to function effectively in different circumstances. Cell organizes Communication Classes, Programs on Moral values, Meditation and Personality Development.

* Welfare Activities: Significant works are organized by all above mentioned cells in association with NSS Unit of the college on cross cutting issues. College celebrates national days like Independence Day, Republic Day and National /International Youth Day and speeches are delivered by eminent speakers highlighting the importance of human rights. National/International Conferences, Seminars. **Visits** to Senior Citizen Homes, Orphanages, and School for mentally challenged children to enrich the students with human values. Oral/Poster Presentations, Competitions, Guest Lectures, Street plays, Debates, Trainings and Workshops are organized to address relevant issues. **Wall Magazines** help the students to post their articles or other compositions to share their views on the issues.

File Description	Document
Any Additional Information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 76

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

Response: 76

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 29.35

1.3.3.1 Number of students undertaking field projects or internships

Response: 925

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 2.33

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

2017-18	2016-17	2015-16	2014-15	2013-14
92	82	56	44	39

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 47.57

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

2017-18	2016-17	2015-16	2014-15	2013-14
3152	3035	2449	2144	2320

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

2017-18	2016-17	2015-16	2014-15	2013-14
5390	5770	5570	5450	5340

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
1442	1341	1032	889	868

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.2 Catering to Student Diversity

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

Response:

Career College organizes **Orientation Program** for the newly admitted students after their admission process. During this program, the students are given information regarding various cells and their activities, infrastructural facilities, learning resources and college culture. Students are identified as Slow learners and Advanced learners at the beginning of the session to make teaching –learning process more effective and more receptive. College tackles the diversity in the levels of learning as a challenge and takes the following measures:

- **Knowledge Skill and Assessment (KSA):** KSA is conducted for all the students after the admission, prior to the commencement of the programme to assess the learning levels of the students based on their previous qualifying examinations. Marks.
- **Bridge Course**: Department conducts Bridge course to fill the gap from school curriculum or from different streams and first year curriculum for newly admitted students. The purpose of this bridge course is to bring them at par with the rest of the students of the class. Fifteen days crash course is offered to the students for the same.
- **Remedial Class:** Special measures are taken to support slow learners. College also offers Remedial classes to the students based on their performance in Continuous Internal examinations of the college. We conduct separate classes for them apart from the regular classes to strengthen their concepts and understanding in a course.
- **Mentor-Mentee Programme:** The Mentor Mentee Programme is individualized, differentiated and flexible to meet the students' growth in all areas of life. Key elements of this program include the following aspects:-30 to 35 students (mentees) are assigned to a mentor (faculty) of the college for

effective mentoring.

Mentors are matched with their mentees, college ensures to avoid conflicts of interest within their progress of study.

Mentees can express their views, share their thoughts and problems to the mentors.

Mentors act as foster-parents and provide guidance in any area of life to the mentees by providing guidance, counseling and advice in any area of life, especially in academics as per the need expressed by the mentees.

* Counselling and mentoring sessions are conducted to help the students to overcome their psychological problems and achieve their goals successfully. In this manner, the slow learners are given due attention and are streamlined into the academic mainstream.

* The advance learners are identified by the concerned faculty members based on their performance in the class and motivate them to perform better in the University examinations to score good grades and thereby maintaining the consistent performance in university ranks. College promotes advance learners by organizing and participating in various technical events held at National and International level.

The advance learners are intellectually stimulated with various advanced projects, challenging assignments and tasks for their advancement. They are encouraged to present/write research articles and assist in the preparation of college magazine. Training and Placement Cell is arranging campus recruitment drives and offers job awareness training to the students. Special guidance classes are offered for competitive exams for advanced learners.

File Description	Document
Link for Additional Information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 42.59

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.3 Teaching- Learning Process

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

Response:

The college believes in enhancing learning experience of the students by incorporating student centric methods in teaching –learning process. The aim of imparting education is not only to help students to gain a good percentage and proper employment but also to make them better human beings and responsible citizens of tomorrow. Different methodologies that include Cooperation, Collaboration, Project Based and Problem solving based teaching are used to accelerate and supplement the teaching learning process.

Experiential Learning: The scope of learning widens giving students an education that is beyond their syllabus. **Industry visits and educational tours** are planned to provide the students with hands on experience of the field and to update them with the current technology. Through these site visits, students understand the practicality and implementation of the concepts studied by them. **Internships:** Students are also encouraged to become interns during academic semesters. The faculty encourages as well as provides students with opportunities to become interns with the industry. This allows them to gain firsthand experience of the environment in which they further want to pursue their career. **Practicums:** This is a required component of a course of study to give students hands on supervised learning experience. This also allows them to be updated in their respective domains. **Service Learning**: Outdoor activities such as NCC & NSS camps are organized to develop human values and leadership qualities among students.

Participative Learning: The participatory learning activities adopted by the faculty that develop an application based outlook of student include **group discussions, workshops, presentations, seminar, home assignments, minor project/ dissertation, industry internship, field work, major project.** Students are encouraged to participate **in inter-university competitions, technical competitions, sports competitions and corporate competitions. Interactive teaching** tools like **Google classroom** are extensively used by the faculty to conduct online test and giving assignments. This gives the students access to websites to submit their assignments and study material posted by the faculty. **Yoga classes** for mental and physical well being**, blood donation camp, visit to old age homes, orphanages** to inculcate values, ethics and social responsibility. **Youth Festival** is organized every year, it comprises of multifarious events and activities to develop skills. **Guest lecture, seminars, conferences** and many such activities are organized to enhance students' learning experience.

Problem Solving Methodologies: The faculty educates students with problem solving activities, which is a great way to get students ready to solve real problems. Whether in college/ work/ in their social relationships, the ability to critically analyze a problem, map out all its elements and then prepare a workable solution is one of the most valuable skill, a student can acquire in life. Activities such as brainstorming, problem solving as a group, live scenarios, and projects are undertaken by the students under the guidance of faculty**.**

ICT enabled and AV aid teaching: According to the need of curriculum, faculty uses the modern teaching aids. ICT enabled teaching includes LCD projection, Language lab and E learning resources. The departments make use of charts, models, power-point presentations, audio CDs, etc.

File Description	Document
Link for Additional Information	View Document

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

Response: 98.65

2.3.2.1 Number of teachers using ICT

Response: 73

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

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

Response: 43.18

2.3.3.1 Number of mentors

Response: 73

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Higher education in the 21st century is about more than acquiring knowledge from a single discipline. Higher order skills such as critical thinking, creative problem solving, teamwork, and communication are becoming even more fundamentally valuable. As information and facts proliferate, the ability to navigate across a wide range of disciplines and to critically evaluate, extract and communicate meaning have become essential attributes for success in modern society. Increasingly, the most important element of modern pedagogy in higher education is not simply the teachers' transmission of information and the students' retention of facts. Teaching learning is a continuous and never ending process in which teachers continuously interact and interface with the students to update and brush up their knowledge and skills to mould the young generation into better individuals and responsible citizens.

Our teaching learning process is a unique one and involves multi-faceted development of the students,

through the enhancement of curricular, co-curricular and extra-curricular activities. **Preparation of teaching plan** ensures continuous and comprehensive interaction with the students for effective completion of different topics, coupled with current happenings and life skill experience of the teachers. Teaching plan adheres strictly to the time bound programming laid by the university. Teachers regularly review books, journals and current affairs in the area of specialization during the library hour.

The teaching learning process involves presentations. Presentations help build personality of the students. It enhances public speaking, enriches and enlightens the audience with relevant, reliable and realistic issues and creates a bond with the presenter. The teaching learning process is characterized by investigation of problem, clinical examination of alternatives, to think in a creative manner, to abstract facts and figures from the case and finally to propose best alternative to solve the case.

ICT enabled teaching helps in interactive learning. **Group discussion, debate, film making, role play** have wonderful impact on students in wider access.
The student satisfaction survey is conducted as a feedback mechanism in which the opinions and the feedbacks expressed by the students to improve the performance of the teachers in the class and make teaching-learning process more interesting and interactive.

Industry Institute Interaction is an experiential component that has an impact on student learning.

Remedial measures to help the slow learners to cope up with advance learners and excel in all the fields

Teachers effectively use modern teaching aids like **e-learning resources** in the form of **videos, lecture material, google classroom, google forms, spoken tutorials (MOOC) developed by IIT Bombay** to make the teaching learning process student friendly, more informative and emphatic.

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

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

Response: 34.08

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

2017-18	2016-17	2015-16	2014-15	2013-14
32	35	24	19	17

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document]
Any additional information	[View Document]

2.4.3 Teaching experience per full time teacher in number of years

Response: 10.34

2.4.3.1 Total experience of full-time teachers

Response: 765

File Description	Document
Any additional information	[View Document]

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format	[View Document]
e-copies of award letters (scanned or soft copy)	[View Document]

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

Response: 10.51

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	10	7	7	6

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

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

Response:

The college executes Continuous Internal Evaluation (CIE) as a part of examination reforms at the institutional level with an aim to continuously monitor student progress. The college prepares and publishes the academic calendar for the academic year which includes plans for Continuous Internal Evaluation based on the available teaching days.

At the beginning of the session students are informed about CIE adopting different evaluation methods like Quiz, Class tests, Multiple choice tests, Oral examinations, Projects, Poster presentations, Question Paper, Debate, Assignment, Group Discussion, Charts & Model making, Library assignments, Power Point Presentation, Video making, Practical Evaluation, Case Study. Information regarding syllabus, examination pattern / marks and tentative dates are also informed to students at the beginning of the session.

The internal and continuous assessment enables the faculty member to further identify weak and advanced learners. The students who are still found to be slow learners are identified and remedial classes are conducted to improve their performance. This helps students to identify their strengths and weaknesses and work in problem areas.

This CIE system helps to appraise and supervise the academic progress of the students. It develops proper response and corrective action mechanism for parents and teachers. Thus, it enables the teacher to create a clear cut path for SWOC analysis, so that forthcoming plans are prepared for continuous internal evaluation system.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

There is an orderly evaluation system (mentioned in the academic calendar) which ensures that the students are examined and evaluated on a regular basis through Continuous Internal Assessment to give them thorough practice for final preparation for the exams.

- Information regarding evaluation method is communicated to the students during the orientation program.
- Respective department prepares the Time Table and displays it on the Departmental Notice board at least fifteen days prior for the internal assessment- CCE (Continuous Comprehensive Evaluation)
- Once the Internal exams are finished, fifteen days are given for evaluation of work to each faculty members.
- The marks of the CCE are shown to the students. The shortcomings of the students in the exams are discussed and resolved in the classroom. Based on performance of a student they are given a second opportunity to appear in CCE.
- After the result Parents Teacher Meet (PTM) is organized to discuss the performance of the student.

College follows effective implementation of evaluation reforms by sincerely following the evaluation norms of the university. The IQAC ensures the successful accomplishment of the evaluation reforms initiated on its own through different departments.

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

Response:

The college has a well organised mechanism for Redressal of examination related grievances. The student can approach the Subject Teachers, Head of the Departments and Principal to redress the examination related grievance as per the requirement and jurisdiction of the grievance.
Process:
The grievances regarding evaluation of the students at college level are first attended by the Subject Faculty. If the student is not satisfied the matter is referred to the examination cell for the final decision under the supervision of Principal. Principal holds meeting with HOD, Subject Faculty, student and Grievances Redressal Cell. All the aspects of grievances are discussed and resolved timely and proficiently.

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

Response:

The academic calendar is designed to mark the significant academic events, curricular and co-curricular

activities, various national and international days, sports events, scheduling of the different examinations, planning of workshops, seminars, FDPs, conferences, guest lectures. The adherence is monitored by HODs.

The academic calendar plays a pivotal role in the functioning of academic activities as it reminds the significant activities to be taken care of in future. Teachers align the academic calendar with CIE and University examinations. The allocation of subjects and activity planner of each teacher enables to carry out the lectures as per time table. Similarly, the subject teacher's meetings are organized to brief them about their subjects and their effective completion within stipulated time period.

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

2.6 Student Performance and Learning Outcomes

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

Response:

The college is affiliated to Barkatullah University, Bhopal. It offers Undergraduate as well as Post-Graduate programs under the Department of Commerce and Management, Computer Science, Biotechnology and Biochemistry, Microbiology, Chemistry, Botany, Zoology, Library and Information Science and Paramedical Sciences. Many faculty members of Board of Studies, engaged in framing the syllabus in each subject so as to improve overall life skills of the students.

Program Outcomes represent the knowledge, skills and attitude the students should have at the end of the Program, which students should acquire by the end of their respective courses.

The objectives and importance of Course outcome, Program outcome and Program specific outcomes are communicated to the faculty members and the students in the formal way of discussion, seminar and displaying on the website.

Soft Copy of Curriculum and Learning Outcomes of Programs and Courses are also uploaded on the Institution website for reference. The importance of the learning outcomes is communicated to the faculty members in every IQAC Meeting and College Staff Meeting.

File Description	Document
Link for Additional Information	View Document

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

Response:

We have devised the following methods for evaluating attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes. We follow formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we take feedback from all the stakeholders in this respect and try to take necessary steps accordingly.

Attainment of Program Outcomes

The college has outlined Program Outcomes for the holistic development of the students. It ensures the attainment of the Program outcomes like Capability of Independent learning, Sense of civic responsibility, Environmental consciousness, Patriotism, Tolerance, Soft Skills, Life Skills, Leadership qualities, Teamwork, Critical Thinking, Quest for Excellence, Physical and Emotional Health, etc.

Attainment of Program Specific Outcomes

The college in its pursuance of academic excellence, has been successful in attaining Program Specific Objectives. The students of the college have consistently topped the merit list of the Barkatullah University. During the assessment period, college has 29 University Rank Holders. The placement cell organizes job fairs and placement drives. The students are made aware of job openings through various job portals. A large number of students are placed through Campus drives and off-campus personal references. The college has PhD Research centre in Chemistry.

Attainment of Course Outcomes

The course outcomes are achieved through systematic and extensive teaching which incorporates Academic Calendar, Bridge Course, Annual/Semester Teaching Plan, Daily Teaching Diary, and Remedial Class by well qualified faculty members. Adequate ICT facilities are made available to the students to help them keep pace with global knowledge. The classroom teaching is well supplemented by up-to date library facilities including digital library. Continuous Internal Evaluation is part of the teaching-learning process. The result analysis of last five years of different programs shows that the strength of the students as well as percentage of passing students is increasing progressively. In a similar vein, the ratio of students' placement is also increasing.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 90.4

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

Response: 800

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

Response: 885

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.3

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 13.92

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

2017-18	2016-17	2015-16	2014-15	2013-14
8.10	0.97	1.0	0	3.85

File Description	Document
List of project and grant details	[View Document]
e-copies of the grant award letters for research projects sponsored by non-government	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

File Description	Document
Any additional information	[View Document]

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

Response: 0.12

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

Response: 09

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

Response: 369

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Any additional information	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The College is conscious about the effective system of transfer of knowledge. The college has initiated various activities under the aegis of Research Committee at departmental level and Career research Initiative at College level. The institute's innovation centre is an acceleration facility that welcomes creative minds by inculcating innovative research and industrial entrepreneurship. Major Initiatives are as under:

1. Research Committee: It works at the departmental level to provide support for overall development of the faculty and students. The members of the committee motivate faculty members to undertake research projects as well as help them to improve their research aptitude.

- A total of **09** Minor Research project were funded.
- A total of **05** faculties have been recognized as Research Guide. Department of Chemistry is recognized as a Research Centre of Barkatullah University, Bhopal.

2. Transfer of knowledge: Various seminars conferences, workshop, short terms training programs, entrepreneurship development schemes, student research competition, placement activities were conducted to provide a platform as knowledge sharing hub and for effective transfer of knowledge. A total of **98** conferences/workshops/seminars have been organized at International/National/College level.

- Enhancement of technical skills among students, the institution organizes various events such as technical competitions, paper & poster presentation, project competition.
- Wall Magazines and college magazine "Abhivyakti"- the creative talents of students and teachers as well.
- Microbiology Department- Established Innovation Workshop Centre in 2014-15 for Business strategy on Bio-fertilizer Production and Genetic engineering.
- Biotechnology Department- Workshop on the production and formulation of herbal products.
- Botany Department- Workshop on Bonsai and Nursery maintenance.
- Chemistry Department- Various activities like Best out of Waste, exhibition of scientific models.
- Computer Science Department- Techfest, TeckUdaan, Abhyuday also encourage them to use FOSS.
- Commerce and Management- Management fest and Tourism day.

3. Career Research Initiative: Career College has taken initiative to encourage faculty members and students and facilitate them to take up major and minor research projects, publication of books, journals, provide seed money and other allied research activities with a total outlay of Rs.5.00 lakh.

4. Initiatives on Entrepreneurship & Internship: The T&P Cell organized Entrepreneur Awareness Camp in association with MPCON, a Govt. of MP organization sponsored by DST, Govt. of India. T&P cell sent students to Govt. sponsored incubation centres for internships.

5. Major Outcomes:

- Overall **183** Research papers were published in UGC approved journals and **36** book/chapters/Conference proceedings have been published. **115** papers were also published in other.
- **02** Interdisciplinary Research Journal published from institution for transferring of knowledge.

1. Career International Journal of Science and Technology.
2. Career International Journal of Social Sciences and Law.

- **Aditya Parashar,** a 2ndyear B.Sc(Maths)student prepared a model of Unique Digital Number Plate. This model gives a clear vision at a 100 meter distance and as the speed of the vehicle increases, the size of the numbers increases at night. He has been awarded by the Govt. of India for his Innovation.
- A total of **15** students have been awarded for best paper/poster presentations at various National/International Conferences/Seminars.

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

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

Response: 98

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

2017-18	2016-17	2015-16	2014-15	2013-14
23	25	15	20	15

File Description	Document
Report of the event	[View Document]
List of workshops/seminars during the last 5 years	[View Document]

3.3 Research Publications and Awards

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

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

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

Response: Yes

File Description	Document
Any additional information	View Document

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

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

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

Response: 5

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

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

Response: 2.47

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

2017-18	2016-17	2015-16	2014-15	2013-14
58	63	17	16	28

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

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

Response: 0.49

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

2017-18	2016-17	2015-16	2014-15	2013-14
03	09	09	03	12

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

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

Response:

The College undertook various extension activities in the last five years to sensitize students with social issues and work on their holistic development. This enables students to understand social problems and improves their capability to solve such problems using local resources.

The major impacts include:

- Our college under the aegis of various Govt. and NGO's organized elocution competition on Literacy Awareness, child abuse, gender inequality, save the girl child, clean and green environment, Beti Bachao Beti Padhao, etc. The benefits of such schemes are informed to communities.
- Visits are arranged to various hospitals, old age homes and orphanages. They share the moments of sheer happiness with orphans and old age people to promote a sense of love, regard and respect towards the sick, elders and senior citizens and neglected children.
- On behalf of State Government of Madhya Pradesh, a campaign on voting was organised to create awareness amongst our students. Students were asked to fill voter's forms and exercise their right

to vote.

- Our college conducts street plays and skits especially to eradicate discrimination and stigma.
- Field- exposures enables our students to cultivate positive traits.
- **National Service Scheme (NSS) and National Cadet Corps (NCC)** Unit of the college organizes Tree Plantation, Health and Hygiene, Save Girl Child, Swachata Abhiyan, Literacy Awareness, awareness on AIDS Day, Surya Namaskar on International Youth Day, Anubhuti Shivir, Blood Donation camps and organization of medical check-up camps for villagers. Students conduct literacy drive to eradicate the evils effects of illiteracy. We encourage and motivate our students for adult education, Swacchta Abhiyan and promote a sense of love, regard and respect towards elders and senior citizens. During the camps on various occasions our students get familiarity with various Govt. schemes for the benefits of farmers, girls, deprived community etc.
- **Environment Awareness: Green Cluster** cell conducted various awareness program with regard to ill effects of air, water and sound pollution is conducted to minimize its effect and maintain a clean and green environment.

- Training program on Understanding Environmental Pollution, Climate Change and its consequent impact on Natural Recourses.
- Different extension activities are conducted on various occasions to make the students conscious about environmental awareness and protection.
- Green Cluster of Career College planted about 2500 saplings.
- Career Group of Institutions received **Certificate of Appreciation** from **Capital Project Administration (CPA),** Bhopal for Conservation of Natural Diversity by doing plantation in collaboration with CPA.
- Students and faculties actively participate in the cleanliness drive around the college campus and in the adopted locality under the banner of Swatchata Pakhwada.
- **Municipal Corporation, Bhopal** conferred Career College for the excellent contribution with **"Gourav Pratik"** in 2017.

- **Health reforms/Awareness**

- Students participate in Blood donation camps, Awareness and rallies on Anti Tobacco, Awareness program on Health and Hygiene, Cancer Awareness Programs.
- A special medical camp is organized to check haemoglobin for girl students.
- Health Promotional activities are conducted on Yoga Day, AIDS Day, Women's Day at regular intervals.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government

/recognised bodies year-wise during the last five years

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

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

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

Response: 96

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

2017-18	2016-17	2015-16	2014-15	2013-14
23	23	20	18	12

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

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

Response: 42.22

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

2017-18	2016-17	2015-16	2014-15	2013-14
1358	1829	985	941	549

File Description	Document
Report of the event	[View Document]
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document]

3.5 Collaboration

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

Response: 141

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

2017-18	2016-17	2015-16	2014-15	2013-14
47	29	25	18	22

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document]
Copies of collaboration	[View Document]

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 19

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	3	3	6	2

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	<u>View Document</u>
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	<u>View Document</u>

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The mission of our College is to offer higher education to students in the various fields and make them fully employed and economically self-dependent. We provide the best infrastructure for effective teaching and learning process in the campus to accomplish our mission.

- Career College is spread over an area of 4 acres of land and runs 24 UG and 13 PG programmes.
- Adequate facilities like 42 classrooms, 17 laboratories, computer labs, departmental libraries and a huge Central Library to run these courses. PhD scholars can access our infrastructure available such as laboratories and library. 10 classrooms have ICT learning facilities out of the 42 departmental classrooms.
- College has 02 Seminar, 01Conference halls and 01 Auditorium with the capacity of 800 used for Seminars, Guest Lectures, Conferences and Meetings. Each science department has classrooms and laboratories for theoretical and practical classes. The English department has one Language Lab.
- College library is a repository of rich learning resources with adequate number of books, periodicals, CDs, DVDs, Online databases, digital library and newspapers. Bar-Coding system has been implemented for effective management. It is fully automated and well equipped Library with **33,723 books, 779 bound journals, 102 journals,** magazines and 19 newspapers. Study materials are also available for the preparation of different competitive exams. A large number of e-journals OPAC (Online public Access Catalogue) facilities, Personalized Reference Services and well-furnished reading room enable students as voracious readers. We offer various service options such as resource sharing through DELNET/N-LIST, Document Delivery and electronic/ print-based reserves in the college library. Departmental libraries can also lend and has reference sections.
- Most of the departments have computers with browsing facility. Students can access Central Computer facility such as Network Research Lab and Language Lab of English department. One computer center is available which the students can take customized computer training according to their requirements.
- College building and laboratories is protected with fire safety devices.
- Girls' Hostel in the college campus has room with all facilities for comfortable living. Amenities like indoor games and recreation like TV/ reading rooms make students hostel life memorable. Solar plant facility is provided to reduce electricity usage for geysers. Medical service is accessible in the campus. Full time Warden to administer the hostel.
- Canteen facility is available in the campus to provide good catering service to e staffs and students at low cost.
- 24 x 7 Security is provided to the entire campus including hostels which is outsourced. Adequate number of CCTV Cameras installed for surveillance.
- Separate rooms for the staff members and each department have computer system to make the records digital, first aid box and other facilities. The college offers its venue to organize the common sports, games and cultural programmes. Provision of purified drinking water to all the students and staffs in the campus. Car/Bike parking sheds are available for staffs and students.

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

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

Response:

Extra– Curricular activities:

NSS and NCC units are available for boys and girls, through which many social activities are being conducted.

Sports and Games:

The institution provides facilities for the events of sports and games. The full time Physical Faculty is responsible for conducting all the sports events. Inter-Collegiate sports events are being conducted to encourage the students who are involved in sports and games. The institution organizes Sports Meet every year in the college premises to motivate the college students.

Indoor Games:

The institution provides facilities for the indoor games such as Carom, Chess, Table Tennis and Badminton. The students are well trained and they participate in International, National, State, Division, Inter-University, District level events.

Outdoor games:

The institution provides facilities for the outdoor sports collaboration with CISF and BU Sports ground for games such as Volley ball, Throw ball, and kho-kho, Athletic track events such as long jump, high jump, shot put and javelin throw. Cricket nets and Basket Ball court are available. The students are well trained and they participate in International, National, State, Division, Inter-University, District level events.

Gymnasium:

12 Station Multi Gymnasium equipped with fitness & wellness equipments, dumbbells and other equipments.

Yoga and Self Defense:

Sufficient infrastructure is provided for short term yoga courses organized by Physiotherapy Dept. Yoga day is celebrated on the Auditorium. All girl students are given Self Defense training free of cost; this training is a 4 week training program.

Cultural activities:

The College conducts various cultural activities. The College conducts competitions for students every year. Every year cultural feast called "**UTKARSH**" is conducting by the college. In which our college students will participate actively. Rangoli, Art from Waste, Poster Competition, Debates, Singing, Dancing, Mehndi and Flower decoration competitions are organized along with other events.

Health and Hygiene:

Health and hygiene of the students and staff in always high in the eyes of the College management. The college conducts various health-related awareness programs and sanitation programmes are regularly conducted through the NSS. College has 100 bedded hospital in campus, services of Doctors are availed for treatment to the sick or injured students. Ambulance is provided for sick students in case they with to be taken to outside hospitals. A sick room is available in the college campus and First aid kit is there. Waste water is properly treated before being put in the Municipal drain. The College also ensures the campus is Smoking and plastic free. The College is a no smoking zone and the campus is also plastic free. Disposal of wastes is properly maintained as per the rule of Pollution Control Board. For Treatment of waste water and sewage is done through Sewage Treatment Plant and Effluent Treatment Plant (STP and ETP) been installed since 2017.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 31.82

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

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

Response: 25.75

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

2017-18	2016-17	2015-16	2014-15	2013-14
100.00	75.00	100.00	75.00	75.00

File Description	Document
Details of budget allocation, excluding salary during the last five years	<u>View Document</u>
Audited utilization statements	<u>View Document</u>

4.2 Library as a Learning Resource

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

Response:

Library is a Learning Resource, provides number of books, periodicals, News Clippings, Reference books and Net Facilities. It enables students to gather information and update themselves to current world. Thus library is said to be a pool of Knowledge. The library is equipped with computers. The Integrated Library Management System (ILMS) is an automated package of library services that has several functions. It offers OPAC services like cataloguing, Searching, Member / Patron Management, Acquisitions and Circulation (issues, returns, and reserves)

Data Requirement for last five years: Upload a description of library with,

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

File Description	Document
Any additional information	<u>View Document</u>
Link for Additional Information	<u>View Document</u>

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

library enrichment

Response:

The Central Library has turned into a hub of rich learning resources with adequate number of books, CDs, DVDs, Online databases, digital library and newspapers. Bar-Coding system enables effective management of library. The Library is fully automated and well equipped resource centre. It has a total number of 33,723 copies of books purchased time to time. There are 2954 reference books, 102 journals, 19 newspapers and 70 encyclopedias. The college also procured 248 special collections (Modules of IGNOU, Punjab Technical University, Reserve Bank etc). It also has Chemistry Journal Database (Vol. No. 128, issue no. 1-2, 4-12). The library has also preserved the copies of PG Theses. Study materials are also available for the preparation of different competitive exams. A large number of e-journals OPAC (Online public Access Catalogue) facilities, Personalized Reference Services are available in the central library. We offer various service options such as resource sharing through DELNET/N-LIST, Document Delivery and electronic/ print-based reserves. E- Resources within the library also cater to the academic needs of the students.

File Description	Document
Any additional information	[View Document](#)

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)
Any additional information	[View Document](#)

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

Response: 5.05

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

2017-18	2016-17	2015-16	2014-15	2013-14
7.20	4.88	6.51	4.96	1.72

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)

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

Response: No

File Description	Document
Any additional information	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 6.97

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

Response: 225

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Institution frequently updates its IT facilities including Wi-Fi   **10**

Response:

The Institution has modern Computer Laboratories with high-tech laptops, desktops with LAN and Wi-Fi connectivity. There are 312 systems connected to desired number of Printers. These systems are equipped

with High Quality Server for proper functioning of wifi enabled e-campus. Computers with internet connectivity are provided to all the departments for carrying out the department work. The College also has 16 LCD Screens, 16 LCD Projectors, 19 Scanners and 30 Printers to facilitate teaching learning process. There are Computers with Internet Facility in Office, Library, and Centre for Research, Front Office, Exam Cell, Store, and other key areas of the institution. The primary goal of the computer labs is to provide assistance to students that will enhance their chances of succeeding in technology-based learning and to provide access to equipment that will support the needs of instruction to accomplish their assigned task. The computer labs support in curriculum completion, to surf the course related content and to complete the assignments. The advent of office automation has ensured inter-departmental "LAN" connectivity. The computing facility is being continuously upgraded and modernized. The labs provide one-to-one access to students for a variety of peripherals. At the end of every year, the management meets the faculty of each department to discuss the requirement of additional facilities, to be provided during the next academic year and as per the requirements listed out by the faculty and in accordance with the needs that arise on account of introducing new subjects or starting new programmes, steps are taken to provide them before the commencement of the academic year. Similarly, in case any new software is required, order for procuring the same is placed immediately.

4.3.2 Student - Computer ratio

Response: 16

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 20-35 MBPS

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

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Link to photographs	[View Document](#)

4.4 Maintenance of Campus Infrastructure

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

Response: 23.15

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
66.34	68.41	69.38	80.59	76.67

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)

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

Response:

The college has Infrastructure cell which looks after regular maintenance and proper utilization of academic and support facilities of the College campus. The Cell submits its report to the Principal and IQAC. If required, the issues are discussed in Staff council meeting. In these meetings, priorities are fixed and important decisions are referred to the management for the necessary steps. The management allocates sufficient fund for the upkeep of the infrastructure and equipment every year. The college has the purchase committee headed by a senior faculty and takes quarterly review of the facilities/services. The report is put forth in the meeting of purchase committee chaired by the principal. After receiving permissions from IQAC and Governing body, the purchase or maintenance expenses are utilized as per the predetermined procedures.

Maintenance of Infrastructure:

- Day to day maintenance and care is taken by the administrative office in consultation with the Principal.
- There is a full-time supervisor available in the campus who is responsible to monitor the maintenance of the infrastructural facilities available. It includes the cleaning of the entire college campus and other infrastructure facilities.
- Class rooms and rest rooms are maintained and cleaned by the support staff twice daily.
- The College has specified places for keeping the sensitive and important equipment like water purifiers, scientific instruments and other instruments/ things.
- The cleaning jobs like classrooms, water tanks, and window panel are carried out through contractor hired. The Infrastructure Cell supervises the work.
- Infrastructure Cell through a contractor hires technically qualified people, mechanics, plumbers, electricians, civil workers, carpenters and painters to look after the maintenance and repair.

- **Building Maintenance**: It includes repairs of damages, intermittent painting of the infrastructure to keep the college building effectively functioning. The details of building maintenance involve cleaning of water supply line and drainage line on quarterly basis and painting of buildings and benches are done annually. As per the need, correction of leakage and water faucet, renovation and repair is done.
- **Library Maintenance:** The library advisory committee with senior librarian and library assistants who looks after regular maintenance such as raising purchase order of books, procurement of books, maintenance of valuable materials and so on.
- **Furniture:** Furniture is periodically checked and any repair is to be done immediately and once in a year maintenance of buildings is also done.
- **Computer Maintenance:** The college has a team of faculty representatives, hardware and software agencies who are constantly involved in the upgrading of computer systems with the inclusions of latest configuration software programmes and IT applications. A separate computer maintenance register is kept to record the services and repair details. College website is maintained in AMC basis.
- **Laboratories Maintenance:** The laboratories are maintained by the respective laboratory assistants under the guidance of Heads of the Department. The laboratory staffs keep a strict vigil regarding the maintenance and repair of the instruments. The equipment and machineries in certain labs are maintained through annual maintenance contracts entered with the companies who supplied them. As per the strength of the students, every year new equipment is purchased.

Electrical Maintenance: It involves the servicing, repairing and replacement of electrical accessories and installations in the campus which is carried out by the electrician. It is supervised by the electrical department.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 12.85

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

2017-18	2016-17	2015-16	2014-15	2013-14
472	387	279	348	206

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[View Document](#)

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

Response: 4.65

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

2017-18	2016-17	2015-16	2014-15	2013-14
245	238	66	47	64

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document]()
Link to Institutional website	[View Document]()

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

Response: 32.34

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

2017-18	2016-17	2015-16	2014-15	2013-14
1804	1035	922	488	231

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

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

the last five years

Response: 1.06

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

2017-18	2016-17	2015-16	2014-15	2013-14
45	37	25	19	17

File Description	Document
Details of the students benifitted by VET	[View Document](#)

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

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 22.74

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

2017-18	2016-17	2015-16	2014-15	2013-14
251	154	169	181	105

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 20.84

5.2.2.1 Number of outgoing students progressing to higher education

Response: 194

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

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

Response: 38.33

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

2017-18	2016-17	2015-16	2014-15	2013-14
17	2	2	3	0

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

2017-18	2016-17	2015-16	2014-15	2013-14
17	6	8	9	24

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

Response: 14

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	6	2	1	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

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

Response:

Career College has an active Student Council with a strong representation of students in the academic and administrative bodies/committees/cells to foster the leadership qualities through comprehensive participation and delegation.

The College conducts the student union elections as and when directed by Higher Education department. The college management on the advice of the Principal nominates various cells and committees in IQAC, as per the guidelines given in the NAAC manual. The IQAC comprises of Head of the Institution, Heads of Academic and Administrative units, selected faculty members, and distinguished

Educationists/Representatives of local committee and student representatives.

Student Representative (SR) is an indispensible part of Academic and Administrative bodies/committees/cells such as the IQAC, Green Cluster, Women Empowerment Cell, Training and Placement cell, Library Cell, NSS/ Sports Cell and Alumni Association constituted in the college.

All the Head of the concerned cells coordinate with the departments for the involvement of students in various activities. Students participate in organizing academic, extra-curricular events, competitions and conferences honing to their subject expertise in addition to their leadership skills. The Cells/Committees are platforms that offer a plethora of opportunities to students to give them a voice of their own and shed their inhibitions through an enriching and engaging experience. The activities of the Cells/Committees, workshops and Inter-college competitions enhance the communication, team management, time-management, resource management and leadership skills and above all builds the confidence in each student.

The SR addresses and represents students' views and grievances, act as a spokesperson to convey the matter to the concerned authorities for discussions and amicable resolutions. The Students' Representative provides valuable informal feedback regarding curriculum, teaching learning and evaluation process. This makes the student's aware of various extension programmes such as departmental journals, wall magazines, plantation programs, safety drives, Annual day, Annual sports day, Traditional Day, Fresher's and Farewell party to form a crucial part of the academic activities of every department as well as helps in organizing various trainings scheduled and their usefulness. Furthermore, they help the teaching staffs to organize departmental seminars and quiz as an important co- curricular activity of every department. They play a dominant role to instill environmental consciousness and work towards maintenance of clean and green campus.

Thus, it contributes to a healthy interaction among students and teachers regarding academic, co-curricular and extra-curricular activities. Last but not the least, the student representatives are also at the forefront to ensure discipline in the college campus by encouraging fellow students to observe the rules of the college.

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

Response: 13.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
13	10	11	15	19

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Career College for the past 49 years has been meaningfully engaging itself for the development of prudence along with the knowledge in the students which are required for their successful career. The students on completion of their respective courses from this esteemed college become our ambassadors for the world beyond college campus. Alumni relationship is an important bridge between the college and outside world.

Career Alumni Cell: Unlike many segments in an organization, Alumni is one of the important pillar that gives strength to the college. It always looks forward to keep in touch with our ex-students once they have completed their Graduation or Post-Graduation from our college.

Objectives: The objectives of organizing 'Alumni Meet' are as follows:

- To create and maintain link with our shining stars who have achieved landmark in their lives.
- To frame a supportive network with the Alumni that helps in its progression.

Healthy Alumni relationships: The communication with the Alumni is continued throughout the session. This is always beneficial for both the college and the Alumni. A pleasant interactive relationship is developed by the cell to maintain good rapport and stay in constant contact with its Alumni. The contact with our Alumni is made through various electronic media like phone, Whatsapp, email etc.

Major activities of Alumni Cell: Our Alumni add value to the colleges' reputation. Career College has always tried to provide good quality education to its students. Our Alumni is having its presence in each and every part of society. The major activities of our Alumni are as under:

- **Formal Alumni Meets**: It is organized from time to time in the college premises to share their memories and experiences with their friends and faculty members.
- **Feedback:** Time and again, we receive constant feedback and suggestions regarding curriculum and infrastructure from our Alumni. The Alumni provide their valuable suggestions for making quality changes in the curriculum.
- **Eminent speakers/ participation**: Many of our Alumni are invited in various programs organized in the college. The Alumni give their valuable contribution in the form of guest lectures, training programs, industrial visit and also participate in the cultural programmes organized in the college.
- **Donations**: Our Alumni also donates their old books which are used by the needy students.

- **Testimonials:** From time to time, they come and share their real life experiences with our present students. The college tries to utilize the intellectual inputs of our Alumni in a number of ways.
- **Assistance in Placements**: Our Alumni constantly suggest the HR executives of their respective companies to visit the college for the purpose of placement.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document]()

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

Response: 5

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

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

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document]()
Any additional information	[View Document]()

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision

- To Become Centre of Excellence for Developing Responsible Professionals for New Era.

Mission

- To strive for academic excellence in career achievements of the students of all faculties ensuring a head start on the track to success through pragmatic approaches.
- To create greater opportunities for students to augment their potential for the development of prudence, skill, stewardship, moral values and culture through its multifaceted curricular and co-curricular activities.
- To inculcate strong positive attitude in the students for the development of diverse attributes of personality spectrum to face global challenges and be the worthy citizens of India.
- To provide state of the art infrastructure for curricular, co-curricular and extra -curricular activities.
- To promote research, entrepreneurship, competitiveness and inculcate managerial abilities in the students.

Nature of Governance

The college had a humble beginning with one main block and as years passed on, the College iswitnessing upward journey in creating and expanding infrastructure.

Governing Body: The Founder Chairman Shri Vishnu Rajoriya hasfuturistic vision to educate the new generation for their career. His vision has been the driving force for the functioning of theCollege since its inception. The Governing Body in co-ordination with IQAC of the College guides the faculties to work towards the vision of the College. The governing body after deliberations in its meeting, direct the IQAC and Principal to implement its quality policy and plans effectively.

Institutional Level: The Principal is the chairperson of administrative and academic activities of the College.

Departmental Level: At departmental level, HODs are the leaders for their respective departments. HODs convenes the meeting of faculties for effective academic plan.The HODs after having discussion with the faculties submit their plan to the Principal for his approval.

HODs take the responsibility of heading all the administrative and academic activities of the department. They are entitled to take decisions as per the needs and get approval of the same from the Principal.

Perspective Plans

The college has a perspective plan for development. The various aspects considered for inclusion in the plan are implementation of new programme/ course in the emerging areas, use of advanced technology for excellence in the teaching learning process, expansion of infrastructureand holistic development of the students. The scheduling of industrial visits, seminars, workshops, conferences, parents teachers meet, annual sports meet, annual function etc. is discussed in IQAC. Recruitment of teaching, non-teaching and office administration staff is planned at the beginning of every academic year.

Participative Management

College promotes the culture of participative management. The Governing Body frames the broad policies and plans.Shared governance is adopted to foster transparency by inviting ideas/ reforms in various functions such as admissions, Academic delivery, Examination, T& P, Finance and Administration. During such meetings the suggestions given by the faculties are given due importance and the decisions are taken on the basis of broader consensus thereby ensuring participative management in decision making process.In addition to this Principal ensures that all the information/ suggestions reachthrough upward and downward communication that smoothly paves the way for institutional excellence.

File Description	Document
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

The College practices decentralization and participative management approach with the intention of providing the best to the students in all its activities. Important developmental plans are discussed by the Principal by involving HODs and faculty members. Various committees are in place to review the progress in various functions and accordingly take necessary timely action for ensuring excellence in respective areas. The head of the department has been given with the authority of deciding the activities and delegating the responsibilities to the faculty members. The department decides on timetable, subject allocation, purchase and maintenance of equipment and consumables, organizing conferences, guest lectures and workshops and recommends necessary industrial visits, trainings, internships and MoUs. The College is functioning effectively with the culture of participative management which enables the faculty and students to give their opinion and suggestions for improvement. All the academic activities are decentralized and decisions are taken based on discussions in the departmental meetings, faculty meetings, HODs' meetings with Principal and IQAC.

A case studyshowing the practice of decentralization and participative managementby the institution is the successful organization of an International Conference on "Advances in Chemical Sciences and Allied Fields of Science, Health, Education & Environment" on 8-10 March, 2018 in collaboration with Royal Society of Chemistry, London, North India Section & Global Research & Welfare Society. The goal of this conference was to record the latest findings and promote further research in the different areas of College Science and Technology where chemistry is actively engaged and use it for the betterment of Society in global context. The theme of this conference opened an international platform for presenting research about chemistry and allied science fields.

Different committees were formed to execute various activities led by Chemistry as well as allied science departments. All the departments worked in team to make the International Conference a successful one. Advisory Committee, Core Co-ordinators and Organising Committee, Technical Committee, Hospitality & Welcome committee Accommodation and Travel Committee, Station Help Desk Committee, College Help Desk Committee, Registration Committee, Food Committee, Invitation and Media Committee. Campaigning of program was executed before three months by the Invitation and Media Committee using one to one communication, e- mails and through pre-press note.

Transport committee looked after the transport facility for participants. About 40 eminent scientists from all over the India had graced the conference and gave their concrete suggestions. Food committee arranged breakfast and lunch and tea for the delegates.

The inaugural function was coordinated by Welcome Committee. Registration process was smoothly conducted by the co-ordinated work of the Registration Committee. Interactive Sessions and presentations were managed by Technical committee and the session in charges.

The Cultural committee presented beautiful scintillating performances of students before the audience and the travel and accommodation committee arranged Bhopal Bhraman for the invited speakers.

All the Resource persons and delegates were impressed with the environment and technical facilities available in the Institution. The conference ended up with a broader vision of new ideas in mind.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2 Strategy Development and Deployment

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

Response:

Strategic Plan is a comprehensive and ongoing process focussed on achieving the Vision and Objectives of the organization. Keeping this in mind the IQAC outlines the plan for the particular academic session. To execute and implement these plans Committees and Cells wereformed. The committees were framed to fulfil the guidelines given by the NAAC. All the 7 NAACs criterions are headed by Heads and Co-heads designated to carry defined tasks. In addition to this, various cells like the WEC, PADC, T & P, Alumni, Green Cluster, SSRU, Anti-Ragging and Library cell were formed to perform specific well defined activities. The participation of students in various committees/cells is a salient feature of our system as students are one of the important stakeholders of the institution.

Planning and Organising: The plan is outlined and tasks are clearly defined to person in charge with the team to complete it with the given time frame.

Division of Work: Every individual is responsible for their specific task roles. This enabled them to focus solely on their assigned roles resulting in excellent outcomes. It also helped the group to work as a team and overcome obstacles leading to the achievement of their goals.At every unit level, strategic plan is prepared and the process is kept well documented. An example of T & P cell is taken and the description is given below:

Training & Placement Cell: This cellpersistently encourages the students towards becoming perfect industry required employee. The main function of this cell isto guide students on various interview techniques, group discussions, aptitude tests, to face campus interview in the fields they desire, invite prospective companies to campus for recruitment, achieve maximum possible placements for students and provide guidance to the students wishing to pursue Higher Education. Apart from imparting technical skills to students, the personality development programs are also an intrinsic part of their grooming. The cell encourages the students to register themselves to Training & Placement Cell by filling online registration form available at the College website. In order to improve the performance of students in the skills such as Technical, Aptitude, Communications, it is the responsibility of cell to conduct Personality Development Training Programs along with the soft skills training program arranged within the campus.

The Comprehensive Training Programme includes Interview-techniques, Essay-writing, Extempore, Group discussion, Resume writing, Group dynamics, Aptitude-tests. The cell identifies the subject experts in relevant fields and invites them for sessions. After the confirmation from resource persons, cell prepares a schedule for training and notifies eligible students. Students are asked for prior registration by submitting their names to their placement in charge. The training comprises various lectures on soft skills. The cell conducts mock aptitude test, group discussion and personal interview and prepares result on the basis of students' performance in mock tests. At the end of the training, certificates are distributed to all the participants.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

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

Response:

TheCollege has a clearly defined organizational structure to supportdecision making processes that are clear and consistent with its purpose and supports effective decision making.The governing body of the College is the supreme authority for the functioning of the institution headed by Chairman of the controlling society.

Governing Body

The Governing body takes the responsibility of monitoring the implementation of activities related to institutional strategic plans. IQAC conducts meeting with Principal, teaching and non-teaching faculty members of the college. Faculty meetings with the HOD play a vital role to take their suggestions to the top level management. Principal ensures that all the information and suggestions are disseminated timely through appropriate hierarchical level in a smooth manner.

Administrative Set up

Principal holds the key responsibility of all the administrative and academic activities of the institution. HOD's of the institution works as per the instructions of the Principal for carrying out the overall administrative and academic activities of the department. The IQAC gives liberal guidance and strong support to Principal to further entrust certain responsibilities to HODs.

Functions of Various bodies

College has formed different cells with specific objectives like Green Cluster, Women Empowerment, Training & Placement, Grievance Redressal and Alumni cell, under the effective leadership of IQAC that works towards the attainment of specific objectives in a structured manner.

Service Rules

Service 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 leaves, promotion, resignation, code of conduct etc.

Recruitment

Recruitment of teaching, non-teaching and office administration staff is planned at the end of every academic year or whenever need arises, meeting eligibility norms as per the requirement. Applicants meeting the eligibility criteria as per the UGC norms are called for interview and class teaching demonstration. The recruitment of teaching staff is done in accordance with the provision of cede 28 of the M. P. Universities Act. The College makes conscious efforts to recruit qualified and experienced teachers and in retaining the experienced faculties and staff as well.

Promotional Policies

Staff appraisal system is in existence with the promotional policies. Faculty appraisal is done through Student Feedback Mechanism i.e. Student Satisfaction and Research Unit (SSRU). This software is developed by the institute to get the feedback from the students regarding teaching learning process. A well drafted feedback form with specific questions as per the comprehensive level of the students is distributed to the students at the end of each semester after the successful completion of course objectives. Based on the student feedback, Principal gives suggestions to improvise in teaching. The self-appraisal forms helps to perk up an individual's performance and his/ her contribution to the institutional activities.

Grievance Redressal

College also has a well-defined mechanism for grievance redressal system where students' complaint is resolved by the members of the cell and Principalor Governing Body. Grievances received from other sources like suggestion box and feedback forms are also redressed in a similar manner.

File Description	Document
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

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

Response:

One activity that has been successfully implemented was setting up of Women Empowerment Cell for female students and lady faculty members of our college. Women Empowerment Cell (WEC) has been constituted to provide a neutral, confidential and supportive environment for female members.

In the beginning of the academic session, Cell chalked out the action plan for the session in a meeting held

on 25/06/2017. As per the discussion in the meeting the following activities were decided for the session 2017-18.

Minutes of Meeting

As per the discussions in the meeting it was decided unanimously to conduct following programmes in the session 2017-18

1. To observe International Literacy Day
2. To celebrate Non-Violence Day
3. To commemorate World AIDS Day
4. To celebrate National Girl Child Day
5. Celebration of International Women's Day
6. To conduct Self-defense Program 'NIRBHYA'
7. To organize Walkathon 'For a Cause'

Resolution: As per the discussions in the meeting all the activities wereresolved by the WEC cell in the proposed time period.

International Literacy Day

On International Literacy Day - 8th Sept. 2017, WEC organized a rally and a nukkadnatakwas organized at Ektanagar Basti. The children of 'Helping Hand', NGO were invited to CareerCollege and provided Basic Computer Knowledge to them.

Non-Violence Day

The International Day of Non-Violence is marked on 2nd October, the birthday of Mahatma Gandhi.A rallywas organized by WEC to bring awareness among general public on the values of non – violence.

World AIDS Day

On 1st December, 2017, WEC organized an AIDS Awareness Rally and a NukkadNatak was organized to mark the occasion of World AIDS Day in Ekta Nagar Basti.

National Girl Child Day:

On 11th October 2017, WEC organized 'Safe- Drive' campaign for girls in association with Rajpal Honda to celebrate 'National Girl Child Day'. Team members of Rajpal Honda explained road safety measures through video and signs. They also organized one day camp exclusively for girls on 'How to drive safely'.

International Women's Day

On the occasion of International Women's Day on 8th March 2017,WEC organized a Guest Lecture on **Dr. Indira Ghosh,** Professor, JNU, New Delhi.

SelfDefense Program 'NIRBHYA'

WEC organized seven days Self Defense Program from 21st March to 27th March, 2018 in association with an NGO named PakhiSamajikSewaSanstha.More than 120 girls got benefited by the camp.

Walkathon 'For a Cause' :

On 31st May, 2018, WEC along with 70 students of Career College participated Walkathon of seven kilometers with an aim 'Walk A Cause-*Jab Chalo Tab Savera*'organized by theMadhya Pradesh Police Department to spread the message of zero tolerance towards crime against women.

Thus, this cell effectively implements its resolutions that are being passed in its meetings to sensitize all female faculty and female students of College through its activities.

File Description	Document
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Welfare measures for Teaching Staff

1. College provides 13 casual leave and 03 Optional leave.
2. Increment is given every year on the basis of performance appraisal.
3. Salary is being paid to all the employees in the 1st week of the every month directly to their bank accounts.
4. From2017-2018 onwards, the period of maternity leave was extended to 6 months.
5. From 2017-18 onwards, the college started giving 07 days paternity leave to the eligible faculty.
6. Medical benefits and medical concession is given to the faculty and staff members and their nearest relatives (kids and parents) in the society's hospital CIMS (50% discount in OPD, 25% in bed or room rent and 25% in pathology).
7. Residential quarters for few staff.
8. Employees' provident fund for all eligible employees.
9. ESIC scheme for all eligible employees.
10. 1.5 month paid leave for Ph.D. and Rs. 1000/- increment to the staff when the Ph.D.is awarded.
11. Summer vacation during May and June can be taken for 15 to 20 Days only.
12. 21 days paid leave on being selected for refresher or orientation course.
13. 15 days leave for Marriage of a staff member.
14. 15 days leave on death of close family member.
15. On duty leave given to faculty members for various academic and Research activities.
16. The faculties can reimburse either the registration fee or conveyance (3rd AC/AC Bus) whichever is the highest for one national and one international conference.
17. Salary advance on specific requirements of its teaching staff.
18. Fee exemption to wards of faculties.

19. Best article in Hindi/ English is awarded in College Magazine Abhivyakti.
20. Monetary benefits are given by college management to encourage faculties for the publication of research articles.

Welfare measures for Non - Teaching Staff

1. From session 2017-18 onwards, the period of maternity leave was extended to 6 months..
2. From session 2017-18 onwards, the college started giving 07 days paternity leave to the eligible staff.
3. Increment every year.
4. Medical benefits and medical concession in the society's hospital CIMS.
5. Free uniform to class IV employees
6. PF /Employees provident fund for all eligible employees.
7. ESIC scheme for all eligible employees.
8. Salary advance on specific requirements.
9. Fee exemption to wards of Non- teaching staff.
10. Residential quarters for few staff.
11. 15 days leave for Marriage of a staff member.
12. 15 days leave on death of close family member.
13. 10 to 15 Days summer vacation.

File Description	Document
Any additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 35.83

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

2017-18	2016-17	2015-16	2014-15	2013-14
22	25	34	28	23

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<u>View Document</u>
Any additional information	<u>View Document</u>

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

Response: 4.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	4	3	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<u>View Document</u>
Any additional information	<u>View Document</u>

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

Response: 21.95

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

2017-18	2016-17	2015-16	2014-15	2013-14
23	25	12	14	8

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

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

Response:

Employees are the imperative part of an organization. The institution respects and acknowledges the contribution of all its members. The college evaluates the performance of its employees in terms of function and behaviour. The institutional rating is the deciding factor of an employee's appraisal. Along with this, an employee's contribution towards the institution is also taken into consideration.Forexample,

- Their initiatives to certain activities that are not specifically restricted to their departments are noticed and duly credited. Faculty members are also asked to involve in various committees/ activities of the college. The activities committed by the staff members are evaluated by the IQAC semester wise.
- They are encouraged to attend/present papers in seminars and workshops.
- Faculty members are also asked to improve their qualification (Ph. D) and encouraged to pass NET or SLET.
- The work diaries and lesson plans and other individual records of each staff member are duly checked in respective semesters.
- Faculty appraisal is also done through student feedback mechanismnamed Student Satisfaction and Research Unit (SSRU). This software is developed by the institute to obtain the feedback from the students. A well drafted questionnaire as per the comprehensive level of the students is distributed at each semester to get the feedback of teaching learning and was helpful in reaching out to the advanced as well as the slow learners in the classroom. Based on the student feedback, Principal gives suggestions for improvement in teaching skill as required. Staff appraisal by HOD and Principal is reviewed by the Management.
- An employee's behavioris very important along with their qualification and effectiveness. Therefore, their behaviour is monitored and examined duly. An employee's punctuality, grooming, language, obedience and dedication are among other important parameters under which they are appraised.
- Non-teaching staffs like librarians, office staff, and support staff are currently not given any appraisal forms. Their performance appraisal is done by the principal based on the quality and quantity of their work, nature of their work, their enthusiasm, skill sets and efficiency. The appraisal of the non-teaching staff is conducted informally by the principal and they are counselled to improve their work if necessary.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Career College has a well-defined internal/external audit process. The internal audit is done on yearly basis by earn internal auditor appointed by Society at the close of each financial year and before the submission of balance sheet to the appropriate authority. Last internal audit was done in the month of 31st March, 2018. As such no internal objections were raised by the internal auditor. But in case of any objections, it is rectified within one month period. The mechanism for internal audit process is channelized as follows: Firstly, internal audit report is prepared and secondly it is sent to Principal and then forwarded to concerned employee (Fee counter & Accounts section)

External audit of the College is registered under clauses 12(AA),10 (23) (C) and 80G compliance to all the requirements as per the income tax rules and regulation.The audit reports are certified by authorised Chartered Accountant (CA Sanjay Mishra, M/S Mishra Tiwari & Associates).The mechanism adapted for external audit is the income, expenditure account and balance sheet.

File Description	Document
Any additional information	[View Document](#)

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

Response: 2.66

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.90	0.36	0.40	0.70	0.30

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

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

Response:

Career College has well developed financial system and the major financial resource is the college fee nts as well as hostel fees collected from the students. The institute has developed a system to utilise the financial resources effectively and efficiently as per the requirements of various departments keeping in mind the allocation of budget. Financial assistance is provided to students according to the norms prescribed by the college management under different scholarship schemes. Scholarships are given to meritorious students, sports/NCC/NSS and impoverished students. During admission all the rules and regulations are communicated to the students as well as mentioned in the prospects. Eligible students can avail the scholarships, fee concessions and cash rewards of college. Funds generated are used for different academic and non-academic activities. Budgets are allocated according to the requisition sent to the accounts after its final approval by the Principal. College provides sufficient utilisation of resources by means of infrastructure, day to day repairs and maintenance, library and laboratories expenses. Principal holds the responsibility to prepare budgets received from various departments. These budgets are then forwarded to the governing body for necessary action and its approval.

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

6.5 Internal Quality Assurance System

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

Response:

Summer Job

Summer job programme is specially started to provide financial help for needy students which directly involves the students into the activities of the college. During the period of job they interact with many people who improvise their confidence and leadership quality and enhance their personality development.

The main procedure involved in the practice of summer job starts with a notice from Admission Cell through principal to all the mentors in which they are requested to provide the names of students who are interested for summer job. From all the departments the suggested names are collected by the cell and required number of students is selected from that list. The selected students are allotted with a fixed number of days (20 days) and shift. Only four hour duration work is allotted to each student per day. Selected students are called out in a meeting to inform about the responsibilities and nature of job. A consent form is filled by the students duly signed by their parents. Basic in formations about the students, phone number, photograph of the students were included in the consent form. After allotting the shifts, daily attendance of the students are maintained. After the completion of the summer job, the list of student are duly signed by the principal and sent to the Governing Body. After sanctioning, the amounts in the form of cheques are issued in the names of students who have completed the job.

Formation of CRI (Career Research Initiative)

The college management constituted a committee named Career Research Initiative (CRI) in session 2017-2018 to inculcate research culture among faculty members and students. The students who work along with faculty mentor for research work and learn side-by-side as partners are given the golden opportunity to become full-fledged researchers themselves. CRI informs the faculty members and the students about intercollegiate research opportunities, encourages students to publish their original research work in leading National and International journals and present their research work at conferences/seminars. Some of the practices adopted by CRI are as below.

- Spending approx. Rs. 3.0 lakhs on the publication of two journals biannual journals.
- Bearing 50% of total publication cost of maximum 10 books written by the faculty members in an academic year.
- Royalty earned by the publication will be distributed between faculty member and the CRI in the ratio of 3:1.
- Providing grant to the different departments for undertaking student research projects.

CRI made a provision of Rs. 5.0 Lakh budget in the session 2017-2018. It was proposed that in the academic year of 2018-19 this fund will be raised to Rs. 50,000/-. CRI provides grant for the research projects to different departments of the college for research work. Fees collected from outside agencies and students who came to our college for advance training is deposited in the Career Research Initiative fund for the benefit of students and faculty members.

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

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Review of Teaching Learning Process:

The IQAC monitors the time table. Syllabus completion status is taken from the subject faculty on a regular basis. Faculty feedback is taken from students with respect to the teaching learning and evaluation process at regular intervals. Result analysis is also an integral part of the review. Feedback is analysed and outcome is discussed with concerned faculty. Internal Academic Audit augments the reviewing of teaching, learning and evaluation process.

The IQAC reviews the teaching methods followed by the faculty as reflected in Teaching Planners. Keeping up with the emerging trends, IQAC has suggested modern methods for augmentation of teaching learning process. To bridge the gap between the University prescribed syllabi and job requirement IQAC decided to introduce value added, skill oriented and short term courses for the students.

Structure and Methodology:

Extensive Use of ICT

IQAC suggested modernizing the teaching learning process through implementation of ICT methods. The college developed five class rooms with LCD projectors and computers to show the images from books, slides on the projector, videos. More than 50% of the syllabus is covered through ICT method. Use of graphical images, animations, videos of demonstrations and video lectures in day to day teaching is a frequent practice.

Teachers also use online resources which offer information with graphical explanations that are not depicted in regular text books. Teachers also use GIF animations, Shock Wave Flash animations. The extensive use of ICT has made teaching learning process effective by generating and sustaining the interest of the students in the classroom. Students are encouraged to use ICT methods in class room presentation. They submit e-assignments through Google classroom and Google forms.

Certificate Courses and Training Programs

IQAC introduced a number of Certificate Courses and Training Programs for supplementing core courses and overall development as listed below:

Personality Development and Communication Skills, Spoken English, Interview Skills, Values and Professional Ethics, Gender Sensitization, Android Technology, Environmental Management, Taxation, Short term course on Web designing, PhP, Digital Marketing, Psychology Counseling, Tally.

The synergy between curriculum and value added courses have resulted in improvement in overalldevelopment and in acquisition of communication and life skills. The students are equipped with sound values and professional ethics, which help to raise confidence and give direction through training and also increases the employability.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response: 127.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
183	156	123	93	82

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)
Annual reports of institution	[View Document](#)

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

Response:

The college always strive for maintaining the quality initiative in the academic and administrative domains that are successfully being implemented during the last five years.

Post Accreditation Quality Initiatives :

The College has clearly defined vision, mission and objectives in keeping with the objectives of Higher Education and reflecting the quality parameters. The academic and administrative activities are designed and carried out in agreement with the policies and the strategic plans to obtain desired outcome. Continuous monitoring of the activities is done by IQAC and Head of the Institution. The evaluation is done through feedback collected from stakeholders. IQAC takes regular reviews of academic and administrative functioning of the college through meetings with core committee, heads of the various departments, heads of criteria and cells. The decisions taken in such meetings are implemented for quality enhancement.Some of the Salient features of IQAC are:

- Well planned execution of Curricular, Co-Curricular and Extra-Curricular Activities
- Introduction of Short- Term and Skill development programmes
- Feedback Collection and Analysis
- Mentor- Mentee System
- ICT and e-Resource Facility
- Research and Extension activities
- Up-Gradation of infrastructural support
- Result Analysis
- Job oriented and value added programmes
- Placement and extensive training programmes
- Academic and Administrative Audit
- Verification of Staff self-appraisal forms
- Organization of Seminars, Conferences and FDP
- Systematically adopted E-Governance for transparency/accountability.
- Regular submission of AQAR
- Introduction of Best Practices in every academic year

Our College has continually strived for gradual, incremental and benchmarking improvements in academic and administrative areas to carve a place for itself. As per therecommendation of the peer team for quality enhancement of the institution certain measures are undertaken which are as follows:.

Curricular Aspects	Introduced Short Term and Skill development Courses.

	Introduction of short-term and skill development programme was made as one of the best practice of the College in 2014-15.		
	The feedback mechanism strengthened and now it is available online. Feedback from the stake holders (Parents, students, alumni, industry and employees) are collected analysed and necessary actions are taken.		
Teaching Learning and Evaluation	Teaching learning process is enriched by the use of ICT and e-resources. A well-developed mentor – mentee system exists in the College.		
	Current teacher-student ratio 1:37. Experienced faculty members guide the P. G. students as well as supervise the research activities. Number of Ph.D. holders increases tremendously from 2013-2018.		
Research, Innovations and Extension	Extension activities and collaboration with other institutes increased considerably from 2013-18		
Infrastructure and learning Resources	We have a fully automated and well equipped Library with more than 33,723 books, 779 bound journals, 102 journals, magazines and 19 newspapers. Study materials are also available for the preparation of different competitive exams. A large number of e-journals OPAC (Online public Access Catalogue) facilities, Personalized Reference Services are available. We offer various service options such as resource sharing through DELNET/N-LIST and Document Delivery and electronic and print-based reserves in the college library.		
	Infra structure of Department of Chemistry expanded as per the requirement and it is an approved research centre by Barkatullah University since 2014		
Student Support and Progression	College introduced value added, vocational and job oriented programmes for students.		
	The mentor mentee system track the progression of students.		

	Training and Placement Cell of the College works in a well-organized manner to cater the needs of employability and overall personality development of students.		
Governance, Leadership & Management	The College works on the principle of Decentralisation and participative management. The Governance and Leadership management of the College ensures Strategic Planning and monitoring of all the activities of the College. It also ensures student participation in the activities in order to enhance the management and participative skills of students.		
	IQAC planned detailed action plan for every year in coordination with the Management and Head of the Institution. Dissemination of the information in the root level is ensured by IQAC using the E-governance mechanism and then the monitoring is done throughout the year to improve quality culture of the College.		
Institutional Values and Best Practices	The best Practices formulated by IQAC set the benchmarking and reflects in the quality enhancement of the College every year.		

File Description	Document
Any additional information	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 32

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	6	6	6	5

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
    1. Safety and Security
    2. Counselling
    3. Common Room

Response:

a) Safety and Security

Career College is committed to provide a safe campus for all the students. Security is ensured through 24 x 7 surveillance of CCTV including the classrooms. Fire Extinguishers are placed in every floor to cease or prevent fire. Regular service of all the electrical switch boards, fans, CFL, tube-lights and AC are carried out. College has formed anti-ragging committee as per the U.G.C. guidelines. Anti-ragging posters are displayed at all prominent places within the campus. Anti-ragging committee makes sure that there are no instances of ragging in the campus or in girl's hostel. College has hostel facility only for girl students. Hostel is managed by a Lady Warden. She ensures girls safety which is being further supervised by the Faculty Representatives of Women Empowerment Cell (WEC).This cell addresses and resolves all issues/ complaints related to women. The key objectives of this cell is to inculcate knowledge on legal rights of women, motivate them to develop a sense of social responsibility, conduct inspirational lectures for women, organise awareness programmes on 'Save Girl Child', 'Female Literacy', 'International Women's Day'. Moreover, the cell organises four weeks traning programme named as 'NIRBHYA on Self Defence for girls to protect themselves and others from being a victim of circumstances.

b) Counselling

College imparts counselling at two levels. First level is Personal Counselling which is conducted by Personality Assessment Development Cell (PADC). This cell actively engages in workshops on personality development, conducts lectures on moral values and also organises classes on Communication Skills with the aim of all around growth & development of the students. A qualified Counsellor is appointed in the college and a separate room is allotted for counselling to maintain its confidentiality. A student is counselled for different issues like personal problems faced by individuals, anger management, anxiety/social anxiety, stage fright, fear of exams and interviews, relationship problems, etc. The counsellor aims to improve the mental health of the students/faculty/staff for the wellbeing of an individual and create a healthy environment in the college.

Second level is Career Counselling which is facilitated under the effective leadership of Training and Placement cell (T&P). Experts are invited to share their views followed by a question-answer (interactive) session. In addition to this, faculty representatives of T&P Cell also interact with students on regular basis and help them to solve their problems. The Counselling Programme is divided into different batches for all the streams.

c) Common Room

College facilitates separate Common Room for girls and boys. Common room serves as an open space for relaxing, socialising, entertainment and a place to rest. Separate toilets are available for girls/ boys and female/male staff. Common rooms also have an attendant to cater the needs of the students. Two faculties are also nominated as in charge of the common room. Male and female faculty are in charge of boy's common room and girl's common room respectively.

7.1.3 Alternate Energy initiatives such as:

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

Response: 5.04

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

Response: 12600

7.1.3.2 Total annual power requirement (in KWH)

Response: 250007.68

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 88.14

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 30810.24

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 34956.64

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid waste generation is efficiently disposed from all the departmental laboratories. College has instructed all the departments to dispose their solid waste generation in the following manner:

- Non contaminated general waste is disposed off through Bhopal Municipal Corporation. Contaminated wastes are collected and send to our hospital named Career Institute of Medical Sciences (CIMS). CIMS has signed a contract with Bhopal Incinerator Ltd, Bhopal (an ISO 14001:2004 certified, common bio-medical waste treatment facility in Bhopal, authorized by the M. P. Pollution Control Board, Bhopal). We follow the below mentioned colour code for dustbins.

1. Yellow colour dustbin – Gauze pieces, blood bags, blood samples, human tissues, medical wastes, medicines, plastic ampoules, tablets, microbiological specimens, human and animal cells, used waste instruments and toxins, chemical related to bioscience, waste formalin infected secretion, aspirated body fluids, liquids released out from laboratories, floor cleaning and housekeeping, dead body tissues and organs.
2. Red colour dustbin – Bottles, syringe with or without needles of which needles are been removed, gloves and waste related to these.
3. White colour dustbin- Sharp object made of metals, needles, cutters, burner pieces, bladders, scalpels or any pointed metallic objects.
4. Blue colour dustbin – Broken or infected left over glasses including medicinal bottles and glass ampoules, implants made of metallic bodies.

- Solid Waste generated from the laboratory of Biotechnology is also disposed in CIMS Hospital which is later cross checked by respective hospital authority.
- All the cultural-media with live microorganisms are autoclaved at 1210C for 15 minutes in the

Microbiology Lab. Waste generated is disposed in yellow polythene bags and discarded in yellow colour dustbin.
  * All the departmental laboratories keep proper record of their solid wastes.

Liquid Waste Management

Response:

The Liquid waste in college is treated by two methods - Sewage Treatment Plant (STP) and Effluent Treatment Plant (ETP).

  * Sewage Treatment Plant is 100 KLD with advance Moving Bed Bio film Reactor (MBBR) modlar technology and Effluent Treatment Plant is for 3 KLD. This plant treats sewage from the college, hostel and hospital. After treatment, water is tested by an Ion Exchange Company. Test report of treated sewage has standard value set by WHO to make it potable.
  * STP is used for watering the gardens and ETP is used for the treatment of pathogenic micro-organisms in the Pathology Lab and Operation Theatre of our Hospital/ Laundry.

E-waste
Career College has taken the initiative for proper disposal of e-waste with Unique 'Eco Recycle Lab', Indore, **(MPPCB/INDORE/REG/NEW/08/B)** authorized by M.P. Pollution Control Board, Govt. of M.P for collection, transportation, processing and handling of E-waste in scientific & eco-friendly manner. Career College has a 'write off committee' which include members of criteria IV and criteria VII. They work towards disposal of E-waste as under-

  * To make proposal for e-waste and inspect college building from time to time, motivate students to collect e-waste.
  * To collect e-waste scrap.
  * To inspect and send the collected waste to authorized agency after approval from the institution.

Electronic goods are put to optimum use. Minor repairs are always performed by the staff and the Laboratory assistants themselves and major repairs are done by the professional technicians to follow the principle of reuse. 14 computer scraps are sent to 'Unique Eco Recycle Lab', Indore due to outdated technology and are not repairable. The waste compact discs are used by students for decoration and participation in competitions on 'Art from Waste'. When they are no longer in use, they are handed over to 'Unique Eco Recycle lab'.

File Description	Document
Any additional information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Water harvesting is the accumulating and storing of rainwater for reuse. These days there is lot of scarcity of water everywhere. Career College is committed to conserve natural resources such as precious water and electricity. There is a great demand for water in our college for laboratories, drinking facilities, cleaning purposes and gardening. Due to extensive urbanization and less rain fall,water is increasingly becoming a scarce natural resource in our city. On an average, the total use of water in the college is around 20,000 L/day that includes 5,000 L/day for domestic purposes, 10,000 L/day for gardening and 5,000 L/day for other purposes. The institute ensures that the wastage of water is minimized at the optimal level. For this, leaking taps and pipes are under regular check by our campus supervisor. Signboards and posters are displayed to create awareness in Hostels and College campus. College has installed the 'Rain Water Harvesting System' in collaboration with 'Verma Electronics', 'Jal Santosh Rain Water Harvesting' within the campus for storing and reuse of rain water in the year 2008. It is placed at girl's hostel and Science building of college premises and it is successfully working. Maintenance is done annually in the month of May-June by the college. After installing, the rainwater harvesting system water levels rose remarkably and hence it has reduced our dependence on water tankers. The catchment area of rain water harvesting system is at the roof of the institute's building. Roof top rain water collected on the terrace of institute building is collected through adequate pipe system from different parts of the terrace. All the rain water thus collected is diverted to common channel and conveyed for storage in an underground storage tank.This helps to recharge the tube well dug in the campus as well as the ground water. The water stored in the underground is drawn through a pump and used for experiments in laboratory, gardening, maintaining of lawn.

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

Response:

Since inception, Career College has maintained 'Greenest Environment' on its naturally eco-friendly campus. Plantations, Lawns, gardens have been specially developed and are well maintained.

• **Usage of Vehicles by Students and staffs**

1. **Bicycles:** College provides a separate corner for parking the bicycles used by the non-teaching staff.
2. **Public Transport:** Many of the students, teachers and non-teaching staff avail public transport for commuting to the college. It is compulsory for the staff to come to college by public transport at least once a week or they may even come by pooling their transport vehicles.

• **Plastic free campus:** College is gearing up to declare itself a 'Plastic Free Zone'. Many activities and events are organized from time to time to generate awareness among the students, teachers and non-teaching staff about the hazards of plastic. The canteen area is regularly monitored by the

committee members to ensure that no plastic cups and plates are used.

- **Paperless office:** The office staff has been provided with adequate computers and a large part of the official records are maintained in the form of soft copies.
- **Green landscaping with trees and plants:** College building is surrounded by lush green well maintained beautiful gardens. The garden has flowering plants along with bushy,ornamental plants. The winter season is cherished by growing vibrant seasonal flowers and the premise becomes a feast for the eyes. Campus has green landscaping of plants and trees which covers 40% of the area, having varieties of plants and trees such as Ashoka, Neem, Palm, Adosa, Hibiscus, Cycas, Lemon etc. The entire open area has heavy foliage of grass and flowers and are maintained regularly.

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

Response: 0.93

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

2017-18	2016-17	2015-16	2014-15	2013-14
4.67	5.06	4.93	1.41	1.63

File Description	Document
Green audit report	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
Any additional information	[View Document](#)

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

Response: 12

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	2	3	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

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

Response: 67

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

2017-18	2016-17	2015-16	2014-15	2013-14
17	19	15	6	10

File Description	Document
Report of the event	[View Document](#)

7.1.12

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

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

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

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

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

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

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

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

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

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

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

Response: 19

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

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

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)

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

Response:

Career College commemorates birth/death anniversaries of great Indian personalities like Mahatma Gandhi, Swami Vivekanand, Dr. C. V. Raman, S. R. Ranganathan, Dr. Sarvapalli Radhakrishnan. Student pay tribute and carry forward the principles, ideologies and contribution of eminent personalities. The college celebrates Independence, Republic day and Gandhi Jayanti every year with great enthusiasm. Patriotic speeches and songs are performed by students. The motive is to inculcate patriotism and nationalism in young students. College celebrates important days like, Youth day, Literacy day, AIDS day, Voters day, Women's day, Non-violence day, Girl-Child day, Science day, Ozone Layer Preservation day, Physiotherapy day, World Forest day, Tourism and Management day to create awareness amongst students about different issues of human values, rights and duties of Indian citizens, environment protection and nationalism.

The Nirvan Divas of Mahatma Gandhi is observed as 'Martyr's Day on 30th January every year. The staff and students of the college observe silence for two minutes at 11:00 am on that day. Birth anniversary of Gandhiji is celebrated as Non-violence day every year on 2nd October. Students spread the message of love, peace and harmony through rally, nukkad natak. College organizes different human value programs

to celebrate the birth anniversary of Swami Vivekanand. Every year on 5th September all the departments of the college observe Teacher's day to pay tribute to the contribution of legendry DrSarvapalii Radhakrishnan in the field of education. All such activities in its respective week are depicted in our wall magazines corner.

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

Response:

Career College is self-financed institution and maintains transparency in its financial, academic, administrative and auxiliary functions.

The budget is made for every event. Institute also provides budget for various activities like Sports Day, Annual Day etc. All the funds are utilized for the welfare of the students. Institutional organization chart is available before commencement of academic year for administrative purpose. Academic calendar is prepared, displayed and published in Brochure before commencement of the term.

Financial undertaking are done through e-tender mechanism which allows for open transactions. Every transaction is through bank and payment are also done through bank. Financial activities are transparent to all the employees. Requirements related to infrastructure and equipment are finalized with proper approval of HOD and Principal. The request is forwarded to the management and purchasing is done through a proper channel by inviting minimum three quotations. Day to day financial transactions are tracked by the finance and account officer. College conducts statutory audit from internal and external auditor at the end of every financial year.

We have transparent fees collection mechanism to deposit fees in the institution account. There is no hidden or indirect fee. We give receipt to all the payments received by the college. Students deposit the fees in the institution account through demand draft or online payment mode/ Paytm.

For transparency in academics, each department reviews the syllabus coverage every month and accordingly corrective measures are taken. Important notices regarding college and students are timely posted on website and on google classroom to ensure complete transparency in all its functioning. Teaching material, assignments and educational videos are timely posted on google classroom.

For transparency in administration we have done decentralization, different functional committees are formed under the supervision of Principal and Management to look after the responsibilities like library, training and placements, cultural events etc. The decisions taken by the HOD during the meeting are forwarded to the management through the Principal. Regular feedbacks are taken from faculty and staff through monthly meetings. Feedbacks from students, alumni, stakeholders are taken regularly for effective mechanism of the institute. Recruitment of teachers are made as per the norms of UGC.

All auxiliary functions like, college campus and hostel security, cleanliness, purchase, maintenance and repairs are conducted in a apparent way with dual permission of IQAC. All Curricular, Co-curricular and extra-curricular activities are passed through IQAC. All circulars regarding students are circulated in the class room and displayed on the notice board. Circulars regarding teaching and non-teaching staff are

notified on website and notice board. Student's council is formed for smooth working of events like sports and annual function. IQAC ensures transparency in all levels for the smooth functioning of the college.

7.2 Best Practices

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

Response:

Title of the Practice:

Comprehensive Training Programme for Final year students to enhance their employability.

The Goal-

The goal of the Comprehensive Training Programme is to provide better placement opportunities to the students of final year in renowned organisations. This training program is focussed to develop overall personality of students and make them employable in reputed organisations. The Comprehensive Training Programme develops students' technical skills and soft skills to pass through rigorous corporate recruitment process. The aim of the Comprehensive Training Program is to place the maximum number of students through campus & off-campus drives conducted by the top notch companies. This training boosts the students' morale, so that they can face any campus drive with confidence and get selected.

The Context-

Career College began functioning in 1970. As an institution, it offers undergraduate and post graduate courses in the fields of Commerce, Management, Biotechnology, Microbiology, Biochemistry, Botany, Zoology, Chemistry, Computer Science, and Paramedical Science. In pursuit of its vision; 'Excellence and Service', it seeks to provide students the opportunity to have practical hands on knowledge. The college is committed to train students for the placement process to grab a good job in a company or institute of repute. Keeping this key aspect into consideration, it is realized that placement training is important for students to enhance their employability skills and self confidence. Based on the feedback received, the underlying challenge was to streamline these courses with the current demands of the industry. Hence, to commence the Comprehensive Training Programme was the necessity we felt. The Training & Placement Cell in Career College, Bhopal constantly encourages the students towards becoming perfect industry required employee.
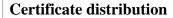
The Practice-

Career College has a well established Training & Placement Cell and aims to develop perfect industry

required employee. The cell mainly focussed to guide students on various interview techniques, group discussions, aptitude tests, to develop skills to face campus interview in the fields of their choice, to organize campus drives from various reputed companies for recruitment, to set and achieve maximum possible placements for students and to provide guidance for pursuing Higher Education. Training & Placement Cell regularly conducts Personality Development Training Programs along with soft skills training program helps to improvise the skills such as Technical, Aptitude, and Communications which is essential for their grooming. The Cell always encourages the students to register themselves in various Training & Placement drives by filling online registration form available at the College website.

The cell conducts Comprehensive Training Programme on Interview-techniques, Essay-writing, Extempore, Group discussions; Resume writing, Group dynamics, Aptitude-tests. They invites the subject experts of respective fields for specific sessions. Once the resource person accepts the invitation, the cell prepares a schedule for training and notifies registered students. Training sessions record attendance of students for each session. The training is mainly focussed to provide various lectures on soft skills. Performance of students' cell is checked by conducting mock aptitude test, group discussion and personal interview and at the end results are prepared. From last five years, Training and placement cell regularly organizes Comprehensive Training Programs for the benefit of the students. In the session 2013-14, one training program was organised for three days from 22nd January to 24th January, 2014. A comprehensive training program of seven days from 19th December to 26th December was organised for students in the academic session 2014-15. Two training programs were structured for UG 4th and 5th Semester students in 2015-16.Three Comprehensive Training Programs were planned for UG 1st, 3rd and 5th Semester students. The duration of 5th Semester training program was of six days whereas for 1st and 3rd Semester students, it was of four days. In the session 2017-18, six Comprehensive Training Programs were organized by Training and Placement cell for undergraduate and post graduate students. At the end of the training program, certificates to all the participants were also distributed. The practice of Comprehensive Training can be easily explained by the following flow chart-

Resource Person

 Notification

Registration

Attendance record

Lectures on different skills

Mock sessions

Certificate distribution

Evidence of Success-

At present, the competition for employment is increasing day by day and placement as per the capabilities of students is a challenging task. Thus, proper training for developing life skills has become prime responsibility of the institution. Besides technical training, students also require personality development classes to groom personalities of students in the present marketing strategies to pursue a well paid job. Comprehensive trainings help students to apply their theoretical and practical knowledge that they gained in real life of their career. Summary of Comprehensive Training Programs organized during last five years is as follows-

	Dates of Training Programme	Duration	Participants	Total Students Participated	Academic Year

1	22/01/2014 - 24/01/2014	3 Days	UG VI Semester	51	2013-14
2	19/12/2014 - 26/12/2014	7 Days	UG V Semester	281	2014-15
3	12/10/2015 - 17/10/2015	6 Days	UG V Semester	374	2015-16
4	30/03/2016 - 07/04/2016	8 Days	UG IV Semester	338	
5	29/08/2016 - 03/09/2016	6 Days	UG V Semester	252	2016-17
6	20/02/2017 - 23/02/2017	4 Days	UG III Semester	282	
7	17/04/2017 - 20/04/2017	4 Days	UG I Semester	285	
8	07/09/2017 - 09/09/2017	3 Days	UG V Semester & PG III Semester	266	2017-18
9	15/01/2018-16/01/2018	2 Days	UG VI Semester & PG IV Semester	118	
10	15/2/2018-17/2/2018 & 24/02/2018	4 Days	UG VI Semester & PG IV Semester	140	
11	30/10/2017 - 03/11/2017	5 Days	UG III Semester	250	
12	10/04/2018 - 13/04/2018	4 Days	UG IV Semester	171	
13	04/12/2017 - 08/12/2018	5 Days	UG I yr. & PG I Semester	497	

Details of Placement in last five years

S. No.	Session	Number of Students Placed
1	2013-14	74
2	2014-15	273
3	2015-16	372
4	2016-17	459
5	2017-18	726

Placement record of last five years has proved that increase in number of training program and participation of students every year is the success story of this practice.

Problem encountered and Resources required-

Comprehensive Training plays a foremost role in shaping up the career goals of students. Many students do not understand the importance of comprehensive training that is being imparted, whether it is an aptitude

training, soft skills or life skills. They show least interest in these trainings due to projects, assignments or other activities related to their studies imposed by respective departments. They think that comprehensive training is not useful for their studies. Sometimes number of students registered for the training is comparatively lower than the total number of eligible students. Due to time constraints and other liabilities of college, arrangement of such Comprehensive Training Programs really becomes difficult. Low scoring and rural back ground students hesitate to register themselves in Comprehensive Training Programs.

Contact details-

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1. **Title of Practice**:

Scholarship to Meritorious Students

1. **Goal-**

In current progressive world; pursuing higher education for building bright career has become an essential and inevitable part. Many students look up for financial assistance to pursue their higher studies to achieve their dream job that requires several years of hard work and quality education. For such students,

scholarships are the most desired form of financial aid because students don't have to repay scholarship. Scholarship is a boon for those students who find difficulty in managing fee for their courses. Scholarship is an incentive as well as encouragement for students. Some students are very talented but do not have the means to study. Scholarship scheme is really very helpful for those students. The aim of this scheme is to attract meritorious students which are an urgent need of talented students in the field of higher education to emerge as a powerful nation.

1. **The Context-**

This scholarship scheme is in operation since 2016. This is a merit base scholarship applicable for all the years of UG and PG students studying in Career College. Scholarship is given in the form of fee concession. Even if the deserving students deposit their fee at the time of admission, the excess fee is adjusted for the next year or refunded to the students of final year of any course. The main challenge in designing this scholarship scheme is to set the criteria for this scholarship scheme. The basis of scholarship is the marks of last qualifying examination. For the course having Semester system, student's aggregate marks of last two Semesters (odd & even) is taken, to consider them for scholarship. Marks of all subjects given in the mark sheet of the student are considered for the scholarship scheme. Scholarship scheme is applicable to all irrespective of state boards/CBSE/ICSE/University. The quantum of scholarship and the number of scholarships are subject to revision from time to time.

4. **The Practice-**

The students of first year of UG and PG courses are eligible to get this scholarship exclusively on the basis of marks of their respective qualifying examination. These students do not have to fulfill any criteria in order to qualify for this scholarship scheme. But students must have 75% attendance in the previous academic year in addition to minimum qualifying marks to avail the benefit of this scholarship scheme. However, the clause of attendance is not applicable for the students who have shifted from other institutions and took admissions in second or third year of courses or in different Semester (whatever is applicable) of our college. The amount of scholarship is specified as per the following table given below:

•	**Last Year's Marks**	**Tuition fee Concession in %** **(Session 2016-17)**	**Tuition fee Concession in % (Session 2017-18 onwards)***	**Maximum reserved**	**No.**
1.	Above 95%	99 %	1.	10% of total respective course	sancti
1.	90% to 94.99%	75 %	1.	10% of total respective course	sancti
1.	85% to89.99%	60 %	1.	10% of total respective course	sancti
1.	80% to 84.99%	50 %	1.	10% of total respective course	sancti

∘ : The management reserves the right to alter any or all of the above mentioned clauses and/or

withdraw the total scheme without any prior information at any given point. Management changed the norms for scholarship from session 2017-18 looking into the practical problems encountered while providing scholarship.

Major terms and conditions are envisaged for this scholarship scheme:

The basis of scholarship for the first year students of UG and PG course will be the marks of qualifying examination irrespective of state boards/ CBSE/ University but the candidate should have cleared 12th class examination in his/her first attempt. Grand total of all the subjects in the mark sheet will be added for this purpose. Other than first year students consolidated marks of the session will be considered for providing scholarship to them A student who is eligible to get scholarship in any of the year of their course has to mandatorily complete their respective course from Career College, Bhopal.

After the completion of admission procedure, all the forms are scrutinized for scholarship scheme by the respective departments under the supervision of heads. List of eligible students with their proof is prepared by each department. These lists are compiled and cross checked by the authorised person before submitting it to the Principal and management for further approval. After the final approval from management, one copy of list is submitted to account department for further procedure and students are also informed about this by the respective mentors. Scholarship is given in the form of fee concession. Even if the eligible students have deposited their fee at the time of admission, the excess fee is adjusted for next year/refunded as the case may be.

Evidence of Success-

Receiving scholarship is a pride moment for any student. Scholarship helps students to achieve their career goals easier. Scholarship encourages students for learning and studying that result to better grades. Scholarship provides a chance to students to study in a cost effective manner.

In the session 2016-17, we started this scholarship scheme with the aim to motivate the meritorious students to excel in their academics. We have provided Rs. 6, 11,000 under the category of 50 % scholarship to 58 students, Rs. 1, 62,600 in the category of 60% scholarship to 14 students and Rs. 1, 09,500 in the category of 75% scholarship to 7 students. No student could qualify in the category of 99%. In the session 2017-18, we have slightly modified the selection criteria for scholarship scheme. We have provided Rs. 44,000 under the category of 50 % scholarship to 4 students, Rs. 80,520 in the category of 33% scholarship to 12 students and Rs. 2, 30,500 in the category of 25% scholarship to 43 students.

1. **Problem Encountered and Resources Required-**

Being a private self-financed college, it is a challenge to provide such huge amount of scholarship to the students and causes financial burden. But with a clear aim and positive mindset, management fulfils its commitment towards the students. Sometime very good students fail to avail the scholarship by few points and hence feel disappointed. It is very challenging to motivate and counsel those students. Sometimes number of students who qualify for the scholarship is bit large and due to restriction of norms college cannot provide scholarship to all students. In such cases, excess students have to be placed in the next best slab with lesser scholarship amount which dissatisfies students as well as their parents. This reinforces our students to perform better in their next upcoming examinations. Institute has to improvise fee structure to cope up the excess amount of scholarship which is not appreciated but practical restrictions impose us to do so.

1. **Contact Details**

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7.3 Institutional Distinctiveness

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

Response:

Nation-building requires the citizens with high moral values, sense of social responsibility, innovative minds along with ignited thoughts to prove excellence and maintain unity in diversity. Career College contributes in building a Nation by nurturing the qualities among their students and thus producing globally competent Indians.

Career College aims to educate the new generation for building their exceptionally bright career. We are dedicated to make future citizens responsible in holding and leading the humanity on a global platform and thus play a vital role in transformation of our country. We focus to pursue excellence in providing training to develop a sense of professional responsibility, social and cultural awareness. Education is a mean to take human on a path of awareness. Higher education aims to focus on producing and creating minds enriched with true professionalism and foster economic development of the country. As per the name, our institution is putting forth excellent efforts to build such an unbeatable career of our student.

Excellence in teaching is achieved by engaging our students to use their full potential for learning and experiencing the real life. We build culture for maintaining innovative spirit in faculty teaching to pursue the academic vision. Our faculties are always engaged to find new ways to achieve excellence. Faculties use creativity, risk-taking, and collaborative skills to foster teaching partnerships for transformation of knowledge with adequate technologies. Our teachers strongly believe in encompassment of new innovative and multiple approaches to make their teaching effective and impactful. We always attempt hard to extend our hands for the provision of resources in form of smart class rooms, well equipped laboratories and whatever best we can.

Our teaching aims to build students with high level of intellectual curiosity, development of lifelong love for learning and capability to discover and learn independently. Thus, to make the world a better place by giving one's time and versatility. They can promote global education and bring laurels to their college, city, state and country.

We strive towards setting up high standards for excellence in their profession. We invest in appointing excellent faculties who are experts in their subject, enriched with research aptitude and thus satisfy

knowledge appetite of our students. They prepare the students well to face the world with confidence. We compliment this with variety of subject oriented skill development programs, guest lectures' of various hues, short term certificate courses and extensive industrial trainings or visits. The efforts are for our students to bring laurels to the college, their family and the country.

Our college is committed to inculcate social values among the students. We frequently organize social activities with government & non-government organization and make them aware about their social responsibilities towards society and belongingness to backward sections. Thus, we encourage them not only to excel professionally but also by virtue of humanity.

A well-established Training and Placement cell is set to accomplish the vision and mission of producing citizens to serve the country and embellish professional attitude. This cell is exceptionally good to pursue its excellence and provide quality training program throughout the year after the commencement of every session to endow the skills to face the world of employers and to get imbibe ethics of professionalism. Extensive training programme prepares them to face challenges of life and excel in different campus drive. Thus, to progress on the path of commercialization, innovative capabilities are helpful for them to contribute for economic development. Around 50+ companies conduct their campus drive in our college every year.

Various scholarships are provided to our students to motivate in their studies;. We provide scholarship to meritorious students and students from poor financial background. University toppers and college toppers are also awarded to create an impulse for more.

Career College has association with various industries, research labs, universities around the country to crush every obstacle which could hamper the growth of our students.

We believes in progression of our students on the path of success by infusing them with intense subject knowledge, practical skills, life skills and moral values in our students so that they are enriched with a caliber to deliver and apply the asset gained in real world with a complete balance between social values and profession ethics.

We always try to build Careerites who are professionally enriched, socially responsible, bear high moral values and emotionally stable. Most importantly they should always be dedicated to serve the country for excellence in various fields. Hence, this keeps us aligned with our set vision and mission.

5. CONCLUSION

Additional Information :

- Career College is one of the oldest Colleges of Madhya Pradesh having rich legacy of achievements in academic and socio cultural spheres.
- Career College has a 100 plus bedded CGHS approved multi-specialty tertiary care hospital, Career Institute of Medical Sciences (CIMS). The students and staff of Career College have additional advantage of availing world class healthcare facilities at concessional rate owing to its existence in the campus itself. CIMS has several facilities including CT scan, Digital X-Ray, Computerized pathological investigations, TMT, Echo Cardiography, Colour Doppler etc. The hospital has measure specialty which include Medicine, Surgery, Obs & Gynea, Orthopedics, Dialysis, ENT, Opthalmology, Neurology, Nephrology, Urology etc.
- Career College has a very proactive Training and Placement cell which in addition to providing placement opportunities to its own students, offers placement to students of other colleges in the vicinity by conducting Open Campus Drives for reputed companies such as TCS, Cap Gemini, Infosys, L&T construction, Godrej, ICICI bank, RBL Bank etc. In addition Career College organizes Mega Job fair in every academic session in association with NIIT. 40 plus companies in the Mega job fair offer 300 plus placements.

Concluding Remarks :

Career College feels honored to enter into third cycle of NAAC Accreditation. From the very first cycle NAAC has guided us on to the path of progress towards better deliverance to all its stake holders. After the result declaration of Second Cycle of NAAC accreditation, the college resolved to live up to all the expectations and work upon all the areas of improvement mentioned in the Peer Team Report.

The revised guidelines of NAAC, implemented in July 2017 have encouraged us to strengthen our performance in various areas through the Quantitative Metrix, which have made the college outcomes measurable, thus analysis has become better and action taken has become easier. We are sure that we now have better defined path of progression ahead of us and we are eager to receive and live up to the expectations of the up-coming peer team, which it would mention in its report.

We very sincerely wish to thank the Masterminds of NAAC officials for their vision that has enabled us in substantially improving the delivery in areas which prior to the first cycle were probably missing. In the last few years the college has improved substantially in teaching learning activities, thus it has enhanced the academic outputs, in 2017-18 academic cycle 11 students have scored rank in the University merit list.

NAAC accreditation has helped us perform beyond the vision of the College and we are sure that this process will continue for year and years to come.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
3	2	3	3	2 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
1	2	3	3	2	
1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 931 Answer after DVV Verification: 925
2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. 2.3.2.1. Number of teachers using ICT Answer before DVV Verification : 74 Answer after DVV Verification: 73 Remark : Link has error
2.3.3	Ratio of students to mentor for academic and stress related issues 2.3.3.1. Number of mentors Answer before DVV Verification : 74 Answer after DVV Verification: 73 Remark : No Mentor Mentee circular or letter provided
2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years 2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
22	22	9	5	7

Answer After DVV Verification :

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

3.1.2

Percentage of teachers recognised as research guides at present

3.1.2.1. Number of teachers recognised as research guides
Answer before DVV Verification : 05
Answer after DVV Verification: 0

Remark : No supporting documents

3.4.2

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	5	4	1

Answer After DVV Verification :

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

3.5.1

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
48	41	25	22	22

Answer After DVV Verification :

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

47	29	25	18	22

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
17.03	13.44	20.34	22.87	26.55

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
100.00	75.00	100.00	75.00	75.00

Remark : Revised as per supporting document. Howeverm no sign and seal of the finance officer, nor certified by CA

4.2.3	Does the institution have the following:

1. e-journals

2. e-ShodhSindhu

3. Shodhganga Membership

4. e-books

5. Databases

Answer before DVV Verification : A. Any 4 of the above
Answer After DVV Verification: B. Any 3 of the above

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
653596	425144.48	526324	453899	544943

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
7.20	4.88	6.51	4.96	1.72

Remark : The revised supporting document is a budget expenditure and is repeated from Metric 4.1.4. Therefore validated with the document that was supported in the SSR. However, the SSR document is not authorised by CA

4.2.5	Availability of remote access to e-resources of the library
	
	        Answer before DVV Verification : Yes
	        Answer After DVV Verification: No
	     Remark : No Gateway, snap shot, for remote access, provided

4.3.4	Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)
	
	        Answer before DVV Verification : Yes
	        Answer After DVV Verification: Yes
	     Remark : Accept HEI claim

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	6	5	0	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4	6	2	1	1

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	4	3	2

	Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	4	3	2

6.5.4	Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements

2. Academic Administrative Audit (AAA) and initiation of follow up action

3. Participation in NIRF

4. ISO Certification

5. NBA or any other quality audit

Answer before DVV Verification : A. Any 4 of the above
Answer After DVV Verification: B. Any 3 of the above
Remark : AAA supportig document not provided

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
10	7	8	7	4

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
9	6	6	6	5

Remark : Revised as per supporting documents

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2.54	2.62	2.82	1.98	2.41

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4.67	5.06	4.93	1.41	1.63

Remark : Revised as per supporting statement of accounts certified by CA in the Metric 4.2

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

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

Answer before DVV Verification : B. At least 6 of the above
Answer After DVV Verification: D. At least 2 of the above |

2.Extended Profile Deviations

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
491	484	389	251	201

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
491.00	484.00	389.00	251.00	201.00