Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**MIHIR BHOJ P. G. COLLEGE**
Name of the head of the Institution	**Dr. Rajendra Singh**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01202662651**
Mobile no.	**8851589851**
Registered Email	**mbpgnaac@gmail.com**
Alternate Email	**mbciqac@gmail.com**
Address	**Mihir Bhoj P. G. College, District-GautamBuddha Nagar**
City/Town	**Dadri**
State/UT	**Uttar pradesh**
Pincode	**203207**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Priyanka Yadav**
Phone no/Alternate Phone no.	**01202662651**
Mobile no.	**9999448639**
Registered Email	**mbciqac@gmail.com**
Alternate Email	**mbpgnaac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.mihirbhojpgcollege.edu.in/pdf-file/previous_AQAR_2017_2018.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.mihirbhojpgcollege.edu.in/pdf-file/academic_calendar_2017_2018.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C**	**1.72**	**2014**	**10-Dec-2014**	**09-Dec-2019**

6. Date of Establishment of IQAC	**25-Jul-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC meeting for	**22-Jul-2017**	**15**

admission process	1	
IQAC meeting Research and academic enhancement	13-Sep-2017 1	17
Promotion of co-curricular activities	11-Nov-2017 1	20

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	2018 00	0

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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Faculty members were motivated to attend Orientation Programmes and Refresher Courses.

Departments were encouraged to conduct seminars and guest lectures.

Feedback of teachers was taken from students.

Restricted entry of vehicles inside the campus.

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

Plan of Action	Achivements/Outcomes
Ensure easy and effective delivery of lectures	Most of the teachers delivered bilingual lectures and notes were given to the students
Promote research activities in the college	Faculty members actively participated/ presented papers in seminars/ conferences and workshops etc.
Timely collection of feedback	At the end of the session, feedback was collected from the students. The record of feedback is kept with the IQAC.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	03-Mar-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The College does not have a full fledged Management Information System (MIS). However, we are using MIS partially for the coordination, control, and visualization of information. These include the following modules: 1. Finance and Accounts: The college makes best use of ICT in financial accounting. Salary of staff is prepared using Excel to minimize mistakes and wastage of papers. The salary of the permanent staff is credited to their respective accounts online. 2. Administration: The college circulates all notices related to college through its facebook page.The college also communicates with affiliating university and with regional higher education officer/

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college is affiliated to C. C. S. University, Meerut. Therefore, all the programmes run by the college follow the syllabus prescribed by the C. C. S. University. At the beginning of the academic session, an academic calendar is chalked out for the college in concurrence with the university academic calendar and departmental academic calendars. The academic calendar is detailed yet flexible enough to permit changes. The time table committee headed by the Principal and a senior faculty member frame a detailed time table for academic and co-curricular purposes to make sure that students engage equally in different types of activities in which they are expected to participate. The time table is viable enough to cover the available time frame as per the academic calendar of the college. The departments strive for effective curriculum delivery through a combination of time tested and innovative methods. In addition to the traditional chalk and talk method of teaching, the institute follows ICT enabled teaching as well. For the very purpose, the institute has four classrooms equipped with LCD projectors, one smart room and a Wi-Fi enabled campus which is used by most of the faculty members extensively in day to day teaching to make curriculum delivery efficient and attractive. Emphasis is given on interactive teaching wherein students' active participation is encouraged through quizzes, cross-questioning, group discussion etc. Subjects having practical aspect have their own well equipped laboratories for experimenting and exploring the new technologies based on the syllabus. The college has a physical library with approximate 33040 books. The college believes in continuous internal assessment of the students. In this sequence, semester-wise internal exams are held at the PG level. The college believes in constantly reviewing its mechanism of teaching and learning. In this sequence, well-planned feedback is taken every year from the students to know the actual effectiveness of the whole implemented process

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
nil	nil	Nil	00	nil	nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	nil	Nill
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System

Nill	nil	Nill

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
nil	Nill	Nill

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Geography	17
BA	Geography	97

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

The college takes feedback at the end of the session from the teachers and the students enrolled in the college. The feedback forms are collected from the students for overall development of the college. Students' feedback is rated on 5 point scale from 1 to 5. There are eighteen close- ended questions and a suggestion box in the feedback questionnaire. Most of the students were satisfied with the syllabus covered and the teaching style of the teachers. Students also find that teachers are fair in assessing their capabilities and knowledge through different classroom activities. Students are satisfied with the illustrations of teachers for explaining concepts through examples and applications. Most of the students were also fully satisfied with the teachers identification of student's strengths and weaknesses. The students' feedback also shows that they also agree that the institution makes effort to engage them in the monitoring, review and continuous quality improvement of the teaching learning process. Some students demanded field visits for better understanding of the practical aspects of the subject, therefore, in session 2017-18 some departments took their students to the field visit. Some of the suggestions given by the students were: Better facilities of electricity, drinking water and cleaner washrooms. Keeping in mind the feedback, process for implementing the suggestions was initiated.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	N.A.	420	Nill	408
BSc	Biology Group	120	Nill	120
BSc	Maths Group	120	Nill	120
BCom	N.A.	80	Nill	80
MA	Hindi	60	Nill	34
MA	Geography	30	Nill	21
MSc	Mathematics	60	Nill	60
MSc	Chemistry	30	Nill	30
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1581	257	13	9	Nill

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
22	19	11	4	1	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

With the primary objective of enabling constructive and positive interaction, guidance and mentor-ship of students, the teachers perform the role of mentors. It is a particular form of relationship designed to provide personal and professional support to an individual. The mentor is more experienced than the mentee and makes use of that experience in a facilitative way to support the development of the mentee. In our college, the faculty members facilitate students who face crossroads at every other turn of their life. The teachers help students in improving their insight into various aspects of life, assist them in building self confidence and setting career goals. Our college has been catering to the needs of all round development of the students and taking care of their academic and stress related issues since the very beginning. The mentors are responsible for the general and specific well being of the mentees. They provide assistance to students who encounter unexpected difficulties during their span of study. The teachers are actively engaged in guiding and counselling students to be physically and mentally fit and to develop awareness about their well being. They make their mentees aware about various career goals by giving information regarding several courses and available vacancies in several fields. Mentoring helps in increasing academic performance and decreases unexcused absences and tardiness and it also improves relationships with parents and decreases dropout rate. Mentors provide students with

important information about college preparatory courses, financial aid and the college admissions process. Whether students enter college with a clear career path in mind, or they are intent on weighing their options, mentors help them discover and develop their interests and innermost passions. They keep students' best interests, abilities, skills and talents in mind, giving them influence and guidance they need to reach their highest potential. Mentoring is a valuable strategy to provide students with emotional and instrumental support they need to achieve the goal of a college degree. Beyond the classroom and lab, mentors assist students in career and life choices. Transitional times are most difficult for individuals who don't have a clear understanding of the environment or situation they're transitioning to. By providing information, guidance, and encouragement, mentors play an important role in nurturing students' college aspirations. In addition, mentoring for students in college helps them to feel more connected and engaged in campus, which can ultimately improve student outcomes. Along with introducing students to professionals and opportunities in their chosen field, mentors acquaint students with new resources and organizations. The most valuable aspect of mentorship is that each partnership is unique based on a student's individual circumstances, chosen field of study and career goals.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1838	22	1:84

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
34	22	12	2	14

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	nil	Nill	nil
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	A	Yearly	17/05/2018	25/06/2018
BSc	B	Yearly	17/05/2018	24/06/2018
BCom	C	Yearly	17/05/2018	17/06/2018
MA	G	Semester	06/06/2018	24/07/2018
MSc	H	Semester	06/06/2018	24/07/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Quality education requires an effective teaching and learning environment both inside and outside the classroom. Assessment of performance is an integral part of teaching and learning process. In the beginning of every academic session, there is an orientation program which gives an insight of entire course curriculum, question pattern etc. Mentoring system is implemented in the

college , so that the students can approach their mentors regarding any query. Tests and Assessments are conducted periodically. Students are encouraged to solve previous years question papers. Remedial classes are conducted for students who score less marks in assessments or those who are slow learners, so that they can become competent enough to clear their exams and enhance their knowledge and students can clarify their doubts regarding complex topics of the subject and prepare for their assessments. Seminars, assignments and projects are conducted in every academic session. Students are given assignments on important topics. These assignments are evaluated by respective subject teachers and returned to students, so they can refer them during their exam preparation. These initiatives have helped the students to enhance their performance on various aspects like understanding of subject matter, writing skills and sharing of thoughts amongst each other.

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

Generally academic session starts from July month and ends in June month. As this is a government aided college and affiliated to Chaudhary Charan Singh University, Meerut, so before finalizing the academic calendar of the college, the committee which makes the academic calendar goes through university academic calendar. Once the academic calendar of the college is finalized, individual departments also prepare their calendar in which course plan and co-curricular activities are dearly described. The college academic calendar includes all the important activities like orientation programs, commencement of classes, celebration of important days, examination schedules etc. The college runs U.G. and P.G. courses. U.G. courses are on annual basis and their exams dates are declared by the university. Tentative dates are marked in the academic calendar. The P.G. courses are divided in two semesters in each year. The exam dates given in the calendar may differ slightly because both internal and external exams for P.G. departments are conducted as per the directions issued by the University. In such cases students are informed by notices pasted on notice board, college Facebook page and through teachers. The head of the institution monitors the academic calendar closely so that all the activities and exams are completed in time and as per the calendar.

2.6 – Student Performance and Learning Outcomes

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

http://mihirbhojpgcollege.edu.in/programoutcomes

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
H	MSc	Mathematics	52	45	86.53
H	MSc	Chemistry	26	23	88.46
G	MA	Hindi	17	12	70.58
G	MA	Geography	17	10	58.82
C	BCom	N.A.	71	68	95.77
B	BSc	N.A.	179	163	91.06
A	BA	N.A.	218	188	86.23

2.7 – Student Satisfaction Survey

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

http://mihirbhojpgcollege.edu.in/pdf-file/feedback_2017_2018.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	00	nil	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
nil	nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	nil	nil	Nill	nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	nil	nil	nil	nil	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
nil	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	nil	Nill	00
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of Physical Education	**2**

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
nil	**nil**	**nil**	**Nill**	**0**	**nil**	**Nill**

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	**nil**	**nil**	**Nill**	**Nill**	**Nill**	**00**

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

Number of Faculty	International	National	State	Local
Presented papers	**Nill**	**2**	**Nill**	**Nill**
Attended/Seminars/Workshops	**Nill**	**Nill**	**Nill**	**Nill**

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
nil	**nil**	**Nill**	**Nill**

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	**nil**	**nil**	**Nill**

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites

NCC	Nill	ARMY ATTACHMENT	1	8
NCC	Nill	IGC C-135	1	1
NCC	Nill	PRE IGC	1	2
NCC	40 UP Bn.	CATC-131	1	17
NCC	40 UP Bn.	CATC-129	1	8
	Cultural Society	Drawing competition on Beti Bachao, Beti Padhao	4	25
	Cultural Society	Lecture on Mahila Sashaktikaran: Nirantar Ucchatam Lakshya Ki Or	4	83
NCC	40 UP Bn.	CATC-124	1	8

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
nil	00	nil	00

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
nil	nil	nil	Nill	Nill	00

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
nil	Nill	nil	Nill

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

700000	617883

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nil	Nill	Nil	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	32022	577475	718	215254	32740	792729
Reference Books	300	30000	Nill	Nill	300	30000
CD & Video	50	Nill	10	Nill	60	Nill
Others(specify)	2000	39793	28	Nill	2028	39793

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	25	1	1	0	0	1	17	20	0
Added	0	0	0	0	0	0	0	0	0

Total	25	1	1	0	0	1	17	20	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
not applicable	Nill

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
100000	63995	100000	100000

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

The college has a standard established system and well defined procedures for the maintenance and utilization of physical and academic support facilities. The colleges policy is to ensure proper upkeep of various infrastructural and other facilities for their optimum utilization and effective college functioning. Various committees have been constituted at the college level by the head of the institution for the very purpose. However, it is the college development and budget committee that looks after the overall planning and development of the college. Annual physical stock verification of all office equipment, furniture, computers, laboratory equipment and library is conducted by these committees. Every department has its own stock register where in the record of equipment available in the laboratory and physical assets owned by the department are maintained. The annual budget for purchasing new and maintaining the existing physical and academic facilities is sanctioned and released by the college development and budget committee every year. Majority of maintenance expenditure is incurred from the college fee. The college has a generator to provide full power backup to the whole campus. Minor maintenance of electricity falls, furniture items, metal fixtures and other physical support facilities is carried out by the approval of concerned committee of maintenance. The college has hired electricians, plumbers, etc. on daily wages to upkeep proper maintenance of the college. Besides, the college has also hired temporary staff on contract basis for maintaining cleanliness of the college. The housekeeping of the classrooms, laboratories, library and the institute as a whole is taken care of by the contractual staff. The maintenance of departmental laboratories and library is taken care of by their respective department incharges. The maintenance of college library is looked after by the librarian. The college has a large ground for sports and cultural activities to provide students with various sports facilities like Football, Kho Kho, Kabaddi, Volleyball, Chess, Carrom board etc. The college also has a functional gymnasium. Maintenance of these sports facilities is upon physical education and sports department. The college has a dedicated team which takes care of all the latest news and updates to be uploaded on the college website and various social media handles of the college. Antivirus softwares have been installed on all the computers in the college used for both academic and official purpose. These are updated and renewed regularly. The security and safety of the college premises is ensured by installing security cameras (CCTVs) at crucial places.

Security guards are appointed by the management to look after the college 24x7. During examinations and other occasions police personnel are approached as per University guidelines. The building and maintenance committee of the college looks after the overall maintenance and renovation of the college building and improvement of various infrastructural facilities in the college.

http://mihirbhojpgcollege.edu.in/proceduresandpolicies

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	nil	0	0
Financial Support from Other Sources			
a) National	Government of Uttar Pradesh	489	938537
b)International	nil	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Classes	06/11/2017	110	All the Departments
Yoga	15/01/2018	90	Department of Physical Education
Personal Counselling	06/11/2017	160	All the Departments
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	nil	Nill	Nill	Nill	Nill
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
nil	Nill	Nill	nil	Nill	Nill
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	11	B.A.	Arts	Mihir Bhoj P. G. College Dadri	M. A. Geography
2017	15	B.A.	Arts	Mihir Bhoj P. G. College Dadri	M. A. Hindi
2017	16	B.Sc.	Science	Mihir Bhoj P. G. College Dadri	M.Sc. Chemistry
2017	32	B.Sc.	Science	Mihir Bhoj P. G. College Dadri	M.Sc. Mathematics
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill
No file uploaded.	

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

Activity	Level	Number of Participants
Sports Day	College level	300
Cultural activities	College level	140
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	nil	National	1	Nill	Not	Sonu

| | | | | | | Available | Bhati |

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

The institute has a vibrant student council consisting of a president, vice president, secretary, cultural secretary and treasurer. The student council is elected for a year. The student council aspires to empower students by raising their concerns and voicing their issues. The members of student council not only help in coordinating and conducting various academic, social, cultural and co-curricular activities, but also motivate other students to participate in them. They act as a medium of communication between the college administration and students. Besides, the college provides ample scope for students' representation in its various academic and administrative committees. For instance, the IQAC committee has one student and the sports committee, cultural committee and college magazine committee have two students each as their members.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

nil

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college practices decentralization and participative management to attain organisational harmony and to elevate the counter-productivity of rigid hierarchical system. The college prefers flexible hierarchical arrangement in administrative and academic management, which is democratic, decentralized and participatory. In this sequence, various administrative and academic committees are formed at the college level by the head of the institution and all the faculty members of the college are assigned roles in these committees as per their knack and capabilities. In the academic year 2017-18 , 15 committees, including college development and budget committee, building and maintenance committee, IQAC, library committee, sports committee, cultural committee, admission committee, examination committee, NAAC Committee, etc., have been constituted for efficient and effective management of the college. These committees meet regularly to oversee various functions of the institution. In these meetings, the shortfalls of the administrative and academic structures of the college are discussed. The proceedings of these meetings are duly recorded and decisions taken in the meetings are circulated to all the concerned faculty and non faculty members. To ensure successful execution of the decisions taken in the meetings, the college follows decentralization through delegation of

power. The college, thus, streamlines its functioning through committee system. The college also encourages students representation by inducting some of its brilliant and active students in various college committees. Besides, students are also involved informally by different faculty members in routine college activities. This combination of formal and informal decentralization not only decentralizes the system and makes management participatory, but it also brings transparency in the functioning of the system and a sense of belonging to the institution and its responsibilities.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	On the basis of nature of job, the college staff can be divided into 2 categories- Teaching Staff and Non Teaching Staff. The teaching staff can further be classified into Permanent teachers, Approved teachers and tutors (appointed only on requirement basis for a limited time period). Similarly, non teaching staff can be classified into permanent and temporary employees. The college has different committees in which responsibilities are assigned on seniority basis, however, due weightage is given to member's area of expertise. No undue hindrances are created in career progression. Temporary members of non teaching staff are given out of turn promotion as an incentive, if they further enhance their knowledge and expertise or acquire higher educational qualification. There's a grievance redressal cell in which anyone can share his/ her grievance, in case s/he has one.
Library, ICT and Physical Infrastructure / Instrumentation	The process for library automation has been initiated. OPAC, INFLIBNET, N-LIST are the topmost priority of the college. The process for library infrastructural augmentation has already been initiated. Bar-coding of books has been done. There's a rich book bank in which students, teachers and all others are encouraged to donate books. The college also promotes this book bank during various events. Time to time up-gradation of computers is done. Software licenses are renewed as per the requirement.
Teaching and Learning	The primary role of a teacher is to disseminate the knowledge in a way that the students can understand easily.

	Keeping this in mind, the college encourages the faculty members to use innovative methods of teaching and make use of the available ICT tools. For this very purpose the college has 1 smart room, 4 LED projectors and a wifi enabled campus. The IQAC in its meetings motivates teachers to attend various courses on teaching pedagogy offered by different institutions. Students are also encouraged to get themselves acquainted with the usage of ICT tools. A computer lab comes handy for this purpose.
Curriculum Development	The college is affiliated to C. C. S. University, Meerut and follows the curriculum prescribed by the University. Thus, the college has no direct role in the curriculum development. However, the teachers are encouraged to include latest developments related to a topic in their classroom teaching. In dynamic subjects, this fills the vacuum between traditional and static part of the subject and latest knowledge in that area. In addition, some senior faculty members of the college have also been members and conveners of the University's Board of Studies and have contributed in the curriculum development.
Examination and Evaluation	Along with the university annual and semester exams for the undergraduate and postgraduate programmes respectively, every department holds class tests, quizzes etc according to their own schedule. Internal exams for the PG students are also conducted in each semester as per University directions. Continuous evaluation by these methods helps the students to know their weaknesses and drawbacks. On the basis of their performance, the teachers help the students through remedial and extra classes, many times on one to one level as well. Apart from this, faculty wise orientation programme is conducted at the beginning of the session in which the students are informed about the paper pattern and marking scheme. Students are given time to time guidance to attempt previous year question papers.
Research and Development	The college is not a research center. However, students of PG department of Geography have a paper on dissertation

	in their curriculum which prepares them for further research in their area of interest. The college also organizes talks, seminars and conferences etc. The college also encourages its faculty members to participate in refresher courses, faculty development programs, national and international seminars and conferences. The teachers are also motivated to publish their articles in journals and are encouraged to apply for minor and major research projects sponsored by UGC and other government agencies.
Admission of Students	The college is affiliated to C. C. S. University, Meerut and follows the guidelines and norms of the University in the admission process. Online application forms are filled by the eligible students for admission in the college. On the basis of online registration, the University declares a merit list and sends it to the college. The college admission committee, then, examines student's provisional offer letters. Attached documents are also cross checked and verified with the original documents. Students are offered subject combinations on the basis of their own preferences and on the number of seats available in a particular subject and the entire process is transparent enough.

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

E-governace area	Details
Administration	The college circulates all notices related to college through its facebook page.The college also communicates with affiliating university and with regional higher education officer/ Directorate through mails. College uses CCTVs for monitoring to ensure safe environment in college.
Finance and Accounts	The college makes best use of ICT in financial accounting. Salary of the staff is prepared using Excel to minimize mistakes and wastage of papers. The salary of the permanent staff is credited to their respective accounts online.
Student Admission and Support	Online application forms are filled by the eligible students for admission in the college. On the basis of online registration forms, the University declares a merit list and sends it to

	the college. The college admission committee, then, examines student's provisional offer letters. Attached documents are also cross checked and verified with the original documents. Students are offered subject combinations on the basis of their own preferences and on the number of seats available in a particular subject. The data of admitted students is uploaded on the university website everyday.
Examination	All the work related to operation of exams is done online. Students fill their examination forms on University website and submit it to the college. College confirms students through login id provided by university. The college uploads number of absentees and other details of each and every shift of the exam to the e-mail ID number provided by the university. CCTVs are used for monitoring students.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	nil	nil	nil	Nill
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	nil	nil	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	Nill	Nill	Nill	00
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	**11**	**13**	**11**

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Teachers Association	**Non Teaching Welfare Association**	**As per Department of Social Welfare, Government of Uttar Pradesh**

6.4 – Financial Management and Resource Mobilization

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

College has a full time accountant who maintains the college accounts. The Internal Audit is conducted by a senior member nominated by the Gurjar Vidya Sabha (Parental Body). Internal audit includes: Regular Accounts Audit and clearance of Annual Financial Statements. External audit is done by the Government of Uttar Pradesh.

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

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

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	**No**	**Nill**	**No**	**Nill**
Administrative	**No**	**Nill**	**No**	**Nill**

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

1. There is no tradition of Parent- Teacher association in our college. Contact details of the faculty members are available with the students and parents are free to contact teachers, if needed. 2. Parents are also notified if their wards are found involved in any anti-social activities or in some disruptive behavior or have a shortage of attendance or are not performing well in the classroom activities. 3. Parents are also invited in college programme like cultural day and annual games celebration.

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

1. Temporary employees of non teaching staff are given out of turn promotion as an incentive, if they further enhance their knowledge and expertise or acquire higher educational qualification. 2. The wards of the support staff also get concessions in their fees by the Principal and management committee 3. Teaching staff liberally lends study materials to non teaching staff and their wards.

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

1. For the safety and security of students the whole campus of the college is under the surveillance of CCTV cameras. 2. A new permanent faculty member has joined the college 3. Gymnasium has been renovated and relocated

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Meeting regarding admissions in college	22/07/2017	22/07/2017	22/07/2017	15
2017	Research and academic enhancement	13/09/2017	13/09/2017	13/09/2017	17
2017	Promotion of co-curriculur activities	11/11/2017	11/11/2017	11/11/2017	20
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Drawing competition on Beti Bachao Beti Padhao	21/11/2017	21/11/2017	15	10
Lecture on Mahila Sashaktikaran: Nirantar Ucchatam Lakshya Ki Or	08/03/2018	08/03/2018	65	18

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

Percentage of power requirement of the University met by the renewable energy sources
1. Minimal use of plastics 2. Plantation Drive

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	**Yes**	**Nill**

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nill	**Nill**	**Nill**	**Nill**	**00**	**nil**	**nil**	**Nill**

No file uploaded.

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

Title	Date of publication	Follow up(max 100 words)
nil	**Nill**	**nil**

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Voters Day	**25/01/2018**	**25/01/2018**	**142**
Gandhi Jayanti	**02/10/2017**	**02/10/2017**	**125**
Plantation on Republic Day	**26/01/2018**	**26/01/2018**	**60**

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

1.Rainwater harvesting
2.Minimal use of plastics
3.Plantation drive
4.Restricted entry of vehicles inside the campus
5.Making students aware of solid waste management

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The College demonstrates a balance in academic and life training programmes and provides opportunities to its students to strengthen their bond with the society. The NCC and NSS inspire the students to develop a sense of social responsibility. These programmes encourage the students to look beyond the boundaries of class rooms and enable them to take up challenges in their lives. It helps to facilitate self-growth, self-worth and actualization of potential of the students. The college also promotes the use of technology in the process of learning. The college has a smart lecture room for delivering lectures through audio-visual aids. The college nurtures the students in such a way that they choose the right path to walk in life. The college aims at not just imparting quality education to the students, but it also aims at their overall personality development by involving them in various community services. The college has a very dynamic unit of NSS volunteers that has been active in organising various programmes in sensitizing local masses towards crucial

issues of social relevance such as health, hygiene and education, women empowerment, environment and sustainability, etc. Some of the community service programmes organised by the NSS unit during 2017-18 are as follows:- 1) Plantation drive in and around the college campus in the month of August 2017 2) Cleanliness drive in September 2017 3) Social awareness program on child rights was conducted in November 2017 in neighboring localities. Thus, both students and teachers have been actively involved in these community services thereby developing social bonding with the locals of the region.

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

http://www.mihirbhojpgcollege.edu.in/pdf-file/best_practices_2017_2018.pdf

7.3 – Institutional Distinctiveness

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

Mihir Bhoj College, Dadri was established in 1968 with Science department in Maths ,Chemistry and Physics subjects and got affiliated to CCS university. It was further enlarged with Zoology and Botany subjects in 1970 and English, History, Hindi, Economics and Political Science in 1979, Geography in 1985 and Physical Education in 2011. Presently Hindi, Mathematics, Chemistry, and Geography subjects are taught at Post graduate level as well. The college is spread in about 24000 square meters in green and peaceful atmosphere making it a right place for students. The college has been established as a co-educational institution with a clear vision to establish ourselves as a leading college providing higher education of higher standard with integrity, consistency and due diligence. To achieve our vision, our mission is to prepare the future generation with academic excellence and practical skill sets needed to face global challenges and lead the country into the world of the future. So to make our students academically excellent, we are providing quality education with practical skills, making them capable enough to face global challenges. We strive to decrease the gender gap and provide equal opportunities to all.

Provide the weblink of the institution

http://mihirbhojpgcollege.edu.in/institutionaldistinctiveness

8.Future Plans of Actions for Next Academic Year

In order to accommodate the increasing strength of students, the college is in need of more classrooms. Hence, the college has decided to send a proposal for the construction of new classrooms to the management. In addition to this, the college also has plans for renovating the college gymnasium and library building. To ensure the security and safety of the campus, the installed CCTV cameras are to be upgraded to Audio- Visual (AV) enabled CCTVs as soon as possible. In order to improve the student- teacher ratio, the college has decided to send a request to the Directorate of Higher Education for filling up the vacant teaching positions.