

Yearly Status Report - 2018-2019

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.	9911866366		
Registered Email	mbpgnaac@gmail.com		
Alternate Email	mbciqac@gmail.com		
Address	Mihir Bhoj P. G. College, District- Gautambuddh 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/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/pd f-file/Calendar 18 19.pdf
5 Accrediation Details	

5. Accrediation Details

Cycle	Grade	CGPA	Year of	Vali	dity
			Accrediation	Period From	Period To
1	С	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/ beneficiarie			
Promotion of cocurricular	05-Dec-2018	19	

activities	1		
IQAC meeting Research and academic enhancement	11-Sep-2018 1	16	
IQAC meeting for admission process	12-Jul-2018 1	15	
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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/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	2019 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	<u>View File</u>
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	<u>View File</u>
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 Faculty Orientation and Refresher courses.

Feedback of teachers was collected from students and analysed.

Departments were encouraged to conduct seminars and guest lectures

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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

Achivements/Outcomes
Most of the teachers delivered bilingual lectures and notes were given to the students
Departmental calendars were prepared and due weightage was given to various activities like class tests, MCQs, cocurricular activities, students seminar etc. Timely internal assessment of the students was done and weaker students were identified. Remedial classes were also held by the departments for such students.
Departmental labs were upgraded as per the requirements of the respective department.
Faculty members actively participated/ presented papers in seminars/ conferences, Faculty Development Programmes/ Workshops etc. Some of them also wrote research papers in national/ international journals.

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date		
Management Committee of the College	22-Dec-2021		
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	2019		
Date of Submission	27-Feb-2019		
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 save paper. The salary of the permanent staff is credited to their respective accounts online. 2. Administration: The College sends all notices related to college through WhatsApp group of teaching and nonteaching staff to improve flow of circulation of information. All these updates are also uploaded on the social media pages of the college for eg. Facebook. The college also communicates with affiliating university, with regional higher education office/ Directorate through mails. College uses CCTVs for monitoring to ensure safe environment in college.

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 senior faculty members 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 LED 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 33250 books which are issued to students from time to time according to their need. The college believes in continuous internal assessment of the students. In this sequence, internal exams are held at the PG level as per university direction, and at UG level, class tests, MCQs, quizzes, student seminars etc. are held from time to time. On the basis of these internal assessments, advanced learners and slow learners are identified and are given guidance accordingly. Advanced learners are encouraged to take up competitive exams conducted by UPSC, UPPSC, SSC, RRB

etc. Slow learners, on the other hand, are given special attention. The college has a provision of departmental remedial classes for slow learners, wherein tough topics are illustrated lucidly enough that they can easily understand it. 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/entreprene urship	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		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

	Certificate	Diploma Course
Number of Students	0	0

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	0			
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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
BA	Geography	71
MA	Geography	17
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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

Development is a continuous process. Keeping this in the mind, the college takes feedback from the students in every academic session. The feedback forms are collected from the following stakeholders for overall development of the college: 1. Students 2. Teachers. The Feedback forms are then analyzed to know the positive and negative points so that proper actions can be taken for providing better environment of teaching and research to the students as well as teaching faculty. The feedback is received from all the faculty members and from students. Feedback taken from the teachers includes 13 questions and a suggestion box. Students' feedback is rated on 5 point scale from 1 to 5. There are eighteen closed ended questions and one row for suggestions 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 internal evaluation process. The Teaching and mentoring process in college facilitates students in cognitive, social and emotional growth. 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 to encourage them with providing right level of challenges. 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 2018- 19, some of UG PG departments took their students to the field visit. When students suggestions were asked, there were mainly following suggestions: 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	0	420
BSc	BIOLOGY GROUP	120	0	120
BSc	MATHS GROUP	120	0	120
BCom	N.A.	80	0	80
MA	GEOGRAPHY	30	0	20
MA	HINDI	60	0	20
MSc	CHEMESTRY	30	0	30
MSc	MATHEMATICS	60	0	60
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2.2 – Catering to Student Diversity

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

	i				·
Year	Number of	Number of	Number of	Number of	Number of
	students enrolled	students enrolled	fulltime teachers	fulltime teachers	teachers
	in the institution	in the institution	available in the	available in the	teaching both UG

	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2018	1668	258	14	8	0

2.3 - Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), Elearning 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 allotted students. 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 health and legal women rights. 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 on 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
1926	22	1:88

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctions	lo. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	12	12	2	12

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2018	Dr. Richa Upadhyay	Assistant Professor	Chamakta sitara award, Regional office Meerut	
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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 semesterend/ year- end examination
BA	A	Yearly	25/06/2019	11/07/2019
BSc	В	Yearly	25/06/2019	18/07/2019
BCom	С	Yearly	25/06/2019	13/07/2019
MA	G	Semester	17/04/2019	22/07/2019
MSc	н	Semester	17/04/2019	26/07/2019
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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 students can approach their mentors regarding any query related to the course curriculum. 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. Assignments are given so that students can refer them during examination. 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, holidays 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 posted on notice board, college Facebook page and through teachers. The academic calendar is prepared in such a way, that all the departments get a chance to participate and organize an event in the academic year. 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		
A	BA	Humanities	174	142	81.60		
В	BSc	Science	145	133	91.72		
C	BCom	Commerce	57	53	92.98		
G	MA	Geography	17	6	35.29		
G	MA	Hindi	26	19	73.07		
н	MSc	Chemistry	27	16	59.25		
H MSc Math		Mathematics	58	30	51.72		
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2.7 – Student Satisfaction Survey

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

http://www.mihirbhojpgcollege.edu.in/pdf-file/Feedback 18 19.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			
No file uploaded.							

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start- up	Date of Commencement	
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	0

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

Туре	Department	Number of Publication	Average Impact Factor (if any)		
International	Chemistry	1	00		
International	Botany	1	00		
International	International Commerce		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		
Physics and Mathematics	1		
Chemistry	1		
Physical Education	2		
<u>View File</u>			

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	0

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local	
Attended/Semi nars/Workshops	0	1	0	0	
Presented papers	1	3	0	0	
Resource persons	0	0	0	0	
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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 students participated in such activities			
Guest lectures on Contemporary burning issues related to Women empowerment, Literacy, community service etc.	nss	2	50		
Nukkad Natak on Impotratance and on prevailing social ill- practices	nss	2	50		
Various activities under cleanliness- drive	NSS	2	50		
CATC	40 UP BN NCC	2	12		
OUTDOOR CAMP	40 UP BN NCC	1	25		
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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	0		
No file uploaded.					

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites		
NIL	NIL	NIL	0	0		
No file uploaded.						

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		
No file uploaded.					

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant		
NIL	NIL	NIL	Nill	Nill	00		
	No file uploaded.						

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	0		
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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		
300000	294734		

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			
No file uploaded.				

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	32740	792729	1	495	32741	793224	
Reference Books	500	500000	0	0	500	500000	
CD & Video	70	0	0	0	70	0	
Others(s pecify)	2000	39793	0	0	2000	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 & Earning 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)

Туре	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	22	1	1	0	0	1	17	20	0
Added	0	0	1	0	0	0	0	0	0
Total	22	1	2	0	0	1	17	20	0

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

20 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	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	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical

	facilities		facilites
200000	181576	500000	483212

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 and a report is prepared and registered in the specific stock register. Besides, 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 (CCTV) 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	528	2039850	
b)International	NIL	0	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	
Personal Counselling	17/12/2018	80	All the departments	
Yoga	09/01/2019	100	Department of Physical Education	
Remedial Classes	17/12/2018	120	All the departments	
Soft Skill Development	06/02/2019	170	Department of English	
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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	0	0	0	0
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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
0	0	0

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	0	0	NIL	0	0
	No file uploaded.				

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

Year	Number of students	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme

	enrolling into higher education				admitted to
2018	15	BSc	Science	Mihir Bhoj P. G. College Dadri	M.Sc. Chemistry
2018	30	BSC	Science	Mihir Bhoj P. G. College Dadri	M.Sc. Maths
2018	10	BA	Arts	Mihir Bhoj P. G. College Dadri	MA(Geograp hy)
2018	10	BA	Arts	Mihir Bhoj P. G. College Dadri	MA(HINDI)
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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	0	
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5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants	
Annual Sports Meet	College level	320	
Cultural Activities	College level	150	
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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
Nill	NIL	Nill	0	0	00	NIL
No file uploaded.						

5.3.2 – Activity of Student Council & Expresentation of students on academic & Expresentative 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:

50

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

0

5.4.4 - Meetings/activities organized by Alumni Association:

00

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 2018-19, 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, various students are also involved informally by various faculties in day to day college activities. This combination of formal and informal decentralization not only decentralises 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
Strategy Type	
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 document are also cross checked and verified with the original documents. Students are offered subject combinations on the basis of their own preference and on on the basis of the number of seats
	available in a particular subject. The entire process is transparent enough.
Research and Development	The college is not a research centre. 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, conferences etc. The college also encourages its faculty members to partcipate 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.
Examination and Evaluation	Along with the university annual and semester exams for the undergraduate and postgraduate programmes respectively, every department holds monthly tests, quizzes and hourly programmes according to their own schedule. Internal exams for the PG students are also conducted in each semester as per university direction. Continuous evaluation by these methods helps the students to know their weaknesses and drawbacks and on the basis of their performance, teachers help them 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.
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 contributed in the curriculum development.
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.
Library, ICT and Physical Infrastructure / Instrumentation	The automation of the library is under process. 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.
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). 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.

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

E-governace area	Details
Administration	The college sends all notices related to college on its facebook page. The college also communicates with affiliating university, 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 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 university website everyday.

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. College	
confirms students admission through	
login id provided by university. The	
college uploads number of absentees and	
other details of each and every shift	
of the exam to email ID provided by the	
university. CCTVs are used for	
monitoring of students.	

6.3 – Faculty Empowerment Strategies

Examination

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	0
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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	0	0
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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
Faculty Training Programmes	1	03/02/2019	30/06/2019	15
Refresher Course	1	26/09/2018	17/10/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-te	aching
Permanent	Full Time	Permanent	Full Time
12	10	11	11

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
Teachers Association	Non Teaching Association Welfare	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	
Gurjar Vidya Sabha (Parental Body)	1250000	Salary component	
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6.4.3 - Total corpus fund generated

1250000

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	No	No	Nill
Administrative	No	No	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 to the students and parents are free to contact teachers, if needed. 2. Parents are also notified if their wards are found engaging in any anti-social activities or in some disruptive behavior, if they have a shortage of attendance or are not performing well in the classroom activities. 3. Parents are also invited in college programmes 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. The construction of new 4 classrooms

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
2018	IQAC meeting for admission process	12/07/2018	12/07/2018	12/07/2018	15
2018	IQAC meeting Research and academic enhancement	11/09/2018	11/09/2018	11/09/2018	16
2018	Promotion of co- curriculur activities	05/12/2018	05/12/2018	05/12/2018	19
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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
Nukkad Natak on Importance of Female Education	13/02/2019	13/02/2019	80	50
Awareness Programme on Beti Bachao Beti Padhao	14/02/2019	14/02/2019	70	50
Nukkad natak ''Dahej Pratha and Samaj'	16/02/2019	16/02/2019	100	70

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	0	
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7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	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	0	0	Nill	00	NIL	NIL	0
			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 25/01/2019 Day		25/01/2019	160
Teachers Day	05/09/2018	05/09/2019	50
International Day of Non- Violence	02/10/2018	02/10/2018	170
World Human Rights Day	10/12/2018	10/12/2018	70
Earth Day	22/04/2019	22/04/2019	40
International Yoga Day	21/06/2019	21/06/2019	30
Independence Day	15/08/2018	15/08/2018	120
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Rainwater harvesting
Minimal use of plastic
Plantation drive
Restricted entry of vehicles inside the campus
Making students aware of solid waste management- 1) segregation of wastage 2)

Making students aware of solid waste management- 1) segregation of wastage 2) compost pit digging.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 1. 1. Title of the Best Practice: Social inclusion in education 2. The Context: Social inclusion in education refers to taking special initiatives to support the students coming from the weaker and underprivileged sections of the society. Most of the students taking admission in our college belong to these sections of the society. 3. Objectives of the Practice: • To ensure equal opportunities and resources are available to students coming from different socio-economic backgrounds. • To provide quality education to all the

students with greater emphasis on the students belonging to weaker sections of society. • To empower students from the marginalised sections of the society by putting extra efforts in building their confidence and personality. 4. The Practice: Students irrespective of their socio- economic background are granted admission to Mihir Bhoj P. G. College. Special efforts are also made by various college committees such as Internal Quality Assurance Cell to ensure that all students have a quality student life. Scholarships are also made available to all deserving students. 5. Advantages: • Students from underprivileged sections of the society are able to gain knowledge, skills and a proactive attitude to be on par with their peers from privileged backgrounds. • Enhancement of the confidence levels and communication skills among these students 6. Challenges: The Inability of the individual students to adjust with the general student crowd, eventually leading to loss of confidence and de-motivation in participating in various college activities. 7. Evidence of Success A great number of students from underprivileged backgrounds successfully completed their degree from our college with zero dropouts. 8. Resources Required • Financial support and scholarships. • A solid system of support to ensure that students are adjusting well to the new atmosphere. BEST PRACTICE 2. 1. Title of the Best Practice: Community Service 2. The Context: The college demonstrates a balance in academic and life training programmes and provides opportunities to its students to strengthen their bond with the society. It aims at not just imparting quality education to the students but also aims at their overall personality development by encouraging them to contribute voluntarily towards the betterment of the society and environment through various community services. 3. Objectives of the Practice: • To develop a sense of responsibility and accountability in the students towards their society and community. • To train the students in community building. ullet To develop leadership qualities. ulletTo strengthen managerial skills. 4. The Practice: 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 2018-19 are as follows: - 1) Plantation drive in and around the college campus in the month of August 2018 2) Cleanliness drive in October 2018 3) Guest lectures on Contemporary burning issues related to Women empowerment, Literacy, community service etc. Thus, both students and teachers have been actively involved in these community services thereby developing social bonding with the locals of the region. 5. Advantages: • Creates an atmosphere of mutual respect and caring within the college campus. • Builds a sense of responsibility among the students • Inculcates team spirit and leadership traits in students 6. Challenging issues: Motivating students to voluntarily contribute in community services. 7. Evidence of Success: • Awareness programmes organised by the college students are reported in newspapers. • Students join NGOs, VOs to work for society because of exposure and learning they receive on these outreach programs. 8. Resources Required: • Faculty trained in Social Work and Service so as to ensure productive activities are organised. • Orientation programmes to educate students to carry out their duties and responsibilities.

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 Practice 18 19.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

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

For better practical understanding and smooth conduct of practical classes the proposal for construction of new laboratories was sent to social welfare department via college management to meet the increasing strength of students. In addition to this, the college also has plans for renovating the college library building and departments. 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.