YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Seva Sadan Mahavidyalaya, Burhanpur
• Name of the Head of the institution	Dr. Anil Kapadia
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07325254926
• Mobile No:	9926977487
• Registered e-mail	ssmvburhanpur1954@gmail.com
• Alternate e-mail	iqacssmv@gmail.com
• Address	Station Road, Shanwara
• City/Town	Burhanpur
• State/UT	Madhya Pradesh
• Pin Code	450331
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

	• Name of the Affiliating University	Devi Ahilya Vishwavidyalaya Indore
	• Name of the IQAC Coordinator	Dr. S. M. Shakil
	• Phone No.	07325254926
	• Alternate phone No.	9425086923
	• Mobile	7694086923
	• IQAC e-mail address	iqacssmv@gmail.com
	• Alternate e-mail address	ssmvburhanpur1954@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)		http://sevasadancollege.com/aqar/1621608037AQAR2019-20.pdf
4.Whether Academic Calendar prepared during the year?		Yes
	• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sevasadancollege.com/images/1650434106IMG-20220420-WA0009.jpg

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.64	2016	02/12/2016	01/12/2021

6.Date of Establishment of IQAC	19/05/2014

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr.S.M.Shakil	Guest Lecture	NCPUL,New Delhi	2020-21	35000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

During lock down, digital resources used to update students.
Fees relaxation can be provided for the students in the pandemic Corona period.
Faculty were trained to use virtual platform.
Online quiz conducted for students and provided certificate.
Convinced Management for providing honorarium/salary for staff on time.

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

Plan of Action	Achievements/Outcomes
Faculty Training Program for virtual teaching	The teachers taught with the mobile/laptops/desktops
Salary deduction should not be done	The one hundred percent salary was provided to the whole staff

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

Name	Date of meeting(s)
Seva sadan Education Society, Burhanpur	**27/03/2022**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	**25/01/2022**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**19**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2308**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1482**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**601**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**47**

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**47**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**45**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**102.73413 lakhs**
4.3 Total number of computers on campus for academic purposes	**100**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The highlights of the college mechanism for well-planned curriculum delivery and implementation are as follows- 1) The College have to follow the curriculum prescribed by the university only. The curriculum is downloaded and distributed among the teachers at the beginning of the academic year by the principal. 2) The teachers

distribute the whole content of the course in intelligible units of teaching. The unit distribution helps to plan the time for other co-curricular activities also. The unit wise distribution of the syllabus is duly approved by the heads of the departments and the principal. 3) The teachers prepare their daily diary on the basis of the monthly allotment done in advance at the commencement of the academic session. The diary is authenticated by the heads of the department or the principal. 4) The college has well-qualified teaching and supporting staff to effectively implement the programme of curriculum delivery. The curriculum is delivered through - Lecture Methods - Tutorials - Smart class methods – E-portal-Organization of seminars, workshops, industrial visits, and project works etc. The progress of curriculum delivery is regularly reviewed in all activities related to syllabus completion, students' performance, evaluation by the departments and the IQAC.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The academic calendar is the backbone of the activities in the college. It is designed in such a way as to make all activities integrated without any interruptions. 1) After completion of the admission process new students are guided, counselled and motivated by the Principal and Chairperson. Fresher party in held to introduce the new comes. 2) The calendar included activity schedules of NSS and NCC wings provided by the university. 3) Internal test and university examinations are given due importance in the calendar. Internal test are flexible but university exams are held as per university calendar. 4) Sports, games and cultural activities are regular events of the college. The calendar includes all sports and cultural schedules at different levels. 5) Due place is given to seminars, Lectures is the calendar and are held at regular intervals. 6) The calendar also contains celebration of important days. Like Hindi Divas, International women's Day. Water Day, NCC Day, Consumer Awareness Day. Voter's Day, Environment Day, No Vehicle Day 7) Placement, Training and counselling, Career guidance regular activities mentioned in the calendar

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in `B. Any 3 of the above` **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

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

1.2 - Academic Flexibility

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

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

`19`

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

0

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

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

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

1.3 - Curriculum Enrichment

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

The Institution integrates with several cross cutting issues like professional ethics, Human values, Environment and sustainability through the curriculums. Professional ethics & Human value taught in bachelor of computer application, environment and sustainability are integral part at all graduation level. These topic are not only beneficial for their sensitivity towards society but also useful wring in academic results. Although the whole curriculum is designed by the university Devi Ahilya Vishwvidyalaya and is implemented by the institution as per the guidelines. In the syllabus of every stream these topics are covered in several subjects like in B.A. Ist year religion and nationality, introduction of constitution, rights and duties of citizen. Human values are taught through these topic. For environment awareness the students can learn through topics like

pollution , natural resources, political environment etc. Industrialization, modernization, occupation and its changing status, customer relationship management, business ethics, entrepreneurship are the examples of professional ethics.

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

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

9

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

164

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

E. None of the above

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

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

E. Feedback not collected

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1410

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

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

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

802

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

2.2 - Catering to Student Diversity

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

The Institution conducts periodic class tests/Quarterly/half yearly/CCE to assess the learning levels of the students. After evaluation students are provided the evaluated answer copies to review their performances. Advanced learners and slow learners are given special attentions. Advanced learners are issued extra books from the library as well as given assistance by the faculty at home through mobile phones/ virtual class. The slow learners are given special coaching by the faculty in extra time to enhance their leaning capabilities. The coaching is given in the form of remedial classes. Re-test/Assignments are given to slow learners to practice. Reading room time hours are increased for slow learners.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	View File

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

Number of Students	Number of Teachers
2308	47

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

2.3 - Teaching- Learning Process

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

Apart from traditional methods of teaching like (BCD) board-chalk-duster, the faculty uses various experiential, participative and problem solving methodologies to enhance learning. Students are given project works, field visit to understand the problems practically. Chart presentation, poster presentation, group discussion methods are useful for experiential and participative learning. Students are provided the opportunity to host the events and programme under the guidance of faculty to understand the problem and solutions practically. The activities of Vivekanand career guidance cell of the institution are very helpful for the students in such methods of learning. The students of final year are given project work specifically to enhance their experiential learning skill. For participative learning each of the stream of the institution arrange group discussion on various subject of current affairs.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

For effective teaching –learning faculty uses projectors for video lectures delivery for the students. Each department has been provided a projector with Wi-Fi connections. Through these projectors the faculty delivers their lectures with the help of pictures and videos. It is very useful for the teacher and the students, can understand typical topics quite easily. Some of the useful videos and pictures are provided to the students in their personal mobile or laptops.

The institution has a large centralised air conditioned wi-fi enabled 'Thakur Virendra Singh National Knowledge Resource Centre'. In this we have the capacity to accommodate nearly 300 students. There are two GD rooms also available for using personel laptops to the students and the teachers. There are 10 computers are installed for using INFLIBNET, SWAYAM portal, NPTEL portal etc. This is one of the most useful ICT tool for the teachers for upgrading their knowledge and teaching ability.

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

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

2.3.3.1 - Number of mentors

47

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

2.4 - Teacher Profile and Quality

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

47

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

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

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

18

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

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

2.4.3.1 - Total experience of full-time teachers

633

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

2.5 - Evaluation Process and Reforms

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

The internal assessment process of the institution is regular and time bounded. Through this internal assessment the teacher assesses the quality and capability of the students. This process gives an appropriate idea to the teacher for providing final internal marks. It is also a very reliable source to differentiate slow learner and fast learners. From the very beginning of the session our teachers conduct oral tests, surprise tests to evaluate students capacity and interest about the subject. Regular monthly written tests also give the understanding about the students. The writing capability is assessed through the monthly written test. All the assessments

results are shared with the students to improve and correct their mistakes. After few months the slow learners and fast learners are attended as per their capability.

Students are also evaluated through assignments. Assignments help them to improve their writing skill. Apart from this, students give chart presentation, class presentation and are assessed by the teacher. Group discussion is a very popular method among the students. Reading room is used to evaluate reading habits of the students. Regular attendance in the class is an important internal assessment.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Seva Sadan Mahavidyalaya regularly conducts examinations of external and internal nature as per the schedule provided by the university and various departments of the institution. The external examinations include theory and practical both and are conducted as per the time table issued by the Devi Ahilya vishwavidyalaya, Indore. The internal examinations like quarterly, half yearly and CCE are conducted by the departments as per the schedule and time table. The students are informed through the notice in advance about the examination schedule and syllabus.

Internal examination related grievances are mild in nature and are immediately resolved by the respective evaluator if any. As far as these internal examinations concern, they are transparent in all respect. Evaluated copies are shown to the students so that the students could know their progress. The all process is completed as per the time table.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

In Seva Sadan Mahavidyalaya students are having various options to choose the course and the programme of their choice. There are departments of Arts, Commerce, Computer, Science and Management. The programmes run in the institution are B.A.(Plain), B.A.(Computer), B.Com. (Plain), B.Com. (Computer) B.C.A., B.B.A., B.Sc. (C.S.), B.Sc. (Plain), B.Sc. (Bio.), M.A. (Hindi), M.A. (Urdu), M.A. (Economics), M.A. (Political Science), M.Com., M.Sc. (Mathematics) M.Sc. (Physics), P.G.D.C.A., Ph.D. (Hindi) and Ph.D. (Urdu).

In the very beginning of the session the special workshops are organised by the institution for awareness about the programme outcomes and course outcomes by the teachers. This is the most useful and effective step taken by the institution for students taking admissions in UG and PG. It helps them to choose the programme and course of their choices as per their eligibility, capability and ambition. During the course the students get regular information about their future through the Vivekanand Career Guidance Cell.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

Evaluation is an essential aspect of measuring attainment of program outcome the institution has evolved a veritable system of evaluation.

- **Target for program outcome (POs) is fixed on the basis of the previous year percentage in the internal and University examinations.**
- **Course outcome (COs) are evaluated on the basis of students performance.**
- **Attainment level is measured in terms of the actual percentage and the pre-set percentage.**

If the target is not attained an action will be executed in the

future plan period.

At the end of every semester or year IQAC's programme assessment committee will set the target for the next year based on the previous performance.

Course outcomes are measured by individual marks of students against maximum marks. If the entire class crosses the target the particular co is deemed to have attained.

Target and attainment levels at the university examination. Target fixed on the basis of previous performance Eg. 40 marks = 40%

- At level 1 — 50% students scored than 40%
- At level 2 — 60% students scored more than 40%
- At level 3 — 70% students scored more than 40%
- Similarly the evaluation of internal assessment is also made.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

672

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://sevasadancollege.com/program_outcomes/16504346662.7.1Students%20satisfaction%20survey%202020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

7

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

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

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

10

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

3.3 - Extension Activities

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

The Institution always does the activities regularly by the students

for the social welfare of the community. These activities are conducted through the participants of NSS, NCC, Red Cross, Red-Ribbon etc. Apart from these the departments also conducts extension activities to sensitize students to social issues. Department of Management regularly organizes "Synergy" through which students are introduced to serve the people in need of food, clothes etc. They also share their time with the differently-abled children to share their happiness, joy. There is school for differently-abled children in the city which is run by the "Joints Group" Burhanpur. In this school our students regularly visits and provide need based services.

The institution regularly run awareness programmes to aware the young generation from the drawbacks of use of Tobacco, importance of blood donation by conducting blood donation camps, No fuel vehicle day and tree plantation for awareness about the environment. The Yoga classes are most attracting activity not only for the students of the institution but also for the people of the town.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

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

37

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

524

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution is in the heart of the city as well as near to the transport facilities available for students. The college has adequate and sufficient infrastructure to run academic activities smoothly for 2500 students. Since it is the major examination centre of the district the classrooms and furniture are maintain regularly. There are 45 spacious classrooms. 5 fine classrooms are equipped with projector. 3 big modified halls are also available in the institution. One magnificent multipurpose "Pragya Hall" is used for curricular and co-curricular activities but useful for the academic activities also. Due to the most maintained infrastructure and classrooms, our institution is the only examination centre for "CA" exam.

The institution has all well equipped 6 laboratories. The apparatus used in the laboratories are ultra modern and very well maintained. These apparatus and other equipment and the laboratories are very well maintained by the lab attendants and faculty also.

The institution is having one the well equipped gymnasium. It is used not only by the students but also by the general citizen. There is a most useful library cum large reading room with the capacity of

250 students centralized AC facility. Perhaps it is the biggest AC reading room of the colleges of the Indore division which is open for all type of students of the town. Two GD-rooms and one language lab are available in this library cum reading room. One cafeteria and three beautiful gardens are most attractive part of this magnificent institution.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

The University every year organizes cultural activities and are celebrated as Yuva Utsav. It is the major cultural event for the college students of Madhya Pradesh. Therefore the students are well prepared for this 'Yuva Utsav' and represent the institution at state level in various cultural activities. For the preparation of this event the students are provided all the required facilities by the institution.

The institution has sufficient facilities for indoor and outdoor sports activities. Institution regularly conducts division level competitions of the University for Cross Country, Kho-Kho, Kabaddi, Wrestling and Body building and cricket etc. It is due to the faith of the university on the institution. The Seva Sadan gymnasium is the first gym of the district. It has all the required ultra modern equipments. That is why it giving services from last two decade to not only to the students but also to the body levers of the district.

Since Yoga centre is the best practice of our institution with the collaboration of "Gayatri Pariwar" people get benefitted by the Yoga experts on their health topic. People learn and practice Yogasans every morning under the guidance of experts. This is the most useful activity not only for our students but also for the common people of the city. In this corona pandemic period people understood the importance of Yoga.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

3.39452 Lakhs

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

4.2 - Library as a Learning Resource

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

The library has a huge stock of books and the maintenance is done through a team of staff Librarian, book lifters and supporting staff. The library is partially automated. It is maintained through the software. The staff is trained and is upgraded as per the updated software facilities by the service provider. The reading room has an integrated library to access the e-resources for students and faculty and is maintained with the help of an incharge who keeps the record of the users and regulate the readers and the use of E- book facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources   **C. Any 2 of the above**

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

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

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

1.31289 lakhs

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

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

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

130-160

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

4.3 - IT Infrastructure

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

Yes, the institution frequently updates its IT facilities including Wi-Fi as per the requirements. The systems are updated as per the need of the curriculum and the configuration needed for the course. It is also kept in consideration the security and safety of the system. Therefore regular updating of antivirus is done to keep the system updated and virus free. The systems available in the institution are all contains licensed software's. The college lab is Wi-Fi enabled. The band width is 100 mbps and have more than 1 service provider for uninterrupted supply for the work. Due to good band width and high Wi-Fi plan it is convenient for surfing and video lectures are delivered uninterruptedly.

In the library cum reading room there are fifteen PC's are installed. All of them are licensed version and updated regularly. The Wi-Fi facility is also available in library cum reading room.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

154

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

1.06434 lakhs

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

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

Maintenance of physical, academic and support facilities

The college has a team of workers for consistent and satisfactory maintenance of the physical facilities maintained above. Many skilled and unskilled workers are given the responsibility of maintaining the premises. The team of workers is daily engaged in doing sweeping the whole premises and the building including the class rooms, the toilets and wash areas, water tank cleaning, R.O. system maintenance; water harvesting etc.

1. **Class Rooms: - The class rooms are kept neat and tidy with fans, tube lights etc. sufficient for a class. The concept of the class room is that the students must breathe fresh air and dust and noise free condition.**
2. **Laboratories: - All labs are well equipped and equipments are well maintained. Labs are air conditioned. There are separate lab assistants, technicians and attendants who are responsible for the overall maintenance related to labs, and the equipments.**
3. **Library :- The library is kept dust proof always. The reading room is maintained with the help of an incharge who keeps the record of the users and regulate the readers and the use of E-book facilities.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2082

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

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

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

89

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

C. Any 2 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

65

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

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

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

16

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

0

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

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

The institution gives due importance to the participation and involvement of the students in various activities and bodies of the college at different levels. This is because the college promotes the policy of democratic participation and is committed to developing the qualities of the students. We are committed to 01 Developing leadership qualities. 02 Capacity building in organization. 03 Group activities and collective performance. 04 Developing work culture.

The institution promotes in-house leadership activities through indirect elections and nomination as higher education department has banned direct elections. The students' council manages the cultural programmes, sports and games, awareness programmes about cleanliness, HIV AIDS, Pulse Polio, Swachha Bharat Mission etc. Blood donation camps are organized under Red Cross, Red Ribbon groups. Community welfare life traffic control, etc. are organised under two NCC troops. The college focuses on effective participation of the students in administration and management of the college. The students are given representation in the various committees of the college. Besides there are some other committees in which students are nominated as members.

IQAC, Cultural committee, Discipline committee, Sports and games committee, College magazine editorials board, Prospectus committee, Grievance redressal cell and Training and placement cell.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

5.4 - Alumni Engagement

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

Our Institution was started in 1954. Since then there are three to four generations have gained the higher education here. It is the most trusted higher education institution for the people of the district. Therefore every year the pass out students have good reach memories for the institution and they give their best in all the possible way like donation, contribution and through best wishes. Although in the institution the alumni association is not officially registered but the alumni of the institution have done great contribution for the college. Due to good faith of the alumni towards the institution every year the parents and the grand parents have the first choice to admit their children in the institution. The former students regularly meet in the institution to cherish their memories and contribute significantly for the college.

The building and the ground of the institution attracts the parents due to its gloriousness and all these developments encourage the alumni to donate and devote to the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The comprehensive vision and mission of the institution has salutary impact on the working of the system at three different levels

(i) Nature of governance. The administration of the college is carried out in a democratic manner. It ensures effective participation of all stake holders for the fulfillment of the vision of the college. All decisions are taken at the behest of the college governing body duly constituted through the college code. The whole process of governance is transparent and free from centralization of power. Every stake holder gets opportunity to contribute to the effective functioning of the college.

(ii) Perspective plans: The College engages in effective perspective plans. It provides viable strategies and valuable programmes for all round development of the college. The plan normally envisages long term and short term perspective levels. Most of the plans are for long periods and the strategies and tactics are regulated according to the nature of the plan.

(iii) Teachers' participation: The College believes in democratic participation of the teachers not only in academic matters but also in matters related to the day to day management and administration

of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The vision of the institution focuses on democratic decentralization and

effective participative management. This system has been successfully implemented at two levels. 1. Decentralization at the management level : The bylaws of the society incorporates the rules regarding the management of the college. There is an executive committee compressing of 21 members and The president is endowed with powers of management and administration on subjects incorporated in the bylaws. The chairman delegates his power in a democratic way thereby ensuring the participation of every member in the management of the institutions, through different committees which facilitate the rapid process of administration. 2. Decentralization at the administration level: The principal has to act as the link with the management, as the public relations officer with the parents and as the academic guide of the staff. Hence his duties are many and are of different characteristics. So he has delegated his powers and functions to other staff members through various councils and committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution plans its strategies and implements it effectively in the due course of time. The institution adheres to various quality improvement plans on the strategies like teaching and learning, admission of students, research and development, library

services, human resource management etc. Seva Sadan College is dedicated to dissemination of knowledge through holistic and heuristic approach. The college fulfills the academic aspiration of the students through many methods and techniques. We have excellent infrastructure, well qualified staff well equipped library and the students' in-learning activity. There are projectors installed in every departmental class room to deliver the lectures and for presentation. The college follows mentoring system in which 20 to 30 students are looked after by one professor who pays special care and attention to the students. Orientation programmes, counseling sessions, career guidance workshops, industrial visits etc. are regularly organized. Although the college has no autonomy in conducting external examination and evaluation of the performance of the students but the college conducts regular class tests, unit tests, monthly tests, CCE, quarterly examination, half yearly examination and model examination as part of strategy to display best performance in the university examination.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

The college is a UGC granted college duly following the acts and statutes as per the stipulations of the UGC and the affiliating university as well as the state government and local bodies as well. The functioning of the institutional bodies is effective and smooth because of the transparency in the administrative mechanism.

 Since decisions are taken through democratic methods the working out of the plans and execution of programmes becomes easy and efficient.

 Many subcommittees within the society and committees in the college make conducive atmosphere for smooth working.

 Appointment, service rules, procedures etc are guided by the state government acts, college Code and relevant guidelines. As on now the UGC granted faculty are reducing in number because of the appoint

policy of the state government. New faculty is appointed as per the college Code as per the norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	[View File]()

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

Healthy monetary Support has been provided to the faculty. Academic leaves are sanctioned for completing the coursework, attending seminars, workshops and conferences. EPF and ESIC schemes are also applied in the institutions. Attractive uniforms are also provided. Besides these other Govt. welfare facilities are also applicable in the institution. EPF and ESIC schemes are provided, maternity and paternity leaves are available. Satisfactory monetary help always provided in the institution for the needy. Uniform, various vehicles and other necessary benefits are provided. The employees are provided healthy monitory benefits in the form of advances in their

difficult times.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

0

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

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

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

0

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

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

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

37

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

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

The institution monitors the performances of its teaching and non-teaching staff on basis of their result outcomes in their respective fields. The performances of teaching staff are evaluated generally the results of university examination as per semester or yearly. After the declaration of the results, every department prepare the summary of the result and is shared with the principal and

management. The teachers with good results are appreciated and motivated to keep the same zeal towards teaching. If the result of any subject is not satisfactory, the respective professor is given suggestions to improve the result in the next session and is motivated to do so. Similarly the professors are evaluated as per the development they have done in the field of research through research papers and responsibilities assigned by the principal other then teaching.

The performance of non-teaching staff is evaluated as per the informal/oral feedback taken from the students. Any complained if found the respective staff is notified by the principal and is asked to rectify the issue. The non-teaching staff is also evaluated by the duties assigned by the principal. Thus although the institution doesn't have a formal appraisal system for the performances of teaching and non-teaching staff, by the above mentioned way they are evaluated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Institute conducts internal and external audits regularly of its accounts and completed the audit up to 2020-21. The accounts of Seva Sadan Mahavidyalya Burhanpur are audited by Ms. Pankaj Saumaya and associates Burhanpur. The Institute is conducting the audit since its establishment. Also as the college is aided, it follows the instructions of office of Local Audit Fund Indore regularly. The suggestions about accounting given by the audit agency are strictly followed. The Seva Sadan Mahavidyalya is recognized under section 2 (F) and 12 (B) and thus receives grants from UGC and department of higher education Madhya Pradesh. Also the institution is the examination centre of the affiliating university Devi Ahilya Vishvavidyalaya, Indore therefore the record of funds received under grants and for the examination and evaluation are audited mandatorily.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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

The institution has a credible setup to ensure optimum collection of funds as per the resources at its disposal. It ensures further that the funds and resources are utilized judiciously with regard to priorities and emergencies.

The main source of fund of the college is the fees collected from the students. The UGC funding is restricted to the salaries of only 10-15% of the teaching and non teaching staff. Majority are to be paid under self financed scheme.

The college has rental income from go downs, donation, bank interests etc. The budget is passed by the expert committee of the society and then approved by the governing body. Internal checks and controls are made to adhere to the budgetary provisions. Transparency is ensured in all financial management.

The resources are carefully and very meticulously allocated to meet all administrative requirements. Budget provisions are made for recruitment of staff, infrastructural up-gradation, maintenance

enhancement of teaching learning and faculty improvement programmes. Provisions in the budget is also made for PF contribution, ESI share of the society etc.

 All resources and fees are utilized with maximum care and diligence.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell takes a keen part for regularizing, updating and upgrading the quality enhancement strategies and implementing it in a planned manner. Most of the part of the session 2020-21 had been suffered by the pandemic and affected all its stakeholders. The IQAC in its limitations conducted many activities to keep the session active. Some of the significant contributions are -

1. Organized online faculty development programme during the corona period.
2. Conducted online quiz competition and provided the participation/appreciation certificates for students and many students responded enthusiastically.
3. Performed regular conversation with the management to plan for exemption in fees for the students.
4. Although during this session the institution suffered monitory issues IQAC managed to convince the management for no deduction in the salary of the staff.
5. Although the video lectures are given to the students from earlier, IQAC motivated the teaching staff for taking online classes through virtual mode and students were informed to use e-learning portal of the college to access the study material.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

All teaching learning activities are monitored by the IQAC with the help of the committee. Learning is scholar cantered because the ultimate beneficiaries are the students. The teachers utilize all traditional and modern methods and techniques. It is always the combination of theoretical and practical methodologies. The college provides effective support system to implement salutary Pedagogical methods. The IQAC takes care of

- **Smart classes**
- **Projectors and smart boards.**
- **Internet rooms**
- **Facility to use downloads e-resources.**
- **Personal laptops for teachers.**
- **Funds for organizing Workshops, Seminars, Conferences etc.**

The online teaching learning facility has been very active during the corona pandemic. Although the online platform was in use even before the first cycle of assessment and accreditation it was extensively used by the teachers and students during the pandemic.

Classes were accessible the whole day and night and recorded material could be utilized by the students at their convenience. There were facilities for 'Zoom' meeting, 'Google' meet and so on such interactions were very effective as well as easily accessible to the students.

Tests were also conducted online. Sometimes offline tests and examinations were conducted very differently. Questions were uploaded online and the students could write the answers and submit in the institution. Although it was a kind of experimental technique it was a great experience for the teachers and the students.

The role of the IQAC and its subcommittee IQAC has been very significant in effecting incremental improvement in teaching learning process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

As the college is affiliated to Devi Ahilya Vishvavidyalaya, Indore, it has no autonomy in curriculum design but through its professors who are the members of board of studies; suggestions are forwarded in many cases. In the curriculum there are topics through which students are taught about the gender sensitivity. Various co-curricular activities, events are organized for gender equity. International Women's Day is celebrated for acknowledging the strength of women and girls. Pink parking is made available for girls students. Self defense training programmes, law awareness programmes are organized for the girls students on various issues. There are common rooms for girls. Maternity leaves are given for

woman staff if required. The institution also take special care in implementing various government schemes available for boys and girls like Pratibha Kiran, Gaon ki Beti, helping in making driving licenses for girls and women. These are such programmes especially available for girls and women. Wending machine for sanitary napkins in girl's common room is installed. Female teachers take special counseling sessions for girls on special caring days, on their professional and special problems.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

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

D. Any 1 of the above

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

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

The institution always takes care to keep the campus clean and green. All type of waste is collected and hand over to Municipal Corporation of Burhanpur. The Nagar Nigam regularly collect all type of waste and take it to their recycling plants. Biomedical waste are kept separate and taken separately by the corporation. The institution doesn't have radioactive waste. The institution always takes care to keep the campus clean and green. All type of waste is collected and hand over to Municipal Corporation of Burhanpur. The Nagar Nigam regularly collect all type of waste and take it to their

recycling plants. Biomedical waste are kept separate and taken separately by the corporation. The institution doesn't have radioactive waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File]()
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	[View File]()

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File]()
Any other relevant information	[View File]()

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File]()
Any other relevant documents	[View File]()

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

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

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

C. Any 2 of the above

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

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

diversities (within 200 words).

The institution provides on all inclusive atmosphere without discrimination on the basis of caste, creed, religion, region, language, gender, or social status. The academic community of the college comprises of multi faceted socio cultural groups both for the urban and rural conglomeration.

There are students and other stake holders belonging to and associated with diverse religious and socio-cultural systems. But as one academic community all are dedicated to the welfare and well being of all.

If we examine the composition of the students and other beneficiaries it becomes clear that the atmosphere of the college is extremely conducive to liberal growth and open ended development means and strategies.

The college has a student community speaking Hindi, Urdu. Marathi. Gujarati, English and even a few dialects. There is a wonderful fusion of multi linguistic groups.

Staff and students belong to cities as well as remote villages with great regional discrepancies and differences.

The institution has a wonderful strategy to annihilate economic and social inadequacies. It helps the poor to be able to pursue the same course the rich can only afford through a unique financial support system initiated by the institution.

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

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

Sensitization of students, staff and employees of the institution to inculcate positive responsiveness is a very important aspect of our

system. The aim is to create liberal and humane attitude towards their constitutional obligations and consciousness about rights, values and duties as citizens of the multi cultural country.

The various activities during an academic session are as follows.

1. Orientation classes: The principal and the president address the new comers on various aspects of academic formation. They are educated in the rules and regulations of the institution.
2. Industrial visits are organized to acquaint the students with the issues faced by the labourers and the working class.
3. Visits to hospitals, old age homes, orphanages, destitute homes etc. enable the students to imbibe the spirit of empathy and compassion towards the marginalized sections of the society.
4. Green campus : Sensitization of students towards environment is very important. Protection of the environment from pollution is also the part of sensitization programme.
5. Civic rights : Many programmes are held to make the students aware of the civic and constitutional rights such as getting registered in voters' list, participation in voting etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

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

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

Seva Sadan Mahavidyalaya is the oldest celebrated institution of the district also known for its cultural and varied heritage. The foremost aim of education is to prepare intelligent citizens and the country who can lead the nation on new path of progress with innovative ideas. The nation building is a sense of belonging towards your country and culture. National festivals Independence Day, Republic Day, Ghandhi Jayanti are always celebrated in the institution with full zeal and enthusiasm. Students take pledge and execute it perfectly in their daily life like Swachhata Abhiyan started on Gandhi jayanti. Apart from this voters day, environment day, No fuel vehicle Day, Consumer rights day, world health day, world population day, International Yoga Day, World tuberculosis day, world water day, Heritage Day, Traditional day, National science day, Hindi Diwas, Language day. Shaheed Diwas, Vijay Diwas and various days and events are organised and celebrated in the institution.

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

7.2 - Best Practices

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

Best Practices- 1

1. Yoga practice and Training.
2. It aims at the holistic development of the mental, physical, emotional and spiritual faculties.
3. The first challenge was to motivate and inspire the students and the public to adopt yogic practice. We made a MoU with the 'Gayatri Parivar' who helped to professionally help to practice yoga.
4. The president Smt. Tarika Devi took active interest to make yoga as the best practice.
5. The number of participants has increased ever since its inception and was very helpful even during the corona pandemic.
6. To maintain regularity is a problem. People are prone to be lazy and lethargic.

Best Practices- 2

1. Learning Facilitatory system
2. To create favourable ambience to sit and study during day without disturbance and distraction for all.
3. The learning facilitatory centre established by President Thakur Videndra Singh can accommodate about 200 students.
4. The LFC is unique and available free of charge in that it serves hundreds of students form far and wide to utilize their time productively.
5. Success of the facility can be understood form the fact that there is increase in the number of users and beneficiaries.

No major problem is encountered. The beneficiaries of LFC are basically the disadvantaged groups and the college is committed to help them on priority basis.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

The performance of the institution during the corona covid-19

pandemic year was exemplary. Educational institutions were the victims of many maladies during pandemic.

The institution adopted measures meticulously to alleviate the problems of the students. The most vulnerable sections of the society unable to pay were supported by the management by way of fees waiver, concession, instalment etc. No one was forced to comply with restrictions as existed before the pandemic. The students were allowed to appear in online examination even if they were defaulters of fees.

The staff were convinced to sacrifice for the sake of the institution as a whole. They were paid salaries partially but regularly. The most salutary part was that no employee of the college was victimised in the name of covid-19 pandemic. Many institutions curtailed the staff some maintained the staff at zero salary.

The institution kept the interest of the staff and students at the pinnacle even during the most disastrous periods of the pandemic. This makes the institutional credibility and good will the most commendable challenging and empathetic as for as the stakeholders are concerned.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The highlights of the college mechanism for well-planned curriculum delivery and implementation are as follows- 1) The College have to follow the curriculum prescribed by the university only. The curriculum is downloaded and distributed among the teachers at the beginning of the academic year by the principal. 2) The teachers distribute the whole content of the course in intelligible units of teaching. The unit distribution helps to plan the time for other co-curricular activities also. The unit wise distribution of the syllabus is duly approved by the heads of the departments and the principal. 3) The teachers prepare their daily diary on the basis of the monthly allotment done in advance at the commencement of the academic session. The diary is authenticated by the heads of the department or the principal. 4) The college has well-qualified teaching and supporting staff to effectively implement the programme of curriculum delivery. The curriculum is delivered through - Lecture Methods - Tutorials - Smart class methods – E-portal-Organization of seminars, workshops, industrial visits, and project works etc. The progress of curriculum delivery is regularly reviewed in all activities related to syllabus completion, students' performance, evaluation by the departments and the IQAC.

File Description	Documents
Upload relevant supporting document	[View File](View_File)
Link for Additional information	Nil

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

The academic calendar is the backbone of the activities in the college. It is designed in such a way as to make all activities integrated without any interruptions. 1) After completion of the admission process new students are guided, counselled and motivated by the Principal and Chairperson. Fresher party in held

to introduce the new comes. 2) The calendar included activity schedules of NSS and NCC wings provided by the university. 3) Internal test and university examinations are given due importance in the calendar. Internal test are flexible but university exams are held as per university calendar. 4) Sports, games and cultural activities are regular events of the college. The calendar includes all sports and cultural schedules at different levels. 5) Due place is given to seminars, Lectures is the calendar and are held at regular intervals. 6) The calendar also contains celebration of important days. Like Hindi Divas, International women's Day. Water Day, NCC Day, Consumer Awareness Day. Voter's Day, Environment Day, No Vehicle Day 7) Placement, Training and counselling, Career guidance regular activities mentioned in the calendar

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

19

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

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

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

0

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

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

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

1.3 - Curriculum Enrichment

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

The Institution integrates with several cross cutting issues like professional ethics, Human values, Environment and sustainability through the curriculums. Professional ethics & Human value taught in bachelor of computer application, environment and sustainability are integral part at all graduation level. These topic are not only beneficial for their sensitivity towards society but also useful wring in academic results. Although the whole curriculum is designed by the university Devi Ahilya Vishwvidyalaya and is implemented by the institution as per the guidelines. In the syllabus of every stream these topics are covered in several subjects like in B.A. Ist year religion and nationality, introduction of constitution, rights and duties of citizen. Human values are taught through these topic. For environment awareness the students can learn through topics like pollution , natural resources, political environment etc. Industrialization, modernization, occupation and its changing status, customer relationship management, business ethics, entrepreneurship are the examples of professional ethics.

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

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

9

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

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

164

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	E. None of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	**E. Feedback not collected**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1410

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

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

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

802

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The Institution conducts periodic class tests/Quarterly/half yearly/CCE to assess the learning levels of the students. After evaluation students are provided the evaluated answer copies to review their performances. Advanced learners and slow learners are given special attentions. Advanced learners are issued extra books from the library as well as given assistance by the faculty at home through mobile phones/ virtual class. The slow learners are given special coaching by the faculty in extra time to enhance their leaning capabilities. The coaching is given in the form of remedial classes. Re-test/Assignments are given to slow learners to practice. Reading room time hours are increased for slow learners.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
2308	**47**

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

2.3 - Teaching- Learning Process

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

Apart from traditional methods of teaching like (BCD) board-chalk-duster, the faculty uses various experiential, participative and

problem solving methodologies to enhance learning. Students are given project works, field visit to understand the problems practically. Chart presentation, poster presentation, group discussion methods are useful for experiential and participative learning. Students are provided the opportunity to host the events and programme under the guidance of faculty to understand the problem and solutions practically. The activities of Vivekanand career guidance cell of the institution are very helpful for the students in such methods of learning. The students of final year are given project work specifically to enhance their experiential learning skill. For participative learning each of the stream of the institution arrange group discussion on various subject of current affairs.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

For effective teaching –learning faculty uses projectors for video lectures delivery for the students. Each department has been provided a projector with Wi-Fi connections. Through these projectors the faculty delivers their lectures with the help of pictures and videos. It is very useful for the teacher and the students, can understand typical topics quite easily. Some of the useful videos and pictures are provided to the students in their personal mobile or laptops.

The institution has a large centralised air conditioned wi-fi enabled 'Thakur Virendra Singh National Knowledge Resource Centre'. In this we have the capacity to accommodate nearly 300 students. There are two GD rooms also available for using personel laptops to the students and the teachers. There are 10 computers are installed for using INFLIBNET, SWAYAM portal, NPTEL portal etc. This is one of the most useful ICT tool for the teachers for upgrading their knowledge and teaching ability.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

47

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

47

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

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

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

18

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

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

2.4.3.1 - Total experience of full-time teachers

633

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

2.5 - Evaluation Process and Reforms

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

The internal assessment process of the institution is regular and time bounded. Through this internal assessment the teacher assesses the quality and capability of the students. This process gives an appropriate idea to the teacher for providing final internal marks. It is also a very reliable source to differentiate slow learner and fast learners. From the very beginning of the session our teachers conduct oral tests, surprise tests to evaluate students capacity and interest about the subject. Regular monthly written tests also give the understanding about the students. The writing capability is assessed through the monthly written test. All the assessments results are shared with the students to improve and correct their mistakes. After few months the slow learners and fast learners are attended as per their capability.

Students are also evaluated through assignments. Assignments help

them to improve their writing skill. Apart from this, students give chart presentation, class presentation and are assessed by the teacher. Group discussion is a very popular method among the students. Reading room is used to evaluate reading habits of the students. Regular attendance in the class is an important internal assessment.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Seva Sadan Mahavidyalaya regularly conducts examinations of external and internal nature as per the schedule provided by the university and various departments of the institution. The external examinations include theory and practical both and are conducted as per the time table issued by the Devi Ahilya vishwavidyalaya, Indore. The internal examinations like quarterly, half yearly and CCE are conducted by the departments as per the schedule and time table. The students are informed through the notice in advance about the examination schedule and syllabus.

Internal examination related grievances are mild in nature and are immediately resolved by the respective evaluator if any. As far as these internal examinations concern, they are transparent in all respect. Evaluated copies are shown to the students so that the students could know their progress. The all process is completed as per the time table.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

In Seva Sadan Mahavidyalaya students are having various options to choose the course and the programme of their choice. There are

departments of Arts, Commerce, Computer, Science and Management. The programmes run in the institution are B.A.(Plain), B.A.(Computer), B.Com. (Plain), B.Com. (Computer) B.C.A., B.B.A., B.Sc. (C.S.), B.Sc. (Plain), B.Sc. (Bio.), M.A. (Hindi), M.A. (Urdu), M.A. (Economics), M.A. (Political Science), M.Com., M.Sc. (Mathematics) M.Sc. (Physics), P.G.D.C.A., Ph.D. (Hindi) and Ph.D. (Urdu).

In the very beginning of the session the special workshops are organised by the institution for awareness about the programme outcomes and course outcomes by the teachers. This is the most useful and effective step taken by the institution for students taking admissions in UG and PG. It helps them to choose the programme and course of their choices as per their eligibility, capability and ambition. During the course the students get regular information about their future through the Vivekanand Career Guidance Cell.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

Evaluation is an essential aspect of measuring attainment of program outcome the institution has evolved a veritable system of evaluation.

- Target for program outcome (POs) is fixed on the basis of the previous year percentage in the internal and University examinations.
- Course outcome (COs) are evaluated on the basis of students performance.
- Attainment level is measured in terms of the actual percentage and the pre-set percentage.

If the target is not attained an action will be executed in the future plan period.

At the end of every semester or year IQAC's programme assessment committee will set the target for the next year based on the

previous performance.

Course outcomes are measured by individual marks of students against maximum marks. If the entire class crosses the target the particular co is deemed to have attained.

Target and attainment levels at the university examination. Target fixed on the basis of previous performance Eg. 40 marks = 40%

- At level 1 – 50% students scored than 40%
- At level 2 – 60% students scored more than 40%
- At level 3 – 70% students scored more than 40%
- Similarly the evaluation of internal assessment is also made.

File Description	Documents
Upload any additional information	[View File](View%20File)
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

672

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](View%20File)
Upload any additional information	[View File](View%20File)
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://sevasadancollege.com/program_outcomes/16504346662.7.1Stud

ents%20satisfaction%20survey%202020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

7

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

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

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

10

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

3.3 - Extension Activities

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

The Institution always does the activities regularly by the students for the social welfare of the community. These activities are conducted through the participants of NSS, NCC, Red Cross, Red-Ribbon etc. Apart from these the departments also conducts extension activities to sensitize students to social issues. Department of Management regularly organizes "Synergy" through which students are introduced to serve the people in need of food, clothes etc. They also share their time with the differently-abled children to share their happiness, joy. There is school for differently-abled children in the city which is run by the "Joints Group" Burhanpur. In this school our students regularly visits and provide need based services.

The institution regularly run awareness programmes to aware the young generation from the drawbacks of use of Tobacco, importance of blood donation by conducting blood donation camps, No fuel vehicle day and tree plantation for awareness about the environment. The Yoga classes are most attracting activity not only for the students of the institution but also for the people of the town.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

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

0

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

37

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

524

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution is in the heart of the city as well as near to the transport facilities available for students. The college has adequate and sufficient infrastructure to run academic activities smoothly for 2500 students. Since it is the major examination centre of the district the classrooms and furniture are maintain regularly. There are 45 spacious classrooms. 5 fine classrooms are equipped with projector. 3 big modified halls are also available in the institution. One magnificent multipurpose "Pragya Hall" is used for curricular and co-curricular activities but useful for the academic activities also. Due to the most maintained infrastructure and classrooms, our institution is the only examination centre for "CA" exam.

The institution has all well equipped 6 laboratories. The apparatus used in the laboratories are ultra modern and very well maintained. These apparatus and other equipment and the laboratories are very well maintained by the lab attendants and faculty also.

The institution is having one the well equipped gymnasium. It is used not only by the students but also by the general citizen. There is a most useful library cum large reading room with the capacity of 250 students centralized AC facility. Perhaps it is the biggest AC reading room of the colleges of the Indore division which is open for all type of students of the town. Two GD-rooms and one language lab are available in this library cum reading room. One cafeteria and three beautiful gardens are most attractive part of this magnificent institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The University every year organizes cultural activities and are celebrated as Yuva Utsav. It is the major cultural event for the college students of Madhya Pradesh. Therefore the students are well prepared for this 'Yuva Utsav' and represent the institution at state level in various cultural activities. For the preparation of this event the students are provided all the required facilities by the institution.

The institution has sufficient facilities for indoor and outdoor sports activities. Institution regularly conducts division level competitions of the University for Cross Country, Kho-Kho, Kabaddi, Wrestling and Body building and cricket etc. It is due to the faith of the university on the institution. The Seva Sadan gymnasium is the first gym of the district. It has all the required ultra modern equipments. That is why it giving services from last two decade to not only to the students but also to the body levers of the district.

Since Yoga centre is the best practice of our institution with the collaboration of "Gayatri Pariwar" people get benefitted by

the Yoga experts on their health topic. People learn and practice
Yogasans every morning under the guidance of experts. This is the
most useful activity not only for our students but also for the
common people of the city. In this corona pandemic period people
understood the importance of Yoga.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

3.39452 Lakhs

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

4.2 - Library as a Learning Resource

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

The library has a huge stock of books and the maintenance is done through a team of staff Librarian, book lifters and supporting staff. The library is partially automated. It is maintained through the software. The staff is trained and is upgraded as per the updated software facilities by the service provider. The reading room has an integrated library to access the e-resources for students and faculty and is maintained with the help of an incharge who keeps the record of the users and regulate the readers and the use of E- book facilities.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**C. Any 2 of the above**

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

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

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

`1.31289 lakhs`

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

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

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

`130-160`

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

4.3 - IT Infrastructure

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

`Yes, the institution frequently updates its IT facilities including Wi-Fi as per the requirements. The systems are updated as per the need of the curriculum and the configuration needed for the course. It is also kept in consideration the security and safety of the system. Therefore regular updating of antivirus is done to keep the system updated and virus free. The systems available in the institution are all contains licensed software's. The college lab is Wi-Fi enabled. The band width is 100 mbps and have more than 1 service provider for uninterrupted supply for the work. Due to good band width and high Wi-Fi plan it is convenient for surfing and video lectures are delivered uninterruptedly.`

`In the library cum reading room there are fifteen PC's are`

installed. All of them are licensed version and updated regularly. The Wi-Fi facility is also available in library cum reading room.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

154

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

1.06434 lakhs

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

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

Maintenance of physical, academic and support facilities

The college has a team of workers for consistent and satisfactory maintenance of the physical facilities maintained above. Many skilled and unskilled workers are given the responsibility of maintaining the premises. The team of workers is daily engaged in doing sweeping the whole premises and the building including the class rooms, the toilets and wash areas, water tank cleaning, R.O. system maintenance; water harvesting etc.

1. **Class Rooms: - The class rooms are kept neat and tidy with fans, tube lights etc. sufficient for a class. The concept of the class room is that the students must breathe fresh air and dust and noise free condition.**
2. **Laboratories: - All labs are well equipped and equipments are well maintained. Labs are air conditioned. There are separate lab assistants, technicians and attendants who are responsible for the overall maintenance related to labs, and the equipments.**
3. **Library :- The library is kept dust proof always. The reading room is maintained with the help of an incharge who keeps the record of the users and regulate the readers and the use of E- book facilities.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2082

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

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

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

89

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**C. Any 2 of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

65

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

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

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

government examinations) during the year

16

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

0

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

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

The institution gives due importance to the participation and involvement of the students in various activities and bodies of the college at different levels. This is because the college promotes the policy of democratic participation and is committed to developing the qualities of the students. We are committed to 01 Developing leadership qualities. 02 Capacity building in organization. 03 Group activities and collective performance. 04 Developing work culture.

The institution promotes in-house leadership activities through

indirect elections and nomination as higher education department has banned direct elections. The students' council manages the cultural programmes, sports and games, awareness programmes about cleanliness, HIV AIDS, Pulse Polio, Swachha Bharat Mission etc. Blood donation camps are organized under Red Cross, Red Ribbon groups. Community welfare life traffic control, etc. are organised under two NCC troops. The college focuses on effective participation of the students in administration and management of the college. The students are given representation in the various committees of the college. Besides there are some other committees in which students are nominated as members.

IQAC, Cultural committee, Discipline committee, Sports and games committee, College magazine editorials board, Prospectus committee, Grievance redressal cell and Training and placement cell.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

5.4 - Alumni Engagement

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

Our Institution was started in 1954. Since then there are three to four generations have gained the higher education here. It is the most trusted higher education institution for the people of the district. Therefore every year the pass out students have good reach memories for the institution and they give their best in all the possible way like donation, contribution and through best wishes. Although in the institution the alumni association is not officially registered but the alumni of the institution have done great contribution for the college. Due to good faith of the alumni towards the institution every year the parents and the grand parents have the first choice to admit their children in the institution. The former students regularly meet in the institution to cherish their memories and contribute significantly for the college.

The building and the ground of the institution attracts the parents due to its gloriousness and all these developments encourage the alumni to donate and devote to the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The comprehensive vision and mission of the institution has salutary impact on the working of the system at three different levels

(i) Nature of governance. The administration of the college is carried out in a democratic manner. It ensures effective participation of all stake holders for the fulfillment of the vision of the college. All decisions are taken at the behest of the college governing body duly constituted through the college code. The whole process of governance is transparent and free from centralization of power. Every stake holder gets opportunity to contribute to the effective functioning of the college.

(ii) Perspective plans: The College engages in effective perspective plans. It provides viable strategies and valuable programmes for all round development of the college. The plan normally envisages long term and short term perspective levels. Most of the plans are for long periods and the strategies and tactics are regulated according to the nature of the plan.

(iii) Teachers' participation: The College believes in democratic participation of the teachers not only in academic matters but also in matters related to the day to day management and administration of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

The vision of the institution focuses on democratic decentralization and

effective participative management. This system has been successfully implemented at two levels. 1. Decentralization at the management level : The bylaws of the society incorporates the rules regarding the management of the college. There is an executive committee compressing of 21 members and The president is endowed with powers of management and administration on subjects incorporated in the bylaws. The chairman delegates his power in a democratic way thereby ensuring the participation of every member in the management of the institutions, through different committees which facilitate the rapid process of administration. 2. Decentralization at the administration level: The principal has to act as the link with the management, as the

public relations officer with the parents and as the academic guide of the staff. Hence his duties are many and are of different characteristics. So he has delegated his powers and functions to other staff members through various councils and committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution plans its strategies and implements it effectively in the due course of time. The institution adheres to various quality improvement plans on the strategies like teaching and learning, admission of students, research and development, library services, human resource management etc. Seva Sadan College is dedicated to dissemination of knowledge through holistic and heuristic approach. The college fulfills the academic aspiration of the students through many methods and techniques. We have excellent infrastructure, well qualified staff well equipped library and the students' in-learning activity. There are projectors installed in every departmental class room to deliver the lectures and for presentation. The college follows mentoring system in which 20 to 30 students are looked after by one professor who pays special care and attention to the students. Orientation programmes, counseling sessions, career guidance workshops, industrial visits etc. are regularly organized. Although the college has no autonomy in conducting external examination and evaluation of the performance of the students but the college conducts regular class tests, unit tests, monthly tests, CCE, quarterly examination, half yearly examination and model examination as part of strategy to display best performance in the university examination.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The college is a UGC granted college duly following the acts and statutes as per the stipulations of the UGC and the affiliating university as well as the state government and local bodies as well. The functioning of the institutional bodies is effective and smooth because of the transparency in the administrative mechanism.

Since decisions are taken through democratic methods the working out of the plans and execution of programmes becomes easy and efficient.

Many subcommittees within the society and committees in the college make conducive atmosphere for smooth working.

Appointment, service rules, procedures etc are guided by the state government acts, college Code and relevant guidelines. As on now the UGC granted faculty are reducing in number because of the appoint policy of the state government. New faculty is appointed as per the college Code as per the norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in	C. Any 2 of the above

areas of operation Administration Finance and Accounts Student Admission and Support Examination	

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

6.3 - Faculty Empowerment Strategies

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

Healthy monetary Support has been provided to the faculty. Academic leaves are sanctioned for completing the coursework, attending seminars, workshops and conferences. EPF and ESIC schemes are also applied in the institutions. Attractive uniforms are also provided. Besides these other Govt. welfare facilities are also applicable in the institution. EPF and ESIC schemes are provided, maternity and paternity leaves are available. Satisfactory monetary help always provided in the institution for the needy. Uniform, various vehicles and other necessary benefits are provided. The employees are provided healthy monitory benefits in the form of advances in their difficult times.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

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

0

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

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

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

0

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

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

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

37

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

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

The institution monitors the performances of its teaching and non- teaching staffon basis of their result outcomes in their respective fields. The performances of teaching staff are evaluated generally the results of university examination as per semester or yearly. After the declaration of the results, every department prepare the summary of the result and is shared with the principal and management. The teachers with good results are appreciated and motivated to keep the same zeal towards teaching. If the result of any subject is not satisfactory, the respective professor is given suggestions to improve the result in the next session and is motivated to do so. Similarly the professors are evaluated as per the development they have done in the field of research through research papers and responsibilities assigned by the principal other then teaching.

The performance of non-teaching staff is evaluated as per the informal/oral feedback taken from the students. Any complained if found the respective staff is notified by the principal and is asked to rectify the issue. The non-teaching staff is also evaluated by the duties assigned by the principal. Thus although the institution doesn't have a formal appraisal system for the performances of teaching and non-teaching staff, by the above mentioned way they are evaluated.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

6.4 - Financial Management and Resource Mobilization

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

Institute conducts internal and external audits regularly of its accounts and completed the audit up to 2020-21. The accounts of Seva Sadan Mahavidyalya Burhanpur are audited by Ms. Pankaj Saumaya and associates Burhanpur. The Institute is conducting the audit since its establishment. Also as the college is aided, it follows the instructions of office of Local Audit Fund Indore regularly. The suggestions about accounting given by the audit agency are strictly followed. The Seva Sadan Mahavidyalya is recognized under section 2 (F) and 12 (B) and thus receives grants from UGC and department of higher education Madhya Pradesh. Also the institution is the examination centre of the affiliating university Devi Ahilya Vishvavidyalaya, Indore therefore the record of funds received under grants and for the examination and evaluation are audited mandatorily.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

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

0

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

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

The institution has a credible setup to ensure optimum collection of funds as per the resources at its disposal. It ensures further that the funds and resources are utilized judiciously with regard to priorities and emergencies.

The main source of fund of the college is the fees collected from the students. The UGC funding is restricted to the salaries of only 10-15% of the teaching and non teaching staff. Majority are to be paid under self financed scheme.

The college has rental income from go downs, donation, bank interests etc. The budget is passed by the expert committee of the society and then approved by the governing body. Internal checks and controls are made to adhere to the budgetary provisions. Transparency is ensured in all financial management.

The resources are carefully and very meticulously allocated to meet all administrative requirements. Budget provisions are made for recruitment of staff, infrastructural up-gradation, maintenance enhancement of teaching learning and faculty improvement programmes. Provisions in the budget is also made for PF contribution, ESI share of the society etc.

All resources and fees are utilized with maximum care and diligence.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell takes a keen part for regularizing, updating and upgrading the quality enhancement strategies and implementing it in a planned manner. Most of the part of the session 2020-21 had been suffered by the pandemic and affected all its stakeholders. The IQAC in its limitations conducted many activities to keep the session active. Some of the significant contributions are -

1. Organized online faculty development programme during the corona period.
2. Conducted online quiz competition and provided the participation/appreciation certificates for students and many students responded enthusiastically.
3. Performed regular conversation with the management to plan for exemption in fees for the students.
4. Although during this session the institution suffered monitory issues IQAC managed to convince the management for no deduction in the salary of the staff.
5. Although the video lectures are given to the students from earlier, IQAC motivated the teaching staff for taking online classes through virtual mode and students were informed to use e-learning portal of the college to access the study material.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

All teaching learning activities are monitored by the IQAC with the help of the committee. Learning is scholar cantered because the ultimate beneficiaries are the students. The teachers utilize all traditional and modern methods and techniques. It is always the combination of theoretical and practical methodologies. The college provides effective support system to implement salutary Pedagogical methods. The IQAC takes care of

- Smart classes
- Projectors and smart boards.
- Internet rooms
- Facility to use downloads e-resources.
- Personal laptops for teachers.
- Funds for organizing Workshops, Seminars, Conferences etc.

The online teaching learning facility has been very active during the corona pandemic. Although the online platform was in use even before the first cycle of assessment and accreditation it was extensively used by the teachers and students during the pandemic.

Classes were accessible the whole day and night and recorded material could be utilized by the students at their convenience. There were facilities for 'Zoom' meeting, 'Google' meet and so on such interactions were very effective as well as easily accessible to the students.

Tests were also conducted online. Sometimes offline tests and examinations were conducted very differently. Questions were uploaded online and the students could write the answers and submit in the institution. Although it was a kind of experimental technique it was a great experience for the teachers and the students.

The role of the IQAC and its subcommittee IQAC has been very significant in effecting incremental improvement in teaching learning process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification,	C. Any 2 of the above

NBA)

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

As the college is affiliated to Devi Ahilya Vishvavidyalaya, Indore, it has no autonomy in curriculum design but through its professors who are the members of board of studies; suggestions are forwarded in many cases. In the curriculum there are topics through which students are taught about the gender sensitivity. Various co-curricular activities, events are organized for gender equity. International Women's Day is celebrated for acknowledging the strength of women and girls. Pink parking is made available for girls students. Self defense training programmes, law awareness programmes are organized for the girls students on various issues. There are common rooms for girls. Maternity leaves are given for woman staff if required. The institution also take special care in implementing various government schemes available for boys and girls like Pratibha Kiran, Gaon ki Beti, helping in making driving licenses for girls and women. These are such programmes especially available for girls and women. Wending machine for sanitary napkins in girl's common room is installed. Female teachers take special counseling sessions for girls on special caring days, on their professional and special problems.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

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

D. Any 1 of the above

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

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

The institution always takes care to keep the campus clean and green. All type of waste is collected and hand over to Municipal Corporation of Burhanpur. The Nagar Nigam regularly collect all type of waste and take it to their recycling plants. Biomedical waste are kept separate and taken separately by the corporation. The institution doesn't have radioactive waste. The institution always takes care to keep the campus clean and green. All type of waste is collected and hand over to Municipal Corporation of Burhanpur. The Nagar Nigam regularly collect all type of waste and take it to their recycling plants. Biomedical waste are kept separate and taken separately by the corporation. The institution doesn't have radioactive waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	View File

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

D. Any 1 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

C. Any 2 of the above

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

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

The institution provides on all inclusive atmosphere without

discrimination on the basis of caste, creed, religion, region, language, gender, or social status. The academic community of the college comprises of multi faceted socio cultural groups both for the urban and rural conglomeration.

There are students and other stake holders belonging to and associated with diverse religious and socio-cultural systems. But as one academic community all are dedicated to the welfare and well being of all.

If we examine the composition of the students and other beneficiaries it becomes clear that the atmosphere of the college is extremely conducive to liberal growth and open ended development means and strategies.

The college has a student community speaking Hindi, Urdu. Marathi. Gujarati, English and even a few dialects. There is a wonderful fusion of multi linguistic groups.

Staff and students belong to cities as well as remote villages with great regional discrepancies and differences.

The institution has a wonderful strategy to annihilate economic and social inadequacies. It helps the poor to be able to pursue the same course the rich can only afford through a unique financial support system initiated by the institution.

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

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

Sensitization of students, staff and employees of the institution to inculcate positive responsiveness is a very important aspect of our system. The aim is to create liberal and humane attitude towards their constitutional obligations and consciousness about rights, values and duties as citizens of the multi cultural

country.

The various activities during an academic session are as follows.

1. Orientation classes: The principal and the president address the new comers on various aspects of academic formation. They are educated in the rules and regulations of the institution.
2. Industrial visits are organized to acquaint the students with the issues faced by the labourers and the working class.
3. Visits to hospitals, old age homes, orphanages, destitute homes etc. enable the students to imbibe the spirit of empathy and compassion towards the marginalized sections of the society.
4. Green campus : Sensitization of students towards environment is very important. Protection of the environment from pollution is also the part of sensitization programme.
5. Civic rights : Many programmes are held to make the students aware of the civic and constitutional rights such as getting registered in voters' list, participation in voting etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized | C. Any 2 of the above |

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

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

Seva Sadan Mahavidyalaya is the oldest celebrated institution of the district also known for its cultural and varied heritage. The foremost aim of education is to prepare intelligent citizens and the country who can lead the nation on new path of progress with innovative ideas. The nation building is a sense of belonging towards your country and culture. National festivals Independence Day, Republic Day, Ghandhi Jayanti are always celebrated in the institution with full zeal and enthusiasm. Students take pledge and execute it perfectly in their daily life like Swachhata Abhiyan started on Gandhi jayanti. Apart from this voters day, environment day, No fuel vehicle Day, Consumer rights day, world health day, world population day, International Yoga Day, World tuberculosis day, world water day, Heritage Day, Traditional day, National science day, Hindi Diwas, Language day. Shaheed Diwas, Vijay Diwas and various days and events are organised and celebrated in the institution.

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

7.2 - Best Practices

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

Best Practices- 1

1. Yoga practice and Training.
2. It aims at the holistic development of the mental, physical, emotional and spiritual faculties.
3. The first challenge was to motivate and inspire the students and the public to adopt yogic practice. We made a MoU with the 'Gayatri Parivar' who helped to professionally help to practice yoga.
4. The president Smt. Tarika Devi took active interest to make yoga as the best practice.
5. The number of participants has increased ever since its inception and was very helpful even during the corona pandemic.
6. To maintain regularity is a problem. People are prone to be lazy and lethargic.

Best Practices- 2

1. Learning Facilitatory system
2. To create favourable ambience to sit and study during day without disturbance and distraction for all.
3. The learning facilitatory centre established by President Thakur Videndra Singh can accommodate about 200 students.
4. The LFC is unique and available free of charge in that it serves hundreds of students form far and wide to utilize their time productively.
5. Success of the facility can be understood form the fact that there is increase in the number of users and beneficiaries.

No major problem is encountered. The beneficiaries of LFC are basically the disadvantaged groups and the college is committed to help them on priority basis.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

The performance of the institution during the corona covid-19 pandemic year was exemplary. Educational institutions were the victims of many maladies during pandemic.

The institution adopted measures meticulously to alleviate the problems of the students. The most vulnerable sections of the society unable to pay were supported by the management by way of fees waiver, concession, instalment etc. No one was forced to comply with restrictions as existed before the pandemic. The students were allowed to appear in online examination even if they were defaulters of fees.

The staff were convinced to sacrifice for the sake of the institution as a whole. They were paid salaries partially but regularly. The most salutary part was that no employee of the college was victimised in the name of covid-19 pandemic. Many institutions curtailed the staff some maintained the staff at zero salary.

The institution kept the interest of the staff and students at the pinnacle even during the most disastrous periods of the pandemic. This makes the institutional credibility and good will the most commendable challenging and empathetic as for as the stakeholders are concerned.

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

7.3.2 - Plan of action for the next academic year

1. To ensure uninterrupted delivery of education to students with special guidelines of covid-19.

2. There will be no fees increment for Students.

3. Pave ring block in campus.

4. To organized division level sports events like Kho-Kho, Kabaddi etc.

5. To organize seminar/workshop of state level/national level.

6. News letter publication.

7. Vaccination awareness drive.

8. Installation of interactive board (Smart Class)

9. MOU's with government Institution.