



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		SEVA SADAN MAHAVIDYALAYA
Name of the head of the Institution		Dr. Anil Kapadia
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07325254926
Mobile no.		9926977487
Registered Email		ssmvburhanpur1954@gmail.com
Alternate Email		ssmv_burhanpurcollege@rediffmail.com
Address		Station road, Shanwara
City/Town		Burhanpur
State/UT		Madhya Pradesh
Pincode		450331
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Prof. Avichal Asarkar
Phone no/Alternate Phone no.	07325254926
Mobile no.	9827382880
Registered Email	ssmvburhanpur1954@gmail.com
Alternate Email	iqacssmv@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.sevasadacollege.com/aqar/1577686920aqar_report2018-19.pdf
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4. Whether Academic Calendar prepared during the year

if yes,whether it is uploaded in the institutional website: Weblink :	Yes http://sevasadacollege.com/images/1576726124CALENDER%202019-20.jpg
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5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	2.64	2016	02-Dec-2016	01-Dec-2021

6. Date of Establishment of IQAC

19-May-2014

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Meeting of IQAC	19-Mar-2020 1	10
Meeting of IQAC	10-Jan-2020	15

	1	
Meeting of IQAC	28-Oct-2019 1	10
Meeting of IQAC	10-Jul-2019 1	14
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Seva sadan Mahavidyalaya, Burhanpur	3444	State Govt	2020 365	26642586
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Seminar of Urdu Literature was organised. Implementation of academic planner was monitored by IQAC. Training for the teaching staff for online teaching. Mentor system is adopted for the benefit of rural background students Science exhibition was organised.

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

Plan of Action	Achivements/Outcomes				
Mentor system for the students of villages	Adopted and implemented successfully				
To ensure academic quality a need of National seminars is felt	National Seminar on Urdu language was successfully conducted				
For the overall development of the students various activities were planned	NCC, NSS, Red Ribbon, sports and cultural activities organised throughout the year.				
Academic calendar prepared in the beginning of the session	The planned activities are successfully executed				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing body of Sevasadan mahavidyalaya, Burhanpur</td> <td>25-Mar-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing body of Sevasadan mahavidyalaya, Burhanpur	25-Mar-2021
Name of Statutory Body	Meeting Date				
Governing body of Sevasadan mahavidyalaya, Burhanpur	25-Mar-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	12-Feb-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	Yes the institution have management information system, which is accommodated in the college mainly targets to promote the creative activities as well as speedy work out method of programmes schemes. Hence the college adopts an unified use of technology to facilitate inter departmental communication essential working of different units of the college like the Administrative Department, Class Room, Library, Laboratories along with the Higher Education Department, University and U.G.C. various modules used by the college to facilitate the salutary working of the institution. 1. Online				

Admission Process : Today the process of Admission has absolute transparency and incorruptible honesty comparatively the traditional system of admission. The process of online admission is regulated and managed through the portal of the Higher Education Department. The list of students to be admitted strictly on the basis of merit and university norms.

2. ELearning portal : The college has created an Elearning portal of the college in which all the concerned professor uploads their study material in the form of lecture notes as well as audio and videos the students are given the web link which they can use convenient.

3. CCTV Installation in the Premises and Class Rooms : The vulnerable spot of the premises and regular surveillance is done to make the administration effective and close circuit T.V. system is installed in the class rooms. it is monitoring by a CCTV team of professor and privation has facilitated smooth and transparent conduct of university examination, class rooms discipline, ground activities and also has helped to finish even minor cases of raging.

4. Library Automation : Library is totally computerized college uses software to complete the library work smoothly and easily. There is also facility for reading ebooks and elanguage room. Students have accessibility to the ebook and online reading.

5. Office Automation : The office is entirely automated since last six years. The software has helped to maintain the transparency, speed, accuracy, precision and time saving in the working of the office software is also useful to monitor and to regulate the office works particularly accounting and maintaining the fees calculation system.

6. Correspondence and Communication : Now days letter correspondence has almost disappeared infect now all communication with the higher education department and the university are done through email dispute is over regarding loss of letters necessary to keep up the AD cards as the past proof in case of disputes. The system saves time and energy and also safe and confidential.

7. Whatsapp information System : The

college uses whatsapp the modern technology to communicate with the students as well as the staff through messaging system of whatsapp. All information are conveyed to the stakeholders by group messaging to the given mobile numbers of the students.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The learners or the students are the integral part of curriculum implementation programme. So the purpose and the ultimate aim of curriculum implementation is to deliver maximum advantage to the students. The highlights of the college mechanism for well-planned curriculum delivery and implementation are as follows-

- 1) Collection and distribution of curricula: The college follows the curriculum prescribed by the university and does not have the autonomy in designing and changing the curriculum at the will of the college. The college, as the first step towards curriculum implementation, collects the curriculum materials for distribution among the respective teachers. The curriculum is downloaded and distributed among the teachers at the beginning of the academic year.
- 2) Teachers' initiatives: The teachers' responsibility is primarily to prepare a register of syllabus distribution. The whole content of the course is ideally distributed 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) Teachers' Diary or Dailynotes: 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 teachers' handbook of daily performance in the class room with respect to teaching. Diary is prepared in advance and is authenticated by the heads of the department or the principal.
- 4) Methods of curriculum delivery: The college has well-qualified teaching and supporting staff to effectively implement the programme of curriculum delivery. Many traditional and modern methods of curriculum delivery are adopted according to the demands of the time and the efficacy of the teachers. - Lecture Methods - Tutorials - Smart class methods - Organization of seminars, workshops, industrial visits, project works etc. are adopted liberally and extensively. The college focuses on the students with extraordinary potential for growth and also on the category of students with slow learning by conducting remedial classes for them. The institution is committed to bridge the gap of academic growth disparity among students. There is a magnificent system of academic audit in which teachers are subjected to continuous evaluation and their accountability is fixed through regular assessment and evaluation by the principal and the chairman of the college governing body. A very significant aspect of our planned and focused curriculum delivery is the regular review of progress in all activities related to syllabus completion, students' performance, evaluation by the departments and the IQAC. The college aims at transparent and qualitative changes in curriculum promotion so as to creatively benefit the stakeholders.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene	Skill Development
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NA

NA

19/12/2020

0

NA

NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NA	19/12/2020
BBA	NA	19/12/2020
BCA	NA	19/12/2020
BCom	NA	19/12/2020
BSc	NA	19/12/2020
MA	NA	19/12/2020
MCom	NA	19/12/2020
MSc	NA	19/12/2020
PGDCA	NA	19/12/2020
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BBA	Marketing, Finance, Human Resource	01/07/2019
MCom	Accounting, Taxation, Marketing	01/07/2019
BA	B. A.- (Economics - Hindi- History)	01/07/2019
BA	. A.- (Economics -History - Sociology)	01/07/2019
BA	B. A.- (Economics - English - Histor	01/07/2019
BA	B. A.- (English Literature - History -Political Science)	01/07/2019
BA	B. A.- (Economics - Hindi- Political Science)	01/07/2019
BA	B. A.- (Hindi - History -Sociology)	01/07/2019
BA	B. A.- (Persian -Political Science -Sociology)	01/07/2019
BA	B. A.- (Economics -Political Science -Sociology)	01/07/2019
BA	B. A.- (Economics	01/07/2019

	-Political Science - Urdu)	
BA	B. A.- (Hindi - PoliticalScience - Sociology)	01/07/2019
BA	B. A.- (History -Political Science -Sociology)	01/07/2019
BA	B. A.- (Political Science- Sociology - Urdu)	01/07/2019
BA	B. A.- (History -Sociology - Urdu)	01/07/2019
BA	B. A.- (Economics- English Literature -Political Science)	01/07/2019
BA	B. A.- (Computer -Economics - Hindi)	01/07/2019
BA	B. A.- (Computer -Economics - History)	01/07/2019
BA	B. A.- (Computer -Economics - PoliticalScience)	01/07/2019
BA	B. A.- (Computer -Economics - Sociology)	01/07/2019
BA	B. A.- (Computer -English - History)	01/07/2019
BA	B. A.- (Computer - Hindi- Political Science)	01/07/2019
BA	B. A.- (Computer - Hindi- Sociology)	01/07/2019
BA	B. A.- (Computer -History - PoliticalScience)	01/07/2019
BA	B. A.- (Computer -History - Sociology)	01/07/2019
BA	B. A.- (Computer -Political Science -Sociology)	01/07/2019
BA	B. A.- (Computer -Political Science - Urdu)	01/07/2019
BA	B. A.- (Sociology -Computer - Urdu)	01/07/2019
BA	B. A.- (Computer -Economics - English)	01/07/2019
BA	B. A.- (Economics -History - PoliticalScience)	01/07/2019

BCom	computer application	01/07/2019
BCom	Economics	01/07/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	01/07/2019	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained
<p>Feedbacks are obtained from various stakeholders and beneficiaries of the college during or prescribed period of time. Student's feedback. The feedback from the students covers the different aspects of the college. The infrastructure of the college and its adequacy in the salutary development of the college the teaching and mentoring system internal evaluation process and its utility Assignment given by the professors and its usefulness and discussion conducted or the topic teacher student rapport and co operations the academic activities and extracurricular works and their utility in career improvement. The student's feedbacks and practical application are done in the following way. All forms are collected from students after duly completing them. They are assorted categories and then a committee constituted by IQAC evaluates them. Feedbacks are analyzed in four categories excellent very good average and poor. The committee mainly focus on the low level performance notifications. The students who make negative comments are personally called for discussion. The committee tries to satisfy the students. The negative comments are seriously considered to assure improvement. The main purpose of the feedback evaluation is to give maximum satisfaction to the students. 2. Teachers Feedback. The IQAC takes feedback from the teachers regarding their exposure in the various aspects of academic and pedagogy, syllabus, course material, performance infrastructure facilities, academic freedom, Job satisfaction, learning and teaching values, examination etc. The collected</p>

feedback forms are evaluation by the management and the college administration and IQAC. Each point of feedback is scrutinized and suggestions and opinions are evaluated and implemented. 3. Alumni Feedback The feedback from the alumni plays a very progress role in the college. Alumni are asked about overall activities and their experience about the college. They respond on the following points. Adequacy of labs and library students counseling activity academic initiatives and innovative practices, training and placement, extracurricular activities and extension programmers. If the alumni's personal presence is required they are called in the college to provide their valuable suggestions. 4. Employer feedback The feedback of the employer is also collected and analyzed to provide better atmosphere of academics in the college. Employer provides feedback on the following points such as communication, team work, problem solving skill, interpersonal skill time punctuality technical knowledge initiative and reliability. The forms are analyzed and necessary guidelines are adapted and implemented. 5. Parents feedback Parents are the most important stakeholder of on institution. They are in fact the superior evaluators of the college. Their feedback obviously on the thrust areas such as learning experience, facilities, extracurricular activities, of teaching, discipline and administration. The negative opinions and comments of the parent are taken by the college very seriously. Parent's opinions are communicated to all the staff.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Hindi Lit	40	19	8
BCA	Physics	40	27	15
BBA	mathematics	40	23	10
BA	plain	120	175	120
BA	Computer Application	180	205	180
BCom	Computer Application	120	135	120
BCom	plain	120	161	120
MSc	Management	120	132	110
MSc	Computer Application	120	85	55
MA	Computer Science	120	105	78

[View File](#)

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2019	2034	184	2	Nil	43
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2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
45	45	6	6	Nil	1
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

The mentoring teachers and the group with the teacher interact and converse regularly. The students of the college are divided into micro units comprising of approximately 40 students under the guidance of one teacher. The teacher interaction with the micro groups has brought out amazing results. Normally a teacher has to deal with many issue and problems related to the students as students and also as youngsters of the new generation of learners. The problems and possibilities discussed and counselled in the group meetings relate to anything under the sky, so to say, because for a student teachers are the best advocate, best judge, and the best counselor. The main areas of mentor dealings are – i) Teaching learning experience. ii) Discipline and behavioral issue. iii) Facilities and amenities available in the college. iv) Personal problems which normally the student hesitates to communicate with even the parents. v) Adjustment issues with other mentees of the group and other group. vi) Problems related to syllabus examination internals etc. vii) Gender issues and alleged discrimination in the college or out of college. The mentors and the mentees meet regularly and interact without any hitch and hesitation. The mentees feel at home with the mentors and thus has facilitated free, fair and frank interaction among them. Since they behave like real friends there is no difficulty in understanding the problems and solving them. The mentor teacher acts as the most powerful guide and counselor of the mentee students. The working of the system is result oriented. Each mentor teacher maintains a detailed report of the proceedings of the meetings of the micro groups of students. Each student's details are maintained in the data bank of the group members. That means separate record of each one of the mentees. The career counseling and transfer of information are widely used to ensure proper communication. The mentor teacher has the information about each mentees at the finger tips. The mentors know the students well with their family background because all problems emanate from the four walls of the house. To know the student one must know first his or her family background then the social background. College background comes only next. So it is the primary duty of the mentor to have clear views and knowledge about the details of the students. If there is found any problem mentee and the mentors alone is not able to tackle the IQAC coordinator and the principal and also other mentors come to help them. The mentor system has facilitated smooth working of the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2218	45	1 : 49

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nil	Nil	Nil	Nil	Nil

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

2019	Nil	Nil	Nil
View File			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college puts great focus on academic improvement of the students paramount importance to coordinate the teaching learning activities for the best outputs. 1. CCE/Quarterly/ half yearly examination -Continuous comprehensive evaluation is held at reasonable time space in order to test the grasping and assimilation level of the students.Under the semester system such evaluation programme is undertaken at the end of the semester. The marks of such evaluation is added to the final theory examination by the university. The college conducts the examinations in a systematic way in the pattern of examination by the university . This helps the students to acquaint themselves with the pattern followed by the university.Similarly quarterly and half yearly examinations are conducted for the students of yearly pattern in the pattern of the university examination. 2. Periodic Examinations The college has instructed the teachers to organize tests at prescribed time frame. So evaluation tests are organized monthly, quarterly, half yearly and test before the annual university examinations and a pre university examination is held as a model test or practical test to familiarize the students especially the new first year students. 3. Internal Academic Audit (IAA) is a unique programme of the college and is very strictly and punctiliously followed by the institution as the bestpractice. This is an effective method to improve the internal evaluationsystem. It is a very communicable technique executed by the academic,administrative and management bodies. The outcomes of a test is placed beforethe chairman of the governing body by the principal and the HODs. After viewassessment the result is declared and corrective measures are taken to improve.The slow learners and the poor scorers are identified and special remedialclasses are held for them. 4. Informal interaction - This is found to be auseful method to consolidated the acquired knowledge. The professors conductinformal testing methods such as quizzes, questions answers, extempore talks,open book answering, home assignments and time bound activities. The studentsare able to participated in such tests with great interest and enthusiasm.

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

Academic calendar is the backbone of the multifarious activities in thecollege. The calendar makes the working of the institutions systematic, regular, orderly and disciplined. The academic calendar is formed and designedin such a was as to make all activities integrated without any kind ofinterruptions. Every activity is carried out smoothly and the college followsthe calendar with great perfection and orientation. The academic calendarencapsulates all main activities of the college including all academic andextramural activities. The highlight of the calendar are mentioned here - 1.Focus on new students As soon as the admission process is completed the newstudents are guided, counseled and

motivated by the principal and the chairman and fresher party is held to introduce the new commerce. 2. NSS and NCC Programmes The calendar includes such activities as predetermined by the university such activities are held as per the schedule and the college takes care not to overlap or discard such activities. 3. Examinations Internal test and university examinations all given due importance in the calendar. Internal tests are flexible but university exams are held as per university calendar. 4. Sports and Games Sports and games are regular events of the college. The calendar includes all university sports schedule at different levels. 5. Seminars, Lectures, Cool shops - Due place is given to such academic activities and they are held at regular intervals. 6. National / International days - The calendar also contains celebrations of important days such as Hindi Divas, Women's Day, Water Day, NCC Day, Children's Day, Environment Day, No Vehicle Day 7. Holidays - All national holidays are incorporated in the college calendar so that the teachers and students can place this programme accordingly 8. Placement, Training and Counseling - There are very important activities of the college regular activities are organized to boost training and placement, career guidance and counseling are also given due weightage in the annual calendar. The calendar aims at highlighting the holistic performance based on all circular and extracurricular activities. The pinnacle of all activities, however is academic and integrated development of the students.

2.6 – Student Performance and Learning Outcomes

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

http://sevasadacollege.com/program_outcomes/1575702521pout.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

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

http://sevasadacollege.com/program_outcomes/16206363562.7.1Students%20satisfaction%20survey.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	Nil	NA	Nil	Nil
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Synergia	Management	22/10/2019
Chart Presentation	Computer	23/10/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	Nil	Nil	Nil	Nil
View File				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	Nil	Nil	Nil	Nil	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Urdu	2

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	1	00
National	Science	1	0
International	Urdu	2	0
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Hindi	7
urdu	4
computer	6
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2019	0	00	Nil
View File						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2019	Nil	Nil	NA

[View File](#)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	20	47	Nil	Nil
Presented papers	3	3	Nil	Nil
Resource persons	2	1	Nil	Nil

[View File](#)

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree plantation	36MP Bn NCC Khandwa	2	143
Yoga day	36MP Bn NCC Khandwa	2	140

[View File](#)

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Ashapur camp	Medal	36MP Bn NCC Khandwa	11
Narmada Nagar camp	Medal	36MP Bn NCC Khandwa	28
March Past Rajpath	Trophy, certificate	Maj.Gen Sanjay Bhopal (NCC)	1
Firing(Molankar Camp)	Bronze Medal	HQ Jabalpur 1 MP Bn NCC	1
23rd National Youth Festival	Participation certificate	National Youth Festival Luknow (UP)	1

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0
View File			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nill	Nill	0
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nill	NA	Nill
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Education ERP	Partially	windows compatible 1.0	2018

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	08/12/2020
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	123	101	123	0	0	10	7	100	5
Added	20	20	20	0	0	0	0	0	0
Total	143	121	143	0	0	10	7	100	5

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical

	facilities		facilities
30219400	28711682	0	0

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

The physical facilities of the college include the college surrounding, graders, the plants, trees, the lawns walkways, toilets, water tanks, R.O. system, etc. Maintenance of the physical 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 teams of workers are under the supervisor of responsible employee appointed by the society. The team of workers daily engage in doing the following works. Sweeping the whole premise and the building including the class rooms. There are separate workers for the inner and outer areas. We ensure that the places where students frequent are fully cleaned and dusted to maintain conducive ambience to be free from dust and fumes detrimental to health. Maintenance of the gardens are done by gardeners who are trained to protect and nurture plants. They plant trees and plants according to the requirements of the surrounding. They focus on seasonal plants and flowering plants as per the need. They also plan and help in green audits and disposal of the garden wastes for compost. Similarly there is a team of menial workers to keep the toilets and wash areas neat and clean and regular use of disinfectants. In order to make it very effective this cleaning works have been outsourced "clean soon after use" is followed. There is another team who supervise the works of water tank cleaning, R.O. system maintenance water harvesting etc. the college gives topmost importance to drinking water facilities for all. Clean, pure water in hygienic conditions is maintained with maximum care. Maintenance of academic and support facilities: 1 Class Rooms: They are the most important element of academic performance. 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. The smart class rooms are air conditioned, the furniture of the class rooms are very comfortable to sit and study. 2 Laboratories: All labs are well equipped and equipments are well maintained. Labs are air conditioned. There are separate lab assistant's, technicians and attendants who are responsible for the overall maintenance related to labs, and the equipments. 3 Library : 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 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.

[https://www.sevasadancollege.com/images/16208855834.4.2\(1\)policies.pdf](https://www.sevasadancollege.com/images/16208855834.4.2(1)policies.pdf)

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Poor student concession	127	403240
Financial Support from Other Sources			
a) National	Scholarship (NSP)	24	0
b) International	00	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Motivation by CA Mukesh Rajput	74	Nill	Nill	Nill
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Third party For Reliance	147	Nill	00	Nill	Nill
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill

[View File](#)

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

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

Seva Sadan Mahavidyalaya gives great importance to the participation and involvement of the students in the multifarious activities of the college at various level. 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 origination 03 Group activities and collective performance. 04 Developing work culture Earlier the college had students union thought direct election. The union used to look after the activities of the college through their elected representatives. But now as a matter of government policy the traditional students union does not exist in colleges. The higher education department has banned direct for many untoward incidents of violence in the campus. But we promote in house union though indirect election and nomination during the academic session 201819 the students council managed the cultural programmes, sports and games, awareness programmes about cleanliness, aids, HIV, polio, Swachha Bharat Abhiyan etc. various activates core organized under the banner of two NSS units in the college. Blood donation campus is organized under Red Cross and Red Ribbon groups. The students also Participated in the de addiction programme antitobacco campaign voter's awareness drive and many order state government or local self government sponsored programme. The college focuses or the effective participation of the students in the administration and management of the college the students are given representation in the various committees of the college, The students council is of course the preview body be sides there are many sub committees in which effective students representation is ensured. The student's council has the office beware presidents, vice president, and secretary front secretary. There are some other committees in which students are nominated as members. 01 The IQAC has membersnominated four the senior most class or the basis of performance in the previous years. 02 Cultural committee 03 Discipline committee 04 Sports and games committee 05 College manager editorial board 06 Prospectus committee 07 Grievance redressal cell 08 Training and placement cell 09 Advisor promotion committee 10 Career counseling body All these committee are formed to mitigate the administrative border of the college management

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The vision of the institution focuses on democratic decentralization and effective participative management. The day to day working of the college is based on liberal participation of all functionaries right from the chairman at the top to the last employee in the hierarchy. This system has been successfully implemented at two levels . 1. Decentralization at the management level : The college is governed by the bylaws of the society and also the statute 28 known as college code. The bylaws of the society, named Seva Sadan Education Society, incorporates the rules regarding the management of the college. There is an executive committee comprising of 21 members and four office bearers are elected from amongst the members of the executive body - The president, vice presidents, secretary and joint secretary. 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. General Administration Committee, Finance Committee, Academic Committee, Sport Committee, Library Committee, Expenditure Committee etc. which facilitate the rapid process of administration. The president has delegated this powers to the committee which works at the grass root level and report to the president. A very innovative practice of the college in decentralization of management is the creation of the post of manager and works as a link between the college and the society. The heavy workload of the president is alleviated because of the participation of the manager in the management hierarchy. The manager appraises the society president or other office bearers about the activities as the grass root level and monitors the implementation of the programs and policies. 2. Decentralization at the administration level : The principal is the administrative head of the college. He 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. (i) IQAC - The academic and quality aspects are looked after by the IQAC under a coordinator. (ii) Governing Body - Two members of the staff are nominated to the governing body. They maintain communications with the governing body and take on the issues related to the staff. (iii) Staff council looks offer the day to day works of the college and assists principal in the implementation of programmes. (iv) Admission Committee, The online admissions and related works are completed by the committee headed by a professor. (v) Research promotion committee looks after the overall works of research promotion specially in the two research departments headed by the respective guides. Besides the above there are many other committees to aid the principal in the execution of his duties 1.

Discipline committee 2. Grievance redressal committee 3. Examination committee
4. NSS, NCC

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p>The college follows the curriculum designed and regulated by DAVV Indore. At the under graduate level we follow the unified course as applicable to the whole of Madhya Pradesh. However at the post graduate level there are differences in the design and content of the papers. However the staff members who are in the board of board of studies put forward their ideas and suggestions while there is revision in the syllabus. Their recommendations are incorporated in the curriculum. As a rule the role of the college is insignificant in making any improvement in the curriculum.</p>
Teaching and Learning	<p>Seva Sadan College is dedicated to the dissemination of knowledge through holistic and heuristic approach. The college fulfils 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 smart class rooms with facility for PPT 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 guidelines workshops, industrial visits etc are regularly organized</p>
Examination and Evaluation	<p>The college has no autonomy in conducting examination and evaluating the performance of students. However the college conducts unit test, monthly test, half yearly and model examination as a part of strategy to display best performance in the university examination. These tests and conducted as a part of the pedagogical methodology and the students are evaluated accordingly. If their performance is found unsatisfactory they are given special counseling,</p>

remedial classes and individual guidance. The aim of the college is to make the students get to accept the future challenges.

Research and Development

The college stresses on research and development as one of its primary objectives. There are two departments Urdu and Hindi with direct focus on research. A number of research scholars have been awarded doctorates. Two of our professors are research guides under whose guidance students are registered to pursue Ph.D. The library is well stocked with research formal, research oriented books and ereference system. The faculty members are encouraged to publish research papers in ISSN formal and also to publish ISBN books. The NonPh.D. professors are motivated to pursue research and provide leave for the research works

Library, ICT and Physical Infrastructure / Instrumentation

Library automation is done. INBLIBNET, DELNET and subject related magazines and journals are subscribed. There is internet facility for 20 users at a time. Books can be downloaded for reading. The reading room attached to the library has a capacity of seating 200 users at a time with a discussion and consultation cabin attached to it. There is also a big hall which can accommodate about 600 students for seminars, lectures etc. There is a huge computer lab with 120 computers with internet facilities for the use of all students.

Human Resource Management

The college is based on the principle of team spirit and collective efforts to achieve the target. Hence staffright from the principal to the peons work with concerted endeavor to achieve academic and professional excellence. They are paid well with the welfare schemes such as provident fund and employees pension scheme. The employees are given special training and orientation at the behest of the college. Many skill development programmes are organised from time to time. There is strict periodical evaluation of the books of the staff and their contribution to intuitional enrichment is accredited

Industry Interaction / Collaboration

Regular industrial visits are undertaken by the students under the guidance and supervision of the

professors. The students of management and computer application and science make regular visits to industries and are sufficiently exposed to the working of the industries. The institutions has signed (MOU) with some of the industrial units and professional institutions where our students are recruited as per their skill and knowledge. On June 29, 2018 our institution has signed an MOU with V.S. Naik College, Raver, Maharashtra. A seminar jointly organized by both the institutions has been a milestone in academic enrichment

Admission of Students

Quality improvement in the admission of students cannot be undertaken by the college on its own because the process of admission is completely done online and is monitored and regulated by the HEI of the state. The students can select the college of their choice while they fill form of admission on line. The aspiring students thus selects our college as the first preference since the senior students share their impressions and experience about the college the junior students are attracted to our college. The college is like a diamond polisher. We make the students the best in every field.

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

E-governance area	Details
Administration	In institution we have Office automation software for administrative purpose. By using this facility students and administrative staff got good convenience and also good transparency occurred
Planning and Development	The management has planned for development of the institution with the suggestions of various stakeholders through online feedback system.
Student Admission and Support	The Higher education department of MP has provided an online system for students admission. A well timely maintained online procedure is adopted by the institution which is reviewed and observed by the HED MP.
Finance and Accounts	The total financial accounting is secured in computers and is maintained by ERP Software. Every financial matter and accounts are mentioned and maintained.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Teaching aptitude upliftment program	NA	28/10/2020	29/10/2020	37	Nil
2019	NA	Workshop on Office Automation	10/07/2020	10/07/2020	Nil	18
2019	NA	Workshop on Library Software U pgradation	11/07/2020	11/07/2020	Nil	6
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
105 orientation programme	1	17/02/2020	07/03/2020	20
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Healthy monetary support has been provided	EPF and ESIC schemes are provided, maternity	Freeship to the wards of staff of Seva Sadan.

<p>to the faculty. Rs 5 lakh has been issued in the current year. 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</p>	<p>and paternity leaves are available. Satisfactory monetary help is always provided in the institution for the needy. Uniform, various vehicles and other necessary benefits are provided.</p>	<p>Fees concession for unreserved category students excluding various govt. scholarship schemes for reserved category students. Brilliant and deserving students are awarded for their extraordinary achievements and extracurricular activities. Educational excursions, Industrial tours are organised for the students of all the streams. Regularly various activities are organised in the institution for overall development of the students</p>
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6.4 – Financial Management and Resource Mobilization

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

Institute conducts internal and external audits regularly of its accounts and completed the audit up to 2019 -20 The accounts of seva sadan mahavidyalya burhanpur are audited by Ms. Pankaj Saumya and associates. 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.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	NA
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Additional Director Higher Education Govt of MP	Yes	Management
Administrative	Yes	Pankaj Sommaiyya and Associates	Yes	Management

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

Parents are cordially invited during the process of admission. Thus the parents are involved from the very beginning. Parents are invited in the

felicitation of the meritorious students to acknowledge the achievements of their wards. Parents teachers together witness the cultural activities of the children on social gathering day of the college. On all the occasions regular interactions occur in parents and teachers. The valuable feedback are analysed in the meetings of the staff and corrective measures are taken if needed

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

Institution conducts regular yoga schedules for stress relieving for the staff. Outing programs are arranged yearly. In house workshops are arranged for increasing work efficiency of the support staff.

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

75 attendance in the class for the students is compulsory. New science labs are installed with enhanced facilities. Skill development cell is installed for enhancing the soft skills for the students.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Divisional Level Sports Activity (Kho-Kho)	28/10/2019	13/12/2019	15/12/2019	230
2019	Divisional Level Sports Activity (cross country)	10/07/2019	23/09/2019	23/09/2019	175
2020	Organizing National Level Seminar	10/01/2020	10/02/2020	11/02/2020	124

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Youth Day	12/01/2020	12/01/2020	45	85
Matdata Sapath Samaroh	26/01/2020	26/01/2020	26	38
Earth Day	17/07/2019	17/07/2019	30	50

Vijay Divas	26/07/2019	26/07/2020	54	107
Tree Plantation	02/08/2019	02/08/2019	23	25
Haryali Utsav	04/08/2019	04/08/2019	35	39
Girls Self Defense Training workshop	14/08/2019	14/08/2019	100	Nil
Swachata Pakhwada	17/09/2019	02/10/2019	50	60
Kaumi Ekta Workshop	19/11/2019	25/11/2019	66	99
Blood Donation Camp	24/11/2019	24/11/2019	55	100
World Aids Day	01/12/2019	01/12/2019	40	60

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

Percentage of power requirement of the University met by the renewable energy sources

The Institute provides various means to educate or aware the students on cross cutting issues as Gender, Climate Change, Environmental Education, Human Rights, ICT etc. NSS students organizes many events and aims at promoting and increasing environmental consciousness, awareness and responsibility amongst the Institute youth and the populace. Some plantation program is done in the campus through Lions Club and other social organization. Dustbins are installed at various positions and cleanliness is maintained. Conscious efforts are made to switch off lights and fans when not in use, to save energy. Cleanliness programs are organized to create awareness and motivation among students to keep the environment clean. RO water facility is available in all over the campus. The lush green environment is well maintained to fulfil the environmental responsibilities of the institution.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3
Scribes for examination	Yes	3
Rest Rooms	Yes	3
Physical facilities	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
NA	14/12/2020	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

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

NO FUEL VEHICLE DAY EVERY MONTH LAST SATURDAY SWACHTA PAKHWADA NO SINGLE USE PLASTIC STUDENTS PARTICIPATION IN CAMPAIGNS LIKE ADOPT A TREE GREEN LANDSCAPING WITH TREES AND PLANTS

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 1. Title of the practice Regular Comprehensive Internal Academic Audit 2. Goal The most salutary programme of our college is the Comprehensive Internal Academic Audit system thereby enabling a credible assessment system. We endeavour to promote value based education envisaging the problems of modern times. The aim of our academic audit is to assess, evaluate, appraise, rectify and revitalize academic performance. 3. The context Higher education must be capable of moulding students to become responsible and responsive citizens. The utility of evaluation lies in meeting the global demands and financial condition in quality performance. The top management, administration, IQAC members, HODs of various departments strongly realized that it is exceedingly inevitable to have a tangible method of evaluation of performance to maintain quality. Hence the concept of academic audit was incorporated to our traditional appraisal system. Academic audit has a kind of semblance with financial audit. Academic auditors evaluate academic performance of the various units of the academia. Burhanpur being inhabited educationally backward people, students hailing remote areas do not get exemplary exposure to academic excellence. We cannot underestimate the potentialities of the students but must assess impartially. Another very significant challenge in the process of academic audit is the lack of academic orientation of the teachers because of governmental policy of curtailing staff through no appointment. 4. The practice The internal academic audit methodology includes a regular comprehensive assessment and evaluation system evolved by the IQAC. In actual practice it involves the following process. • Maintenance of the daily diary by teachers. • Monitoring the curricular activities. • Collection and analysis of the data i.e. Examination results. • Fixation of accountability. • Publication of the data through media and at the college level. • The implementation is executed after screening and scrutinizing by the CAAT (College Academic Audit Team) at different levels. • Departmental level by the HODs • College level by the Principal • Management level by the Governing body Academic Audit has proved to be a healthy practice and a great motivational factor well appreciated by the students and the people at large. The actual performance of the students is adjudged through university examinations. The CAAT at the departmental level collects and analyses the data of result and submits to the college level committee headed by the principal. Finally the data abstract is assessed by the Governing Body Chairman. The result of each examination is analyzed, assessed and interpreted and the best performers are identified and awarded at appropriate times. The best performers' photographs and news are published in the newspapers. Teacher wise results are also evaluated and the professors with the best results are appreciated. The negative results and unsatisfactory

performance are subjected to accountability test. Professors with unsatisfactory output are asked to improve performance. There is an intrinsic scope for improvement at every stage. This has been substantially proved by our system of academic audit. This innovative practice in the college is supervised, directed, controlled and monitored meticulously by a team of professors, experts, administrative officers and the management members. The team members are 1) Smt Tarika Virendrasingh Thakur (Chairman, Governing Body) 2) Dr. Anil Kapadia (Principal) 3) Shri Anish Patel (Coordinator IQAC) 4) Dr. V.V.George (Member Invitee) 5) Dr. S.M. Shakil (Member) 6) Dr. Susheel Maheshwari (Member) 7) Smt. Rashmi Govindjiwala (Member) 8) HOD of respective subject

5. Evidence of success From last eight to ten years the success saga of the system has been remarkable and paradigmatic. i. The spectacular academic performance of the students in the university examination. ii. The percentage of the students passing the examination has improved. Students rank in the merit list of university. iii. The number of students seeking admissions in the college has shown remarkable increase. iv. Professors also adopt more effective and innovative techniques to fetch better results. v. The students enrolled in the college are more than the combined strength of half a dozen affiliated colleges of the city which is a clear indication of the astounding popular response and amazing credibility of the institution. vi. The companies/ job providers visit the college for campus selection. vii. Students have shown better inclination for hard work and laudable performance.

6. Problem encountered and Resources required i. The first problem faced by the CAAT (College Academic Audit Team) is from the teachers whose performance is not satisfactory. ii. The second problem is related to the lacklustre attitude of the students whose involvement in the process is comparatively negligible. iii. The non performers do not accept the challenge to compensate for the deficiencies. iv. The academic audit needs sufficient number of additional staff for the effective and constructive implementation of the system. At present the government and the higher education do not provide staff. v. The problem of undue delay in the declaration of university examination hampers the whole system of transparent academic audit.

7. Notes (Optional) Academic Audit system is helpful to fix accountability of the professors and the performance of the students. It will be beneficial for a meaningful interaction with the parents and guardians and will boost studentteacher management rapport.

BEST PRACTICE II

1. Title Quality improvement through Knowledge Resource Centre (KRC)

2. Goal i. The system aims at a radically a comprehensive approach to acquisition of knowledge. ii. It targets the students hailing from remote areas. iii. It attempts to materialize the objectives of education as enshrined in the bylaws. iv. The theme is in consonance with our social commitment. v. It is to help the poor and the weaker sections of the society.

3 The context The innovative and original ideas normally emanates in the mind of a single person, Thakur Virendra Singh President of the society and the chairman of the governing body. The knowledge resource centre was his brainchild. He was a socially committed person. His concern for the poor and downtrodden and also the socially underprivileged people of the society resulted in the establishment of the National Knowledge Resource Centre, library and reading room. The district of Burhanpur is inhabited by farmers, scheduled castes and scheduled tribes and nomadic people who do not have the requisite facility and amenities to study at home. There is no adequate study environment at home. So the idea of knowledge resource centre and reading room dawned in the mind of the chairman.

1 The practice In actual ground level the practice works as hereunder

i. Students, teachers and other stakeholders and beneficiaries are identified and enlisted for using the library and reading room. ii. The facility is extended from 8AM to 4 PM on working days and on holidays. iii. Students are not charged for using the facility. iv. The centre is also used as referral centre by the stakeholders and research scholars. v. A full time reading room incharge looks after the needs of the students and maintains

proper record of the users. vi. The group discussion room and the consultation cubicle, research room attached to the library are very useful for study without any disturbance to other users. vii. The centre has toilets, drinking water and other facilities and amenities. viii. Students can also use the centre for the preparation of the examination, prepare notes, consult and discuss. 2 Evidence of success The evidence of success of this project can be identified from the following. i. The increasing number of students, scholars and other stakeholders evidently signify the impact of the project. Today on an average 200 students of various classes use the reading room. ii. More students are benefitted in the preparation for competitive examination of PSC, banks, Patwaris examination, Teachers eligibility test etc. iii. The third remarkable evidence is immense response of parents and guardians. iv. Even the school students utilize this facility and complete their assignments sitting in the reading and reference sections of the library. v. Academicians, alumni, teachers and citizens of the town visit the centre. 3 Problems encountered and resources required The general lacklustre and indifferent attitude of the students and stakeholders. Today students are more inclined to using cheap reading materials and "twenty questions" during examinations. The persistence of the students is miserably lacking. They do not sit for hours as in the by gone days to delve deep into a subject. The social media has captured the imagination of the younger generation. This is the age of Whatsapp, Facebook, Twitter, YouTube etc which have become the social commanders. Students spent hours and hours chatting and twitting and messaging but not referring to books. The college is committed to provide maximum facility to the students free of charges. It may be recollected that the whole concept of the knowledge resource centre is based on the philosophy of academic excellence through free and frequent access to the resources of knowledge. 7. Notes (Optional) Every higher education centre university, affiliated colleges must have a knowledge resource centre in their campus. The centres must be free and accessible to the most disadvantaged sections of the society. Upload details of two best practices successfully implemented by the institution as per NAAC

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

[https://www.sevasadancollege.com/images/1620885516best%20practice%202019-20\(1\).pdf](https://www.sevasadancollege.com/images/1620885516best%20practice%202019-20(1).pdf)

7.3 – Institutional Distinctiveness

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

The aim of the college is to impart quality and need based education to the students of the district and the adjoining areas. The college has been relentlessly trying to promote the intellectual, cultural, moral and academic advancement of the students. Ever since its establishment in the year 1954 the college has left no stone unturned to transform the college into an institution of excellence in higher education. Seva Sadan College is distinct and different from similar institutions in many ways. We share the common features with other institutions of similar objectives. However our performance is differently initiated and executed. The primary distinctiveness of our college is in its magnificent infrastructure and the amenities and facilities available to the stakeholders. The philosophy of the institution is education through affordable fees in the self finance courses. No one shall be debarred from quality education due to financial problems. However the college is committed to provide affordable learning facility to all without discrimination. The following infrastructural facilities make us distinct from parallel institutions. Our huge library with a marvelous stock of more than 40000 books including reference. The library is exclusive in rendering services to the

students. 1) It is well managed by trained staff. 2) Computerized management and services. 3) Elibrary facility with separate computer facility. 4) Air conditioned reading hall with connected consultation cabin. 5) 200 students can be accommodated at a time in the reading hall from morning till evening. Laboratories As the number of course increased well equipped laboratories are also established. Science subjects have separate labs with advanced equipments and the computer lab is the best of its kind. There are more than 120 computers and the students make use of them during the prescribed time schedule. Building Clusters- There are many building in the technically designed sprawling campus with a vision for future development. The main building blocks are • Academic blocks. • Administrative blocks. • Laboratory blocks. • Library block. • Management block. • Gymnastics block. • Conference hall known as "Pragya hall". • Canteen block. The campus: The campus of the college is unique with lush green grass meadows, gardens, trees, flower plants etc. The overall environment is free from any kind of pollution. The campus has free flow of positive energy due to daily sessions of Yoga by staff members and stakeholders from the city. This innovative practice makes the campus inspiring due to the spiritual overtones associated with the Yoga Practice. Similarly the gymnasium located in the campus, has been a unique identity of the college with wide variety of equipments and trainers.

Provide the weblink of the institution

https://www.sevasadacollege.com/program_outcomes/1620886476Institutional%20distinctiveness-converted.pdf

8.Future Plans of Actions for Next Academic Year

The Institution intend to have a few projects in our action plan for the next academic session (2020-21). 1. Green audit: we have been conducting green audit during the last few years. Next year also it will be continued but in a wider scale considering the addition to our green resources. We plan to have the audit through some external agency. 2. Use of solar power: Next year we are planning to have solar light in the campus. Initially we will start with the campus and the roads for which solar panel will be installed. This will save electricity and will reduce cost of power consumption. 3. Interactive board for every class: We have a plan to have Interactive board in all classes. Such board will make teaching learning activity more interesting effective. 4. New courses: During the current academic session we have introduced B.Sc. plain Science. Next academic session we are planning to introduce other courses/subjects and a few diplomas or certificate courses. 5. Sports Complex: we have already a good gymnasium in the college. We are planning to have an Indoor stadium for badminton, basket ball, volley ball etc. The plan is to have synthetic court of national standards. We may not be able finish the project in our session. It will be spread over to the ensuing sessions. 6. Minor Projects: Staff will be encouraged to undertake minor research projects sponsored by the UGC or any other autonomous agencies. There are many relevant topics in Burhanpur which can easily covered under minor projects and will be useful for the community as whole. 7. Seminars/workshop/conferences: The HODs will initiate project for conducting seminars at any level to be funded by any agency including the UGC, Academy, or any independent bodies. 8. Library automation: The process has already been initiated. Now further extension and expansion will be done during the next session. Automation will automatically reduce manual work and there will be more output in work and transparency in the implementation of the programmes. 9. Conveyance: Transportation is a very important factor of rapid developmental activities. The college plans to introduce bus service from villages so that more and more students can be motivated to higher education. This will encourage girls also to join the college and will be an effective step towards female equality and empowerment.

