

Annual Quality Assurance Report (AQAR) of Internal Quality Assurance Cell (IQAC) for the Academic Year 2013-14



**Govt. Holkar Science College
Indore – 452017, M.P.**

(An Autonomous Institution and Centre of Excellence)

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The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For, (July 1, 2012 to June 30, 2013))

Part – A

I. Details of the Institution

1.1	Name of the Institution	Govt. Model Autonomous Holkar Science College
1.2	Address Line 1	AB Road
	Address Line 2	Bhanwar Kuwa
	City/Town	Indore
	State	Madhya Pradesh
	Pin Code	452001
	Institution e-mail address	principalhsc@rediffmail.com
	Contact Nos.	0731-2446806, 0731-2464074
	Name of the Head of the Institution:	Dr. R.K.Tugnawat
	Tel. No. with STD Code:	0731-2446806, 0731-2464074
	Mobile:	9826014319
	Name of the IQAC Co-ordinator:	Prof. R.S.Maheshwari
	Mobile:	9926666845
	IQAC e-mail address:	principalhsc@rediffmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MPCOGN10138

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/50/RAR/02

1.5 Website address:

www.collegeholkar.org

Web-link of the AQAR:

www.collegeholkar.org/AQAR2013-14.doc

(For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>)

1.6 Accreditation Details

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	***	--	05/11/2001	04/11/2006
2	2 nd Cycle	B	2.75	30/09/2009	29/09/2014
3	3 rd Cycle	--	--	--	--
4	4 th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC : DD/MM/YYYY

01/11/2003

1.8 AQAR for the year (for example 2010-11)

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR __2009-10 submitted on 18/02/2014__ (DD/MM/YYYY)
- ii. AQAR__ 2010-11 submitted on 21/05/2013__ (DD/MM/YYYY)
- iii. AQAR__2011-12 submitted on 18/12/2014__ (DD/MM/YYYY)
- iv. AQAR__2012-13 submitted on 22/01/2015__ (DD/MM/YYYY)

1.10 Institutional Status

University State ☒ Central ☒ Deemed ☒ Private ☒

Affiliated College Yes ☒ No ☒

Constituent College Yes ☒ No ☒

Autonomous college of UGC Yes ☒ No ☒

Regulatory Agency approved Institution Yes ☒ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☒ Women ☒

Urban ☒ Rural ☒ Tribal ☒

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☒

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☒ PEI (Phys Edu) ☒

TEI (Edu) ☒ Engineering ☒ Health Science ☒ Management ☒

Others (Specify) . NIL

1.12 Name of the Affiliating University (for the Colleges)

Devi Ahilya Vishwavidhyalaya,
Indore

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University yes

University with Potential for Excellence --- UGC-CPE ---

DST Star Scheme --- UGC-CE ---

UGC-Special Assistance Programme	---	DST-FIST	---
UGC-Innovative PG programmes	---	Any other (Specify)	Nil
UGC-COP Programmes	---		

2. IQAC Composition and Activities

2.1	No. of Teachers	09
2.2	No. of Administrative/Technical staff	01
2.3	No. of students	02
2.4	No. of Management representatives	01
2.5	No. of Alumni	02
2.6	No. of any other stakeholder and community representatives	01
2.7	No. of Employers/ Industrialists	02
2.8	No. of other External Experts	02
2.9	Total No. of members	20
2.10	No. of IQAC meetings held	02

2.11 No. of meetings with various stakeholders:

No.	02	Faculty	02
Non-Teaching Staff	02	Students	02
Alumni	02	Others	--

2.12 Has IQAC received any funding from UGC during the year? Yes ☒ No ☐

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	9	International	0	National	1	State	00	Institution Level	08
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(ii) Themes

(i)	A 6 day workshop on "Enzyme Analysis" was organized by the Depts. of Biochemistry & Zoology from 25-30/03/13. 150 participants attended the workshop.
(ii)	A workshop on "Research Methodology" was organized by the Dept. of Microbiology from 6-10/09/13.
(iii)	A workshop on "English Language" was organized by the Dept. of Languages on 15/01/14, as per the directions issued by the Dept. of Higher Education M.P. Govt. in Quality Extension Year. In this workshop lectures on "Group Discussion", Homophones" and "Resume writing" were organized.
(iv)	Another workshop on "Hindi Language" was organized by the Dept. of Languages, as per the directions issued by the Dept. of Higher Education M.P. Govt. in Quality Extension Year. In this workshop Bhasha Koushal ek Drusti, Vyakaran Trutiyan, Bhav Pallavan, Sar Lekhan, Sakshatkar Vidha, Group Discussion, Prouunciation & Sahbda Kshamata etc activities were carried out.
(v)	A workshop on "CCE" was organized in the college on 26/09/13, as per the directions issued by the Dept. of Higher Education M.P. Govt..
(vi)	A workshop on "Quality Extension in Higher Education" was organized in the college on 10/01/14, as per the directions issued by the Dept. of Higher Education M.P. Govt.
(vii)	A one day seminar on "Formation of Question Paper & Valuation" was organized by the Examination Dept. on 25/01/14.
(viii)	A MPCST sponsored national seminar on "Emerging Trends in Physical and Chemical Sciences" was organized by the Dept. of Physics from 15-16/03/2014.
(ix)	A one day seminar on "Microbiology-Opportunities & Challenges" was organized by the Dept. of Microbiology in association with Vijana Bharti on 28/02/14.

2.14 Significant Activities and contributions made by IQAC

- One National seminar and eight institutional seminars/workshops were organized by the different departments during the session.
- A seminar on “Placement Preparation” was organized by the Placement Cell on 17/01/14. In which lectures by Shri Girish Pahadiya on “Employment & Skill Development” and by Shri Kailash Chandra Sharma on “Mohak Vyaktitva ke Swami Kaise Bane” were organized.
- The Vivekanand Career Guidance Cell organized a lecture series from 4-5/10/13. Eminent speakers from CH Edge Maker delivered lectures and provided valuable guidance to the students. Shri Parakram Choubhe spoke on “Character & Humanity” on “GDPI”, Shri Sandeep Atre spoke on “How to prepare for Interview”.
- The Vivekanand Career Guidance Cell organized a 25 day workshop on “employment generation” for students. A training programme on “Fruit & Vegetable preservation” was conducted where the students were taught to make Pickles, Jelly, Jam, Sauce, Chyawanprash etc.
- 36 students are placed during the session by various companies.(Meccademia-04, IBM Daksha-14, Cipla—02, TCS-04, Wipro-12)
- A lecture by senior scientist Dr. Kashinath Deodhar on “Missile Technology” was organized by the Dept. of Physics in the month of July 13.
- A lecture by Shri Dharmbandhuji on “Motivation” was organized in the college on 28/09/13.
- A lecture by Dr. Namarata Singh on “Importance of Exercise & Nutrition in curing Diabetes” was organized by the Dept. of Pharmachemistry on 18/10/13.
- A lecture by Dr. Vilas Shilke on “Nano Technology” was organized by the Dept. of Physics on 30/01/14.
- A lecture by Dr. Varsha Kshirsagar on “Laboratory –Safety and Measures” was organized on 29/03/14.
- A lecture by Prof. B.K.Pure on “Importance of Educational Tour” was organized by the Department of Zoology on 18/10/13.
- Two new courses started in the session – Forensic Science and Horticulture at UG Level.
- A 14 day Judo Karate camp was organized for girls.
- On the occasion of “Beti Bachao Abhiyan” held between 5-6/08/13 various competitions like - debate, slogan, essay writing, poster making etc were organized in the college.
- Number of papers presented by the faculty members in various conferences/seminars – 36
- Number of research publications by the faculty in peer reviewed journals – 55
- Collaboration: National institutes(18)- DAVV Indore, RR CAT Indore, NRCS Indore, IUC Indore, MGMMC Indore, Parental Drug India Ltd. Indore, Disha Fertility Centre Indore, NFI Ltd. Dewas, IVRI Bareilly (UP), IAHVBP Mhow, CHL-Apollo Hospital Indore, Plethico Lab. Indore, Chouksey Lab. Indore, Sahkari Dugdh Sangh Maryadit Indore etc. Agriculture College Indore, BioRe Association Kasrawad, JNU New Delhi, MPUAST Udaipur (Rajasthan).
International institutes (1) - Research Institute of Organic Agriculture, Switzerland.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Academic programmes proposed:	Academic programmes implemented: 22
(i) To start BCA.	(i) Two courses at UG level – B.Sc. in Forensic Science and B.Sc. in Horticulture started during the session.
(ii) To start B.Sc. with Geography.	(ii) One course at PG level – M.Sc. in Fisheries started during the session.
(iii) To start B.Sc. with Economics.	(iii) Under the guidance of Dr. K. Panwar an educational tour of 50 students at “Eagle Seed and Biotech Ltd.” Kshipra, was
(iv) To start M.Phil. in Physics.	
(v) To start M.Phil. in Mathematics.	
(vi) To organize academic tours.	
(vii) To organize Lectures /seminars /workshop/symposium.	

<p>(viii) To start new certificate courses.</p> <p>(ix) To start New award if any.</p>	<p>organized by the Dept. of Seed Technology on 27/09/13.</p> <p>(iv) One National seminar and eight institutional seminars/workshops organized during the session through different departments of the college.</p> <p>(v) Six educational and value added lectures were organized by various departments during the session.</p> <p>(vi) The family members of the Ex. Principal Late Dr. Devekinandan Mishraraj announced an award for the toppers in M.Sc. (Bot.) in his memory.</p>
<p>Infrastructure development proposed:</p> <p>(i) To develop separate blocks for each department.</p> <p>(ii) To construct extra classrooms.</p> <p>(iii) To construct new Laboratories</p> <p>(iv) To renovate Playgrounds</p> <p>(v) To enrich the Library.</p> <p>.</p>	<p>Infrastructure development implemented : 03</p> <p>(i) Construction of extra classrooms on the first floor of the Academic Block was inaugurated on 25/08/12 and the construction work is in progress.</p> <p>(ii) Two research laboratories – Energy Lab and Material Lab are under construction.</p> <p>(iii) English Language Lab Started during the session</p>
<p>Value added programmes proposed :</p> <p>(i) To start cleanliness drive in the college and to make it a polythene free zone.</p> <p>(ii) Yoga Karyakram for students.</p> <p>(iii) Judo Karate camp for girls under self defence scheme.</p> <p>(iv) Subject like Moral Values should be incorporated as compulsory subject in the curriculum.</p> <p>(v) To organize lecturers related to Moral values, spirituality, national integration, Indian tradition and culture etc.</p>	<p>Value added programmes implemented: 07</p> <p>(i) A lecture by Shri Dharmbandhuji on “Motivation” was organized in the college on 28/09/13.</p> <p>(ii) Yoga Karyakram Surya Namaskar was organized for good health.</p> <p>(iii) The students participated in the various programmes held on the occasion of Independence Day, Republic day and Gandhi Jayanti.</p> <p>(iv) The NCC cadets of the college performed various activities like Tree plantation, Environmental Bicycle rally and Election duties. Tree plantation by NCC cadets done in the college campus on 26/01/14.</p> <p>(v) The NSS unit organized a tree plantation programme on 03/07/13.</p> <p>(vi) On the occasion of International Day for the Elderly, celebrated on 01/10/13 the students of M.Sc.(Pharmachemistry) visited Astha Vriddha Ashram.</p> <p>(vii) The Red Cross Society organized a service camp on “Protection of Cold” at the slum areas near the college on 26/01/14. The students themselves made the contribution and distributed woollen cloth, fruits, slate, chalk etc to the people living there.</p>
<p>Skill oriented programmes proposed:</p> <p>(i) To organize lectures on entrepreneurship skill development.</p> <p>(ii) To organize lectures on personal grooming, personality development and</p>	<p>Skill oriented programmes implemented: 04</p> <p>(i) Two workshops on “English Language” and “Hindi Language” were organized by the Dept. of Languages on 15/01/14, to</p>

<p><i>attitude building. This will help the students to face placement agencies coming to the institution.</i></p> <p>(iii) <i>To organize career fair in the college.</i></p>	<p><i>improve the communication skills of the students.</i></p> <p>(ii) <i>A workshop on “Quality Extension in Higher Education” was organized in the college on 10/01/14.</i></p> <p>(iii) <i>A programme of navy officers on “Navy Expedition” was organized in the college on 31/07/13. In this programme directives on “How to make career in Navy” were given by Lt. Ankit verma.</i></p> <p>(iv) <i>A seminar on “Preparation for Placement” was organized by the Placement Cell on 17/01/14.</i></p> <p>(v) <i>The Vivekanand Career Guidance Cell organized a lecture series from 4-5/10/13. Eminent speakers from CH Edge Maker delivered lectures and provided valuable guidance to the students regarding career options .</i></p> <p>(vi) <i>The Vivekanand Career Guidance Cell organized a 25 day workshop on “employment generation” for students.</i></p>
<p>Faculty competency and development programmes proposed:</p> <p>(i) <i>To organize research motivated lectures/ seminars/workshops.</i></p> <p>(ii) <i>To organize seminar on computer/environmental protection.</i></p> <p>(iii) <i>To organize workshops related to teaching learning enhancement.</i></p>	<p>Faculty competency and development programmes implemented: 06</p> <p>(i) <i>A workshop on “Research Methodology” was organized by the Dept. of Microbiology from 6-10/09/13.</i></p> <p>(ii) <i>A workshop on “CCE” was organized in the college on 26/09/13.</i></p> <p>(iii) <i>A workshop on “Quality Extension in Higher Education” was organized in the college on 10/01/14.</i></p> <p>(iv) <i>A one day seminar on “Formation of Question Paper & Valuation” was organized by the Examination Dept. on 25/01/14.</i></p> <p>(v) <i>A MPCST sponsored national seminar on “Emerging Trends in Physical and Chemical Sciences” was organized by the Dept. of Physics from 15-16/03/2014.</i></p> <p>(vi) <i>A one day seminar on “Microbiology- Opportunities & Challenges” was organized by the Dept. of Microbiology in association with Vijana Bharti on 28/02/14.</i></p>
<p>Student mentoring programmes proposed :</p> <p>(i) <i>To organize lectures on the use of social networking sites and on awareness for cyber crime.</i></p> <p>(ii) <i>Job oriented projects.</i></p> <p>(iii) <i>Entrepreneurship development</i></p>	<p>Student mentoring programmes implemented: 10</p> <p>(i) <i>Two workshops on “English Language” and “Hindi Language” were organized by the Dept. of Languages on 15/01/14, to improve the communication skills of the</i></p>

<p><i>programme for self employment.</i></p> <p>(iv) <i>To organize Workshop for improving “Communication Skill”.</i></p> <p>(v) <i>Organize Zero hour classes and Bridge classes.</i></p> <p>(vi) <i>To organize Remedial classes.</i></p> <p>(vii) <i>To organize Classes for the preparation of competitive examinations.</i></p> <p>(viii) <i>To organize talent search examinations.</i></p>	<p><i>students.</i></p> <p>(ii) <i>A lecture by Dr. Varsha Kshirsagar on “Laboratory –Safety and Measures” was organized on 29/03/14.</i></p> <p>(iii) <i>A lecture by Prof. B.K.Pure on “Importance of Educational Tour” was organized by the Department of Zoology on 18/10/13.</i></p> <p>(iv) <i>“Meghnath Saha Physics Olympiad” was organized by the Dept. of Physics on 22/02/14 in which 221 students participated.</i></p> <p>(v) <i>A competitive exam on “Indian Cultural Knowledge” was organized by the department of Zoology on 28/09/13.</i></p> <p>(vi) <i>Job oriented projects/ Internship are carried out by the final year students.</i></p> <p>(vii) <i>Entrepreneurship development programme is taught at the UG level as a separate paper.</i></p> <p>(viii) <i>Zero hour classes for the student of first year, Bridge classes for the students of second and third years at the starting of the session and Remedial classes for weak students during the session were organized.</i></p>
<p>Co-curricular/community extension programmes proposed:</p> <p>(i) <i>Physical Activities: YOGA, Judo Karate , sports activities: Institutional/ Division/ state/National/International sport competitions.</i></p> <p>(ii) <i>Aesthetic and Cultural Activities: On the spot drawing & painting competition, Group singing, Solo singing/ rhymes. Rangoli competitions.</i></p> <p>(iii) <i>Literary Activities: Inter-House competitions, House meetings, English recitation, Hindi calligraphy, English calligraphy, Hindi & English elocution (pronunciation).</i></p> <p>(iv) <i>Social Welfare Activities: Blood donation camp, Organs/Body donation programme, Awareness about AIDS, Personal hygiene pr. Health check up camps-Eye testing, Bone density, Lipid profile etc., Vector born disease awareness camp, clean environment programme, Eradication of child labourers, differentially able Day, Women’s Day & “World Diabetes Day” and awareness campaign, programmes for women empowerment, cancer/ Breast</i></p>	<p>Co-curricular/community extension programmes implemented: 14</p> <p>(i) <i>A 14 day Judo Karate camp for girls was organized under self defence scheme by the Sports Department.</i></p> <p>(ii) <i>A programme of navy officers on “Navy Expedition” was organized in the college on 31/07/13. In this programme directives on “How to make career in Navy” and on “How to perform our Duties in Navy” were given by Lt. Ankit Verma.</i></p> <p>(iii) <i>On the occasion of NCC day celebrated on 30/11/13 a spectacular show of Horse riding, Aero Modelling, Expedition of weapon etc was organized by the Gorkha Regiment in the college campus. A NCC fair was also organized.</i></p> <p>(iv) <i>Lans Nayak Shaheed Sudhakar Singh’s wife Smt. Durga Singh was honoured by Seva Surbhi Pariwar and she was given Rs 51000/- by Dr. K.Panwar.</i></p> <p>(v) <i>In the college Inter house/Interclass and Inter collegiate Chess competitions organized. The college Chess team won the Inter collegiate Chess competition.</i></p> <p>(vi) <i>Division level-Basketball (Women), Hand Ball (Men and Women), Hockey (Women) tournaments were organized by the</i></p>

<p><i>Cancer awareness programme, workshop on violence against women.</i></p> <p>(v) <i>Civic Development Activities: Road safety programmes-Traffic rule, Awareness about RTI, Awareness about Gender sensitivity. Voting awareness campaign,</i></p> <p>(vi) <i>Annual functions and Youth festivals.</i></p>	<p><i>college.</i></p> <p>(vii) <i>Barons Cup Cricket tournament was organized.</i></p> <p>(viii) <i>A one month Training camp for Volleyball, Basketball and Tennis was organized for the students.</i></p> <p>(ix) <i>Under corporate eye screening programme (CESP) an “Eye Check-up Camp” by Lawrence and Mayo Optical was organized by the Department of Zoology from 12-13/09/13 for the staff and the students.</i></p> <p>(x) <i>A lecture by Dr. Juhi Banarjee on “Yoga and its Importance” was organized for the faculty members and staff.</i></p> <p>(xi) <i>A one day health camp in the month march 2013 was organized by the Red Cross Society. The Mission Hospital conducted the general health checkup of the staff and students.</i></p> <p>(xii) <i>Parent Teacher meeting was organized by the Department of Pharmachemistry in the month of Jan 14.</i></p> <p>(xiii) <i>Inter collegiate Dance, Debate and Shot-put(Women) competitions were organized by DAVV and Ahilya Utsav Samiti in the college on 26/02/14.</i></p> <p>(xiv) <i>Shri Akash Arya and Ku. Momina Khan was selected Editor and Co-Editor respectively for the e-spectrum of the college in the student Editor Exam organized on 27/03/14.</i></p> <p>(xv) <i>Annual function was organized from 27-28/01/14 and Youth Festival was organized from 25-26/09/2013 in the College.</i></p> <p>(xvi) <i>Inter collegiate Youth festival was organized by the college at DAVV auditorium on 01/10/13.</i></p> <p>(xvii) <i>On the occasion of “Matdata Jagrukta Abhiyan” on 25/10/13 various competitions like debate, essay writing, poster making etc were organized in the college. Two students Shri Pulkit Jain and Ku. Prerna Dube were appointed as ambassadors by the district collector for this campaign.</i></p> <p>(xviii) <i>On the occasion of “Beti Bachao Abhiyan” held between 5-6/08/13 various competitions like - debate, slogan, essay writing, poster making etc were organized in the college.</i></p>
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Achievements of students:	<p>(i) On 31/07/13 Ku. Akanksha Chaturvedi who was selected in Indian Navy, was rewarded in the college by Dr. N. K. Dhakad, Additional Director, Higher Education, Indore Division.</p> <p>(ii) Ku. Divya Mandal was selected for the National Army Camp and got third position in firing in 17 directorates.</p> <p>(iii) Shri Govind Nagar represented the college in the National NSS Camp on "Personal Hygiene and Health" organized by DAVV Indore.</p> <p>(iv) Ku. Parul Chaudhary and Ku. Priya Garg of Holkar Science College was selected for the division level Basket ball (Women) team.</p> <p>(v) Shri Sheshmani Yadav was selected for the Yoga team of DAVV at the division level Yoga Competition organized by Kastoorbagram Mahavidhyalaya on 18/01/14. He won the Silver Medal in National Yoga Competition organized at Sagar on 22/01/14. He also participated in the national level Yoga camp organized at Kurukshetra (Hasryana) from 1-4/03/14.</p>
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2.16 Whether the AQAR was placed in statutory body

Yes ☐ No ☒

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

NA

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD/M.Phil.	12	00	06	00
PG	13	00	04	00
UG	22	00	17	03
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	47	00	27	03
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options:

Core

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	47
Trimester	--
Annual	--

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☐ Parents ☒ Employers ☐ Students ☒

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Board of studies for each Department is formed to update and revise the syllabus prescribed by the Department of Higher Education, Govt. of M.P. . The BOS can add up to 10-20% in the syllabus.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

03

Three new courses started during the session – Forensic Science and Horticulture at UG Level and Fisheries at PG Level.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	On Roll	Asst. Professors	Associate Professors	Professors	Others/Vacant
109	103	75	--	28	06

2.2 No. of permanent faculty with Ph.D.

75

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others(Guest)		Total	
R	V	R	V	R	V	R	V	R	V
NA	NA	NA	NA	NA	NA	80	00	183	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

80

03

--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	26	84	--
Presented papers	09	28	--
Resource Persons	01	17	--

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Along with the classroom teaching various other modern methods of teaching (LCD Projector, PPT Presentation and Interactive Board etc.) are also adopted to create interest of the students and inculcate in them an inclination towards research. Excursion tours and laboratory visits are organized to give them firsthand knowledge of the subject.
- For the continuous and comprehensive evaluation of the students different patterns like Assignment, Objective test, Group discussion, Viva voce, seminars etc are adopted.
- The faculty members visit the library every day. This practice keeps them updated with the latest trends and increases their reading ability. Which in turn helps the students as the teacher can impart the latest information and knowledge to them.
- The students also visit the library regularly. They are benefited by the information which they get by reading the course books, Reference books, Journals, Magazine and News papers.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Central Valuation at UG level, Valuation at PG level by the setter, the setter has to submit the MOI along with the paper, moderation of the paper one hour before the commencement of the examination, Coding, Valuation, Re-view and Deco-ding of the A/B. Any student, if not satisfied with his marks, can see his valued A/B in presence of the subject experts and his guardian and revaluation facility of the A/B available. In M.Phil. valuation and Viva Voce are conducted by the experts from other Universities.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

50

2.10 Average percentage of attendance of students

78%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	894	4.86	49.66	45.48	--	98.88
PG	271	18.73	61.05	19.85	0.37	98.52
M.Phil.	23	65.22	34.78	--	--	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- *The IQAC plays a significant role in creating conducive teaching learning environment in the college.*
- *Meetings with the HOD's are held to discuss problems, find solutions and to take suggestions for improvement in teaching learning process.*
- *The committee members monitor the teaching learning process by constantly remaining touch with the teachers and the students. They keep seeking feedbacks from the teachers regarding their teaching methods and the syllabus. They also take student's feedback about their respective teachers.*
- *Faculty members are encouraged to attend workshops and seminars related to methods of teaching and evaluation to keep them updated with the best teaching practices.*

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	02
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	38
Staff training conducted by other institutions	21
Summer / Winter schools etc.	01
Others	00

2.14 Details of Administrative and Technical staff.

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	09	02	00	00
Technical Staff	36	10	00	20

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- To provide Wi-Fi connectivity in the campus and develop well equipped research laboratories.
- To encourage faculty members to take up Minor/Major research projects.
- To provide separate research rooms for teachers actively engaged in research activities.
- Encourage faculties to establish research collaborations.
- Journals are subscribed in the library. E-Journals, e-books made available in the library.
- A MPCST sponsored national seminar on “Emerging Trends in Physical and Chemical Sciences” was organized by the Dept. of Physics from 15-16/03/2014.
- A 6 day workshop on “Enzyme Analysis” was organized by the Depts. of Biochemistry & Zoology from 25-30/03/13. 150 participants attended the workshop.
- A workshop on “Research Methodology” was organized by the Dept. of Microbiology from 6-10/09/13.
- An international collaboration with Research Institute of Organic Agriculture, Switzerland.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	04	03	04
Outlay in Rs. Lakhs	--	4452000	3302000	--

3.3 Details regarding minor projects.

	Completed	Ongoing	Sanctioned	Submitted
Number	01	06	02	07
Outlay in Rs. Lakhs	170000	817000	289000	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	36	19	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2-3 Yrs	UGC/IORA/MPCST/DST	3302000	2800000
Minor Projects	1-2 yrs	UGC/MPCST	289000	200000
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--

Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total			3591000	3000000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds
3.9 For colleges Autonomy ☒ CPE DBT Star Scheme
INSPIRE ☒ CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	01	00	--	02
Sponsoring agencies	--	MPCST	--	--	College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent	Number
National	Applied
	Granted
International	Applied
	Granted
Commercialised	Applied
	Granted

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
10	01	02	02	--	05	00

3.18 No. of faculty from the Institution who are Ph. D. Guides students registered

3.19 No. of Ph.D. awarded by faculty from the Institution

16

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

--

SRF

--

Project Fellows

02

Any other(SC/ST)

05

3.21 No. of students Participated in NSS events:

University level

07

State level

02

National level

01

International level

00

3.22 No. of students participated in NCC events:

University level

00

State level

68

National level

14

International level

00

3.23 No. of Awards won in NSS:

University level

00

State level

00

National level

00

International level

00

3.24 No. of Awards won in NCC:

University level

00

State level

03

National level

09

International level

00

3.25 No. of Extension activities organized

University forum

01

College forum

05

NCC

03

NSS

02

Any other

08

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- (i) A programme of navy officers on "Navy Expedition" was organized in the college on 31/07/13. In this programme directives on "How to make career in Navy" and on "How to perform our Duties in Navy" were given by Lt. Ankit Verma.
- (ii) On the occasion of NCC day celebrated on 30/11/13 a spectacular show of Horse riding, Aero Modelling, Expedition of weapon etc was organized by the Gorkha Regiment in the college campus. A NCC fair was also organized.
- (iii) Lans Nayak Shaheed Sudhakar Singh's wife Smt. Durga Singh was honoured by Seva Surbhi Pariwar and she was given Rs 51000/- by Dr. K.Panwar.
- (iv) The NCC cadets of the college performed various activities like Tree plantation, Environmental Bicycle rally and Election duties.
- (v) A seminar on "Career in Armed Forces" was organized.
- (vi) Tree plantation by NCC cadets done in the college campus on 26/01/14.
- (vii) The NSS unit organized a tree plantation programme on 03/07/13.
- (viii) In the college Inter house/Interclass and Inter collegiate Chess competitions organized. The college Chess team won the Inter collegiate Chess competition.
- (ix) Division level Basketball(Women) tournament was organized by the college in which 9 teams from different colleges were participated. Ku. Parul Chaudhary and Ku. Priya Garg of Holkar Science College was selected for the division level team.
- (x) Barons Cup Cricket tournament was organized.
- (xi) A one month Training camp for Volleyball, Basketball and Tennis was organized for the students.
- (xii) On the occasion of international Elderly Day, celebrated on 01/10/13 the students of M.Sc.(Pharmachemistry) visited at Astha Vriddha Ashram.

- (xiii) *Under corporate eye screening programme (CESP) an “Eye Checkup Camp” by Lawrence and Mayo Optical was organized by the Department of Zoology from 12-13/09/13 for the staff and the students.*
- (xiv) *A lecture by Dr. Juhi Banarjee on “Yoga and its Importance” was organized for the faculty members and staff.*
- (xv) *A one day health camp in the month march 2013 was organized by the Red Cross Society. The Mission Hospital conducted the general health check-up of the staff and students.*
- (xvi) *The Red Cross Society organized a service camp on “Protection of Cold” at the slum areas near the college on 26/01/14. The students themselves made the contribution and distributed woolen cloth, fruits slate, chalk etc to the people living there.*
- (xvii) *Inter collegiate Dance, Debate and Shot-put(Women) competitions were organized by DAVV and Ahilya Utsav Samiti in the college on 26/02/14.*
- (xviii) *A competitive exam on “Indian Cultural Knowledge” was organized by the dept. of Zoology on 28/09/13 in which 150 students participated.*
- (xix) *Inter collegiate Youth festival was organized by the college at DAVV auditorium on 01/10/13.*
- (xx) *On the occasion of “Matdata Jagrukta Abhiyan” on 25/10/13 various competitions like debate, essay writing, poster making etc were organized in the college. Two students Shri Pulkit Jain and Ku. Prerna Dube were appointed as ambassador by the district collector for this abhiyan campaigning.*
- (xxi) *Annual function was organized from 27-28/01/14 and Youth Festival was organized from 25-26/09/2013.*
- (xxii) *A 14 day Judo Karate camp was organized for girls.*
- (xxiii) *On the occasion of “Beti Bachao Abhiyan” held between 5-6/08/13 various competitions like - debate, slogan, essay writing, poster making etc were organized in the college.*

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	34 acres	--	Govt.	34 acres
Class rooms	40	00	UGC/Govt./SF	40
Laboratories	41	03	UGC/Govt./SF	44
Seminar Halls	04	00	UGC/Govt./SF	04
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	03	03	UGC	06
Value of the equipment purchased during the year (Rs. in Lakhs)	3355491	102000	UGC/Govt./SF	3457491
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

- Office is fully computerized with internet facility.
- Library is partially computerized with e-database and internet facility. For excess of e-journal and e-books del-net facility is available in the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	61954	--	200	87921	62154	--
Reference Books	27692	--	50	40325	27742	--
e-Books	--	--	--	--	--	--
Journals	3777	--	00	00		3777
e-Journals	del-net	15000	--	7500	del-net	22500
Digital Database	--	--	--	--	--	--
CD & Video	235	--	115	--	350	--
Others (specify)Thesis	425	--	66	--	491	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	257	13	Yes	00	00	22	18	00
Added	02	00	00	00	00	00	00	00
Total	259	13	Yes	00	00	22	18	00

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

An English language lab is established by the Department of languages, where 14 computers are installed with the Words Worth Software. A two day computer training programme was organized to update the teachers with the software.

4.6 Amount spent on maintenance in lakhs :

i) ICT	151000
ii) Campus Infrastructure and facilities	142000
iii) Equipments	152000
iv) Others	Nil
Total :	445000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Each class has a proctor teacher. The proctors are asked to form a one to one interaction with the students.
- Books, reference books and other teaching material provided to the weak students.
- Zero hour classes for the students of first year, Bridge classes for the students of second and third years at the starting of the session and Remedial classes for weak students during the session were organized.
- Arrange lectures related to skill and personality development.
- Complaint boxes are installed at various places in the campus

5.2 Efforts made by the institution for tracking the progression

- Departments are asked to give a detailed report of their achievements.
- Meeting are held where the HODs are asked to give presentation
- Feedback forms are given to students where they can give suggestions.

5.3 (a) Total Number of students

UG	PG	M.Phil.	Ph. D.	Others
2773	1729	48	73	00

(b) No. of students outside the state

1023

(c) No. of international students

00

No	%
00	0

Women

No	%
00	0

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1493	650	684	1776	5	4603	1280	810	794	1666	14	4550
Demand ratio 1: 3						Dropout % 22.09%					

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

1. As most of the competitive examinations follow the objective type pattern, IAES system is adopted for internal assessment.
2. Remedial classes organized for weak students.
3. A number of magazines related to competitive exams are available in the library like – Competition Success, Pratiyogita Darpan, Pratiyogita Nirdeshika etc.

No. of students beneficiaries

500-600

5.5 No. of students qualified in these examinations.

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

5.6 Details of student counseling and career guidance

- For over all counselling of the students each class has a proctor who looks after the requirement of the students.
- There are two cells namely - Swami Vivekananda Career Guidance Cell and the Placement Cell in the college that provide counselling regarding the career options and guide the students to make correct choices according to their capabilities. The Placement Cell invites various companies for campus placement where a number of students are selected.
- A programme of navy officers on “Navy Expedition” was organized in the college on 31/07/13. In this programme, directives on “How to make career in Navy” was given by Lt. Ankit Verma. A seminar on “Career in Armed Forces” was organized.
- A seminar on “Placement Preparation” was organized by the Placement Cell on 17/01/14. In which lectures by Shri Girish Pahadiya on “Employment & Skill Development” and by Shri Kailash Chandra Sharma on “Mohak Vyaktitva ke Swami Kaise Bane” were organized.
- The Vivekanand Career Guidance Cell organized a lecture series from 4-5/10/13. Eminent speakers from CH Edge Maker delivered lectures and provided valuable guidance to the students. Shri Parakram Choube spoke on “Character & Humanity” on “GDPI”, Shri Sandeep Atre spoke on “How to prepare for Interview”.
- The Vivekanand Career Guidance Cell organized a 25 day workshop on “employment generation” for students. A training programme on “Fruit & Vegetable preservation” was conducted where the students taught to make Pickles, Jelly, Jam, Sauce, Chyawanprash etc.
- 36 students are placed during the session by various companies.(Meccademia-04,IBM Daksha-14,Cipla—02,TCS-04,Wipro-12)

No. of students benefitted

500 - 600

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	450	36	Not Available

5.8 Details of gender sensitization programmes

- A 14 day Judo Karate camp was organized for girls.
- On the occasion of “Beti Bachao Abhiyan” held between 5-6/08/13 various competitions like - debate, slogan, essay writing, poster making etc were organized in the college.

5.9 Student Activities

5.9.1 No. of students participated in Sports, Games and other events

Sports: State/ University level	192	National level	03	International level	00
Cultural: State/ University level	206	National level	52	International level	00

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level	08	National level	00	International level	00
Cultural: State/ University level	15	National level	09	International level	00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	49	344950
Financial support from government	2637	28315000
Financial support from other sources	---	---
Number of students who received International/ National recognitions	---	---

5.11 Student organized / initiatives

Fairs : State/ University level	00	National level	00	International level	00
Exhibition: State/ University level	00	National level	00	International level	00

5.12 No. of social initiatives undertaken by the students

10

5.13 Major grievances of students (if any) redressed:

- *There is a grievance redressal cell for Faculty, Students and Staff in the college.*
- *During the session*
- *06 Grievances received from students and resolved by the cell.*

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution.

Vision

To develop the total personality of every student in a holistic way thereby making them responsible, thoughtful and mature citizens of our country.

Mission

To widen the horizon of the students, to lighten up their minds with quality, value – aided, career oriented education and to maximize their potentials so that they are able to compete in the era of new thought and technology and can serve the humanity in a better way.

6.2 Does the Institution has a management Information System

1. The administrative procedure and fee structure are given in the college brochure and they are also displayed on the college website- www.collegeholkar.org. This information can also be sought directly from the college inquiry office. The Right to information (RTI) is sacredly conserved in the college. Complaint boxes are placed at various places for the convenience of the students.

The college has a well-defined administrative set up for the smooth functioning of the institution. While the principal as the head of the institution remains at the helm of all the academic and administrative affairs in the college, the administrative officer serving as a link between the principal and the other staff members facilitates day to day administration of the institution. Every teaching department is headed by a senior professor entrusted with the administrative and academic responsibilities of that particular department. There are formed various committees comprising senior and experienced members of the staff for a number of activities taking place on the campus through the year. Constant monitoring is done to avoid any slackness in the administration.

Being an autonomous institution the college has its own examination department. All the activities related to the exam are carried out by this department. The administrative staff of the examination department comprises controller, deputy controller, several clerks and the peons. Students can seek information regarding their examination queries from the exam department directly.

The college imparts and seeks valuable information through JBS (Janbhagidari Samiti) and Governing body of the college. Regular meetings of OHA(old Hlkarian association) are also held to obtain valuable inputs for the betterment of administrative and academic set up.

There is a separate committee formed in the college to resolve student's complaints promptly.

- 2 Admission to the college based on merit basis is done online through a central agency appointed by the Dept. of Higher Education Govt. of MP.
- 3 The student's record is maintained in the office of the principal as well as in the exam department. The statistics related to the students is also uploaded on the college website.
- 4 Every teaching departments of the college has been equipped with internet in order to facilitate research activities. The college website is regularly updated. There are latest research journals available in the departments and in the central library. All the departments are interconnected through LAN to promote interactive research exchanges. There are regular meetings of the principal with researchers to ascertain the state of their progress.
- 5 Holkar Science College is a government college. As such it receives financial aid from govt. of MP. Being a recognized autonomous college it also receives substantial financial funds from the UGC for various purposes. The college also runs a number of self-financed courses. The funds generated by means of fees are used in the expansion of Labs and updating of college library. Being a government college the institution complies with the instructions and directives issued by the Department of Higher Education Govt. of MP from time to time.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- *Being an autonomous Govt. Institution the college complies with the instruction and directives issued by the department of higher education Govt. of M.P.*
- *Hence the curriculum designed by the higher education department is followed.*
- *But the college has the facility to add 10-20% in this curriculum by seeking the permission of the members of the Board studies for the respective subject.*

6.3.2 Teaching and Learning

- *The IQAC is an active body aiming towards the qualitative analysis and evaluation of the teaching and learning process in the college. The committee members monitor the teaching learning process by constantly remaining in touch with the teachers and the students.*
- *Seminars and workshops are organized to keep the faculty updated.*
- *Along with the classroom teaching various other modern methods of teaching (LCD Projector, PPT Presentation and Interactive Board etc.) are also adopted to create interest of the students and inculcate in them an inclination towards research. Excursion tours and laboratory visits are organized to give them firsthand knowledge of the subject.*
- *For the continuous and comprehensive evaluation of the students different patterns like Assignment, Objective test, Group discussion, Viva voce, seminars etc are adopted.*
- *The faculty members visit the library every day. This practice keeps them updated with the latest trends, increases their reading ability. Which in turn helps the students as the teacher can impart different information and knowledge to them.*
- *The students also visit the library regularly. They are benefited by the information which they get by reading the course books, Reference books, Journals, Magazine and News papers.*

6.3.3 Examination and Evaluation

- *The college follows semester system at UG and PG levels.*
- *Entrance test followed by interview is mandatory for admission to M.Phil. courses .*
- *The CCE of the students is ensured through test, assignments, seminars etc. and there is a written examination at the end of the semester.*
- *In order to maintain confidentiality and academic standards it mandatory that at least 50% of the exam papers are set by the external setters.*
- *The college follows a centralized pattern of valuation at UG level and PG level valuation is done by the setter.*
- *Examination results are made available on college website, student can download the provisional mark list.*
- *The various steps are taken in valuation of answer books- Mixing, coding, valuation, scrutiny, review and decoding.*
- *Mandatory moderation of question paper before the commencement of examination.*
- *Provision to show valued answer sheets on the request of the students in the presence of the subject experts and guardian to satisfy the students by removing their doubts. Here students can challenge the valuation. Revaluation done by two examiners.*
- *Examiner for M.Sc. practical exams and for M.Phil. Viva voce from outside the native university.*

6.3.4 Research and Development

- Every teaching departments of the college has been equipped with internet in order to facilitate research activities.
- There are latest research journals available in the departments and in the central library.
- For e-journals and e-books del-net is installed in library. The students and professors can take its membership.
- There are regular meetings of the principal with researchers to ascertain the state of their progress.
- Faculty members have been encouraged to organize/participate in research seminars/workshops/training programmes etc., to take up major and minor research projects and to establish research collaborations.
- Prof. Snjeeda Iqbal is working on a research project in collaboration with the Research Institute of Organic Agriculture, Switzerland.
- Prof. Dr. Vipul Kirti Sharma has discovered a new and unreported "Fossil of a sea creature with thorny skin" at Vill. Zeerabad (Manawar), Dist. Dhar, 150 KM away from Indore. The Fossil is named as "Steriosideris Kirti" after his name. The world famous Natural History Museum, London has allotted a special order namely "Holotype NHM EE 1384" to this fossil according to the rules and regulations of the museum for further research.
- 3 Major and 2 Minor research projects have been sanctioned during the session.
- 16 Ph.D. awarded under the guidance of the faculty members during the session.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is partially computerized.
- There are latest research journals available in the departments and in the central library.
- For e-journals and e-books del-net is installed in library. The students and professors can take its membership.
- Construction of extra classrooms on the first floor of the Academic Block was inaugurated on 25/08/12 and the construction work is in progress.
- Two research laboratories – Energy Lab and Material Lab are under construction.
- English Language Lab Started during the session

6.3.6 Human Resource Management

- The college has a well-defined administrative set up for the smooth functioning of the institution.
- While the principal as the head of the institution remains at the helm of all the academic and administrative affairs in the college, the administrative officer serving as a link between the principal and the other staff members facilitates day to day administration of the institution.
- Every teaching department is headed by a senior professor entrusted with the administrative and academic responsibilities of that particular department.
- There are formed various committees comprising senior and experienced members of the staff for a number of activities taking place on the campus through the year.
- Constant monitoring is done to avoid any slackness in the administration. Along with the teaching staff the college has class three and class four employees also.
- The principal and member of college staff work in perfect harmony to ensure a smooth, effective and transparent management of the institution.
- Holkar Science College is a government college. As such it receives financial aid from govt. of MP. Being a recognized autonomous college it also receives substantial financial funds from the UGC for various purposes.
- The college also runs a number of self-financed courses. The funds generated by means of fees are used in the expansion of Labs and updating of college library.
- The recruitment of the permanent employees is done by the Department of Higher Education Govt. of M.P.. The salary and other benefits related to finance, leaves, health etc. are regulated and implemented as per the rules laid down by the department of higher education.
- The recruitment of the temporary employees is done by the college authorities as per the rules laid down by the department of higher education.

6.3.7 Faculty and Staff recruitment

- This is a Govt. Institution.
- Only in self finance courses offered by the college, faculties and staff members are recruited by the college on contract basis according to UGC norms and directives given by the Dept. of Higher Education Govt. of M.P.

6.3.8 Industry Interaction / Collaboration

Collaborations:

National institutes(18)- DAVV Indore, RR CAT Indore, NRCS Indore, IUC Indore, MGMMC Indore, Parental Drug India Ltd. Indore, Disha Fertility Centre Indore, NFI Ltd. Dewas, IVRI Bareilly (UP), IAHVBP Mhow, CHL-Apollo Hospital Indore, Plethico Lab. Indore, Chouksey Lab. Indore, Sahkari Dugdh Sangh Maryadit Indore etc. Agriculture College Indore, BioRe Association Kasrawad, JNU New Delhi, MPUAST Udaipur (Rajasthan).

International institutes (1) - Research Institute of Organic Agriculture, Switzerland.

6.3.9 Admission of Students

- Online admissions at both UG and PG level in the college are based on merit basis as per the directives given by the Department of Higher Education Govt. Of M.P.
- Entrance test followed by interview is mandatory for admission to M.Phil. Courses.

6.4 Welfare schemes for

Teaching	4% TWF fund generated
Non teaching	---
Students	<ul style="list-style-type: none"> ➤ On the basis of merit cum means the college provides three half free ship facilities to each section of self financed courses. ➤ Full free ship to students whose parents live BPL.(BPL Card holder). ➤ Full free ship to students who have lost their parents.

10888676

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes ☒ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	Yes	Head/Principal
Administrative	Yes	AGMP/Higher Edu.	Yes	Head/AO/Principal

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes ☒ No ☐

For PG Programmes Yes ☒ No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- *The college follows semester system.*
- *The CCE of the students is ensured through test, assignments, seminars etc.*
- *At UG level, in the written examination conducted at the end of the semester, each paper contains three parts: Part-A (05 objective questions), Part-B (five short answer type questions with internal choice) and Part-C (five essay type questions with internal choice) and at PG level each paper contains two parts: Part-A (five short answer type questions with internal choice) and Part-B (five essay type questions with internal choice)*
- *In order to maintain confidentiality and academic standards it is mandatory that at least 50% of the exam papers are set by the external setters.*
- *Examination results are made available on college website. Students can download the provisional mark list.*
- *Central Valuation at UG level, Valuation at PG level by the setter, the setter has to submit the MOI along with the paper, moderation of the paper one hour before the commencement of the examination, Coding, Valuation, Re-view and Deco-ding of the A/B. A student, if not satisfied with his marks, can see his valued A/B in presence of his guardian and revaluation facility of the A/B available by two examiners. Examiner for M.Sc. practical exams from outside the native university. In M. Phil. valuation and Viva Voce are conducted by the experts from other Universities.*

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

- *There is an alumni association “Old Holkarian’s Association (OHA)” which extends its full support to the institution.*
- *In a programme organized by OHA, the family members of the Ex. Principal Late Dr. Devekinandan Mishraraj announced an award for the toppers in M.Sc. (Bot.) in his memory.*

6.12 Activities and support from the Parent – Teacher Association

- *Parents-Teachers Meetings (PTM) are organized at departmental level. In these meetings in addition to the resolution of individual problems of the students, issues like improvement in the institution, educational system, students benefit policies etc. are discussed. Parents are also apprised of their ward’s progress in the institution.*
- *Parent Teacher meeting was organized by the Department of Pharmachemistry in the month of Jan 14.*

6.13 Development programmes for support staff

- *Health check-up camp.*
- *Yoga Karyakram.*

6.14 Initiatives taken by the institution to make the campus eco-friendly

- **Energy conservation:** Large size windows in the classrooms for good ventilation, labs are installed with CFL bulbs to minimize the expense of electricity.
- **Water harvesting:** Water recharging pits have been constructed at many places.
- **Efforts for Carbon Neutrality:** There is no major carbon released, AC facilities are available at the Principal's office, Yashwant Hall, Conference hall and the Examination Department. The carbon by products that are generated are neutralized by the greenery in and around the institute.
- **Plantation:** To make the campus green and eco friendly plants are planted during the session. Our NSS volunteers and gardeners take care of the plants regularly.
- **Hazardous Waste Management:** Hazardous chemicals used in the labs are diluted and safely flushed out in septic tanks. Plant and animal waste is disposed in deep pits which are covered and closed with thick layer of earth. The vermi-culture technique is used to produce manure which is used again for the growing plants. The bio-degradable wastes are disposed through an agency hired for the purpose.
- **e-waste management:** No major e-waste is generated. The minor ones are disposed off with the permission of the Department of Higher Education.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Academic Innovation At the beginning of the session Zero hour Classes for the students of I semester and Bridge classes for the III and V semester students are being organized. Remedial teaching and intensive coaching is offered to students who need extra and special attention. The faculties are encouraged to attend various seminars/conferences held in different colleges across the country so as to inculcate the innovations in education and for their self- development.

Career: Swami Vivekananda Career Guidance Cell and the Placement Cell in the college provide counseling regarding the career options and guide the students to make correct choices according to their capabilities. The Placement Cell invites various companies for campus placement where a number of students are selected.

- The Vivekananda Career Guidance Cell organized a lecture series from 4-5/10/13 on “Character & Humanity”, “GDPI” and “How to prepare for Interview”. It has also organized a 25 day workshop on “employment generation” for students.
- In a seminar on “Placement Preparation” organized by the Placement Cell on 17/01/14, in which lectures on “Employment & Skill Development” and “Mohak Vyaktitva ke Swami Kaise Bane” were organized. 36 students are placed during the session by various companies.(Meccademia-04,IBM Daksha-14,Cipla—02,TCS-04,Wipro-12)
- A programme of navy officers on “Navy Expedition” was organized in the college on 31/07/13. In this programme, directives on “How to make career in Navy” was given by Lt. Ankit Verma. A seminar on “Career in Armed Forces” was organized.

Quality in Teaching, Learning and Evaluation Process: The IQAC committee members monitor the teaching learning process by constantly remaining in touch with the teachers and the students. Seminars and workshops are organized to keep the faculty updated. Along with the classroom teaching various other modern methods of teaching (LCD Projector, PPT Presentation and Interactive Board etc.) are also adopted to create interest of the students and inculcate in them an inclination towards research. Excursion tours and laboratory visits are organized to give them firsthand knowledge of the subject. For the continuous and comprehensive evaluation of the students different patterns like Assignment, Objective test, Group discussion, Viva voce, seminars etc are adopted. Books, reference books and other teaching material provided to the weak students. Zero hour classes for the students of first year, Bridge classes for the students of second and third years at the starting of the session and Remedial classes for weak students during the session were organized. Arrange lectures related to skill and personality development.

Interface with the alumni Two alumni are invited every month to the college to share their experiences with the students.

Involving students in research The College encourages the students to imbibe research culture by allotting them research projects under Inspire Research Scholarship Programme. About 51 students have been enrolled under this scheme.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The IQAC always aims at stimulating an academic environment for promotion of teaching – learning and research in the institution. The IQAC has encouraged the departments to undertake quality-related research studies, seminars, workshops and training programmes. A number of new courses have been started as per the given plan. The departments have actively participated, arranged and organized workshops and seminars. National and International collaborations have been made to promote a quest for excellence and research. The academic plans were channelized towards promoting the holistic academic excellence of the institution. Apart from academic programmes a number of value added programmes, skill oriented programmes, student mentoring programmes, co-curricular extension programmes have been organized. These programmes have inculcated a sense of belongingness and participation among the faculty members and the students. The IQAC acted as a vehicle for the completion of plans and strategies made by the college. The IQAC has taken adequate action in promoting measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. It has ensured timely, efficient and progressing performance of academic, administrative and financial task. The details of the plans implemented have been given in 2.15(Part A).

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

1. English Language Laboratory :

Objectives. *The English language lab has been setup in the department of language to develop better communication skills of the students. Good communication skills are indispensable for the success of any profession. The English language, in particular, has become essential for the students who aspire to advance their career anywhere in the world. English language learning has become a must for any Indian student today. Language learning is not the same as learning any other subject. The four skills of reading, writing, listening and speaking have to be practiced. Communication involves one's ability to listen carefully so as to grasp the meaning and to respond in turn with apt words and clarity of pronunciation. Being able to communicate well is the most important factor when seeking a placement in a company. The language laboratory plays an important role in the language learning process.*

The Context. *The students seeking admission to Holkar College come from far-flung areas and diverse cultural backgrounds where they have either very little or almost nil exposure to English language that their urban counter- parts enjoy at the big cities. The metropolitan culture also motivates the city dwellers to learn quite a few communicative skills that boost up their self confidence admirably. The majority of the students being admitted to this institution are bereft of this advantage. This accounts for the inclusion of the some kinds of language learning skills in the syllabi prescribed for the undergraduate classes.*

The Practice. *Keeping this in view, we have tried some innovative measures in the classroom in addition to the traditional ones. We ask them practice exchange of common courtesies, observe English etiquettes among them. We encourage them to emulate certain situations where they are expected to interact in English this ability to initiate communication in English certainly helps them overcome their primary psychological hesitation in using the language. In order that, they may further refine their articulation and learn the proper intonation we have established an English language lab in the college. The software used of this purpose builds its program on three cardinal components of language learning namely, exposure, confidence and practice. In view of the fact the linguistic acquisition of college students is heterogeneous the training program has been prepared in three level courses. Each one of them is an integrated course in itself. Prep 1 caters to the needs of those learners who are very poor in English. Prep 2 and prep 3 are meant for those who have acquired certain level of proficiency in English and are desirous of learning advanced skills of spoken language. The program is sure to help learners speak correct and fluent English confidently – a trait so urgently warranted in the increasingly competitive global environment.*

2. Cleanliness Drive in the Campus.

Objectives. “Cleanliness is next to Godliness” keeping this motto in the forefront the college has initiated cleanliness drive campaign in the college. The objective is to maintain the green environment of the college by making it pollution free and polythene free zone. If the campus is clean and green the students and the faculty member will get a better environment to study, carry out research and perform various activities. The campaign will create environmental awareness among the students and will nurture the ecological environment of the college.

The Context. Due to lack of awareness and lack of accountability different types of waste materials are disposed of in the campus. Throwing of wrappers in the ground, canteens, in classrooms and in wash rooms is a common practice. The use of polythene is hazardous for all. A strong campaign has been started to make everyone aware and to compel them to maintain cleanliness in the campus. Educational institutions have a great impact on the personality of any child. The cleanliness drive campaign will teach the students to keep the surroundings clean and to make this college the most beautiful college of Indore.

The Practice. The college has around 500 trees of different varieties, a number of lawns and beautiful flowers all around. A green brigade of the college is formed to conserve greenery in the college and to maintain cleanliness. The proctors are given the responsibility to encourage and instill the importance of hygiene and cleanliness in the students. Classroom workshops are organized where the students are taught to keep the departments, classrooms, laboratories and washroom clean. The use of polythene has been banned and the use of paper bags, Jute bags etc is encouraged. Slogan writing competitions are organized and inspiring quotes are pasted in the college for example “do not litter let the college glitter”. The sweepers are appointed to collect the garbage every day. Dustbins are kept at different places. The college administration takes strict action against those who do not follow the rules.

7.4 Contribution to environmental awareness / protection

A number of measures have been initiated to make the Campus eco-friendly and to create teaching- learning ambience.

Green Audit -The College conducts a Green Audit of its stupendous campus. The green campus of the college has around 500 trees of different varieties like shrubs and perennial plants. The College is also maintaining lush green lawns and medicinal herbs in the campus. Over a hundred flower pots are being maintained regularly. Massive plantation drive is carried out during every rainy season, on Independence Day and at other occasions with the help of N.S.S. & N.C.C volunteers. Many trees have been labeled with their names also. Gardeners (Maali's) are appointed to look after the plants and gardens. This practice helps in reducing carbon emission in the environment generated through gaseous and other pollutants.

Energy conservation- Large size windows in the classrooms for good ventilation, labs are installed with CFL bulbs to minimize the expense of electricity.

Water harvesting-To conserve water in the campus, water recharging pits have been constructed at many places especially on the waste ground.

Efforts for Carbon Neutrality-Majority of the class rooms and labs are non AC except for the Principal's office, Yashwant Hall, conference hall and exam department. Hence the carbon by product produced by the air conditioners is minimal. The carbon by products that are generated are neutralized by the greenery in and around the institute.

Plantation-To make campus green and eco friendly plantation programmes are carried out in every session from time to time.

Hazardous and e- Waste Management -Hazardous chemicals used in the labs are diluted and safely flushed out in septic tanks. Plant and animal waste is disposed in deep pits which are covered and closed with thick layer of earth. The vermi-culture technique is used to produce manure which is used again for the growing plants. The degradable wastes are disposed through an agency hired for the purpose. No major e-waste is generated. The minor ones are disposed off with the permission of the Department of Higher Education.

7.5 Whether environmental audit was conducted?

Yes

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No

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7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The institution conducted internal/external SWOT analysis during the year: External resource persons are Shri K.C. Sharma, Ms. Arti Shrivastava, **between 12-29/09/2012.**

Some strengths from SWOT analysis: Intense desire to improve language skills, Passionate about development of their personalities and Readiness to acknowledge their weaknesses and willingness to improve.

Some weakness from SWOT analysis: Inadequate linguistic acquisition, Lack of exposure to information and knowledge due to lack of extensive reading.

Some opportunities from SWOT analysis: Eagerness to improve provides ample opportunity of fruitful employment and the strong desire to learn can be diverted to meaningful research.

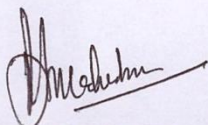
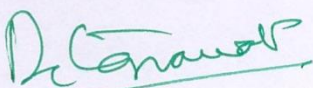
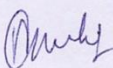
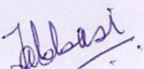
Some challenges/ threats from SWOT analysis: To overcome strong inherent conditioning that might interfere with the development of their personality and the native accent that hampers the acquisition of the standard accent of the language.

8. Plans of institution for next year

The College and the IQAC has formed a plan to improve the academic and administrative performance of the institution to provide quality education and to develop a learner – centric environment. It is proposed that the classrooms should be converted into smart classrooms. It is also proposed to start new academic programmes that would generate employment for the students. A well equipped modern research wing should be developed in each department for the research scholars and faculty members actively involved in research pursuits. The college plans to make the campus a polythene free zone. The IQAC has initiated and proposed to construct an auditorium and expand the cultural centre of the college for promoting our rich cultural heritage. It would lead to the overall development of the students. For promoting women empowerment the college plans to organize national women science congress. The aim is to give a platform to women from all walks of life to come together, discuss, share and give ideas for the sustainable development of the society.

Signature of Coordinator, IQAC

Signature of Chairperson, IQAC

	
Name __ Prof. R.S. Maheshwari __	Name Dr. R.K. Tugnawat
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