



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	M. J. COLLEGE
Name of the head of the Institution	Dr. Anil Kumar Choubey
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07882295044
Mobile no.	9340610904
Registered Email	info@mjge.in
Alternate Email	anilkumarchoubey1@gmail.com
Address	Kohka- Junwani Road , Bhilai
City/Town	Bhilai
State/UT	Chhattisgarh
Pincode	490020
<b>2. Institutional Status</b>	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Mrs. Archana Tripathi
Phone no/Alternate Phone no.	07882295033
Mobile no.	9770378896
Registered Email	mjciqac@gmail.com
Alternate Email	archanavin2226@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://mjcit.in/wp-content/uploads/2019/09/AQAR-2017-18-Uploaded.pdf">http://mjcit.in/wp-content/uploads/2019/09/AQAR-2017-18-Uploaded.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website:  
Weblink :

[http://mjcit.in/wp-content/uploads/2019/11/academic-calender\\_2018-19.pdf](http://mjcit.in/wp-content/uploads/2019/11/academic-calender_2018-19.pdf)

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.32	2015	11-May-2015	10-May-2020

### 6. Date of Establishment of IQAC

13-Aug-2013

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Guest Lecture on Sign Language By Mrs. Laxmi Yadav, Prayas Viklang	15-Apr-2019 01	140

Sansthan and Teacher's Training Institute (HI), Bhilai		
SEMINAR ON LANGUAGE & CAREER	15-Mar-2019 01	156
Guest Lecture on Communication Skills for differently abled students by Mrs. Priya Rastigi, Prayas Viklang Sansthan and Teacher's Training Institute (HI), Bhilai	12-Feb-2019 01	160
7 days Computer Training programme for B.Ed. Students	03-Dec-2018 07	157
MJ MISSION CLEAN One Day Workshop by Mr. S K Sundarani, Commissioner Nagar Nigam Bhilai	07-Dec-2018 01	275
WORLD AIDS DAY, Guest Lecture By Mr. Asim Sahgal	01-Dec-2018 01	200
SVEEP WORKSHOP ON EVM	10-Oct-2018 01	180
5 days Computer Workshop for Teaching & Non-Teaching Staff	25-Sep-2018 05	44
2-days WORKSHOP ON CLAY IDOL MAKING, Mr. Rajesh Surganiha	04-Sep-2018 02	200
<a href="#">View File</a>		

**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
<b>No Data Entered/Not Applicable!!!</b>				
No Files Uploaded !!!				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

• Started value added courses on Advanced Excel Power Point, Website Development, Fundamentals of Capital Market, Digital Marketing, Investment Management, Environment Protection Cleanliness skill habit formation, Communication skills, Travel and Tourism. • 2 days WORKSHOP ON CLAY IDOL MAKING. • HEALTH AWARENESS PROGRAM • Awareness Programme on SVEEP (Systematic Voters' Education and Electoral Participation) • SEMINAR ON LANGUAGE and CAREER Organized awareness programmes for teachers to get acquainted with the importance and new method of NAAC Accreditation. Introduced online admission process in UG and PG level. Organized 5 day workshop on soft skill development for teaching and non teaching staff members. Made arrangement for sending importance notification through SMS, Email, Whatsapp to all college family regularly. Organized various programmes on labs safety, fire safety and disaster management. CCTV camera has been installed in important locations of the College.

[View File](#)

**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	Achievements/Outcomes
Collaborative activities for research, faculty/student exchange, functional MoU's with Institutions etc.	Through these activities college can maintain a closer contact with the work field and it keeps the academic activities in a more realistic perspective and expand the scope of learning experiences.
Awareness Programme on 'SVEEP' (Systematic Voters' Education and Electoral Participation)	Successfully organized programme as per instructions from District Electoral Office DURG College SVEEP programme nodal officer was the ONLY college in the District to receive Certificate of Excellence .
Yoga and computer training workshops for teaching, non teaching staff and students	Yoga is beneficial for all staff members and students to keep them fit, where as computer training make them acquainted with modern technology
Implementation of online admission process in both UG and PG level	Students from distant location get benefited through online admission process

Preparation & distribution of academic calendar to all staff members and students	Academic Calendar helps students and staff to made their academic plan properly
Display of important notifications and information to all teaching, non teaching staff and students through SMS/Whatsapp/College website	large quantity of paper has been saved. information has been disseminated in short time
Renovation of Buildings A & B Block, Auditorium in C Block, Paver block in parking area.	Renovation of Buildings completed successfully. Paver block work is in progress.
Conduct & Analysis of Academic and Administrative Audit.	AAA conducted successfully.
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Governing Body Of College	25-Mar-2021

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
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Date of Visit	11-May-2015
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2019
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Date of Submission	11-Feb-2019
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	The college has stressed on transparency in all administrative and financial matters and delegation of power to the appropriate authorities. The Principal owns responsibility to detail the information on all the administrative and financial issues to the top management. The Principal keeps the management informed about the government policies on education, the interactions with the University and the funds available for the college from various agencies. He also keeps the top management abreast about the
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needs of college development in terms of introducing new programs and infrastructure development. The communication between the management and staff members are done through proper channel. Bulk SMS gateway is used to send important notifications to stakeholders. College library software was developed for better management of books, periodicals, journals to different stakeholders. Whatsapp groups have been created which ensure speedy dissemination of information among various cells and clubs. All computer systems have been connected with LAN and Internet facility. The college website have been upgraded for easy accessibility and to make it more informative.

## 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

M. J. College, Bhilai is affiliated to Hemchand Yadav Vishwavidyalaya, Durg and thus the curricular aspects of the college are governed by the university statutes and regulations. The college has well-structured delivery mechanism for curriculum. The implementation process is designed to make students knowledgeable, socially committed and employable. College academic calendar is prepared at the beginning of academic year by IQAC cell on the basis of university academic calendar, consulting staff committee and departmental heads. This plan is aligned with the UGC and the University approved curriculum as to what and when teachers should teach and students should learn. This is accomplished by strictly adhering to term and unit plans, classroom teaching and the regular assessment of student progress. The academic calendar, timetable, course and programme outcomes, programme specific outcomes, learning resources are made available to students in print and website. The previous year question paper of end term and internal examination is also made available in library and website. At the beginning of academic year, the HoDs direct the faculty members to prepare course plan in accordance with attainment of the course outcome. The faculty members use different teaching technique for effective delivery of the curriculum. We focus on priority curriculum areas and on ensuring that all students are proficient in the basics, as well as in the key learning areas. The college curriculum includes a strong focus on developing inter and cross curricular skills and attributes like literacy, numeracy, information and communication technology capability, critical and creative thinking, personal and social capability, ethical behaviour and intercultural understanding. We have different approach for recognizing, evaluating and building upon the students' existing knowledge and skills besides constructing bridges to make the topics locally relevant. Priority is given to construct learning experiences that are accessible, engaging and challenging for all students, including those with particular needs. Assessment processes are designed to evaluate the students' learning, his strengths and weaknesses. Remedial measures are formulated and implemented with strictly

monitoring the outcome. Reporting processes are aligned with the curriculum and designed to provide students information about the achievement of curriculum intentions and progress over time. Professional development is encouraged to build staff skills in curriculum planning and development. Considerable attention is given to ensure 'vertical' alignment of the curriculum so that there is continuity and progression of learning across the year. A high priority is given to the progressive development of students' deep understandings of concepts, principles and major ideas within learning areas. Students are motivated to use E-resources and in order to implant practical knowledge, college collaborates with different professional institutes. In order to achieve programme outcomes and to make the learning student centric, industrial visits, quizzes, seminars and workshops are organised on regular basis. The state government sponsored Scholarship and institutional scholarship/freeship supports the financially backward and meritorious students. The feedback from different stockholders is gathered and analysed periodically. The feedback regarding the curriculum is conveyed to university through the faculties who are member of Board of study of the university.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	Diploma in Computer Applications	12/11/2018	240	Employability	Computer Skill
NA	D.El.Ed.	29/11/2018	300	Employability	Teaching Skill

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
No file uploaded.		

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

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

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

	Certificate	Diploma Course
Number of Students	Nil	83

### 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
Value Added Course on Advance Excel and PPT	06/09/2018	15
Value Added Course on Website Development	10/10/2018	30
Value Added Course on	03/12/2018	27

Digital Marketing		
Value Added Course on Fundamental Of Capital Marketing	07/09/2018	32
Value Added Course on Investment Management	07/01/2019	25
Value Added Course on Vasundhra Environment Protection And Cleanliness Skill habit Formation	09/07/2018	35
Value Added Course on Communication Skill	18/09/2018	26
Value Added Course on Travel And Tourism	31/10/2018	31
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Business Administration	4
BEd	Education	387
BCA	Computer Application	2
MCom	Commrece	22
MSc	Computer Science	4
PGDCA	Computer Application	39
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
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>The institution collects the feedback on curriculum aspects and courses from different stakeholders such as the students, alumni, Faculty and Employers. The feedback from students also includes the institutional performance and faculty's performance. Separate feedback form is prepared for each category in google form and required data is collected online. Student feedback covers variables like course contents, course outcome, internal evaluation system, availability of reference books etc. along with the performance of faculty members with variables like preparedness for class, subject knowledge, class room behaviour etc. The IQAC conveyed the feedback to the head of the departments for necessary action. Based on student feedback more reference</p>



books were added in library. The faculties were instructed to explain course outcome clearly at the beginning of academic year. New value-added courses were added in different departments. Parent feedback were collected online, based on feedback IQAC asked HoDs to provide short notes to slow learners and to encourage the PG students to participate in seminars and workshops. The Faculty feedback form was collected and analysed. The employer feedback was collected with variables like need for softskills etc., based on the feedback collected IQAC conveyed the HoDs to start some value-added courses to enrich the curriculum. The Alumni feedback was collected on curriculum and Institution. The IQAC conveyed the feedback to HoDs and management to formally register the Alumni Association and to invite some of the alumni as guest speaker in the college.

## 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
PGDCA	POST GRADUATE DIPLOMA IN COM. APP.	60	39	39
MSc	MATHEMATICS	20	15	15
MSc	COMPUTER SCIENCE	10	4	4
MCom	COMMERCE	60	30	30
BCom	COMMERCE	480	130	130
BCA	COMPUTER APPLICATION	120	9	9
BBA	BUSINESS ADMINISTRATION	90	7	7
Bed	EDUCATION	400	400	387

[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
2018	533	88	23	Nil	11

### 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
50	34	10	4	Nil	6

[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)**

Mentoring is an important strategy in our institution which provide students with the emotional and valuable support students require to achieve the goal of a degree. By providing information, continuous support, guidance and encouragement, mentors play a remarkable role in nurturing students' college aspirations, helping them prepare for challenge ahead. IQAC has established a well-planned Students Mentoring System with three levels namely Mentor Level, Department Level and Institutional Level. In Mentor Level 20 to 30 students are allotted to a faculty to improve their academic as well as non-academic performance. The mentors are introduced at the beginning of the session then individual sessions are conducted periodically. The mentors monitor the academic progress and counsel them personally if needed. The parents are informed regarding the Student's progress. Efforts were made to use student's attendance tracking system and bring the parents into the loop of student's attendance tracking system. Students are encouraged to take part in co- and extra-curricular activities. They are motivated to use the e-resources available in the college and library. If project submission is part of course in programme the mentor help in selecting the topic based on the strength of each student. At department level the head of the department meet with the mentors periodically to review the progress of mentor-mentee system and inform the IQAC accordingly. At institutional level the IQAC member of different department keep track of mentoring system through monitoring committee. The mentors and head of department gives feedback to IQAC who plans seminar, workshop or value-added courses based on that. Mentoring for students in college helps students to feel more connected and engaged on campus, which can ultimately improve student outcomes. The college also helps in building team spirit, inculcating ethics and values, developing cultural bonding and encourage student by scouting their talent. Mentoring by college faculty has a positive impact on students' persistence and academic achievement in college and helps prepare them to be successful in professional careers as well. Each student is mentored from time to time once by their individual class educators. The academic issues, personal and family issues which is directly or indirectly related with the academics are also addressed and if necessary, they are referred to senior faculties who are better counselors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
661	34	1:19

**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
50	34	12	4	3

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Shakuntala jalkare	Assistant Professor	Excellent Teacher Award
2018	Dr. K.S. Gurupanch	Principal	Certificate of Appreciation (SVEEP Program ) Certificate of Appreciation (Youth for Ekatmata )
2018	Dr. J. P. Kanoje	Assistant Professor	1) Certificate of Appreciation (Child Rights And Role Of

			NSS)
2018	Archana Tripathi	Assistant Professor	Certificate of Appreciation (Educational Contribution )
2018	Dr. J. P. Kanoje	Assistant Professor	2) Certificate of Appreciation (Youth for Ekatmata )
<a href="#">View File</a>			

## 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
BSc	Mathematics	IIIrd Year	06/06/2019	17/07/2019
PGDCA	POST GRADUATE DIPLOMA IN COM. APP.	II Semester	14/06/2019	27/09/2019
MSc	MatheMatics	IV Semester	07/09/2019	21/09/2019
MSc	Computer Science	IV Semester	07/09/2019	21/09/2019
MCom	Commerce	IV Semester	07/09/2019	21/09/2019
BEd	Education	IV Semester	07/08/2019	18/08/2019
BCA	Computer Application	VI Semester	05/06/2019	07/08/2019
BBA	Busness Administration	VI Semester	25/07/2019	13/08/2019
BCom	Commerce	IIIrd Year	17/05/2019	29/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution being affiliated college strictly adheres with the system designed by Hemchand Yadav Vishwavidyalay for both the Continuous Internal Evaluation (CIE) and the End Semester/Yearly Examination. The institution adopts Centralized Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis throughout the year.

The CIE components for UG programmes are attendance, test papers and assignment/seminars and in PG programmes, attendance, test papers, assignments and seminars. Students are made aware of the importance and evaluation process through the following initiatives: •Teaching Plan contains evaluation procedures •Academic Calendar with CIA Exam dates •Orientation on changes and amendments in the evaluation process through Tutorial Meetings •Display in the College and Departmental Notice Board, websites and whatsapp groups. The question paper format is displayed on the departmental notice board and old question papers are made available in departmental library. The tentative date of examination is planned by IQAC in coordination with examination cell and staff council. The final time table is prepared by examination cell and displayed in various notice boards, website and Whatsapp groups. Student

attendance is monitored by class teachers and mentors, time to time information is passed on to parents. The course teachers have to evaluate the answer sheets in specified time with comments. The teachers discuss the common errors in class rooms and lawful grievances are addressed by teachers and HoDs. Retests are conducted on genuine ground for the needy students. The Result Analysis is done by the class tutors after every CIA Test. The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of students' performance. Progress Reports are sent by the tutors to the parents after each of the test. Remedial Classes are conducted for the slow learners, absentees and the students who participate in Sports, NSS activities and Placement Interviews. This practice helps struggling learners to update their subject knowledge and helps them to catch up with their peers.

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

IQAC of college prepares the college academic calendar at the beginning of academic year based on university academic calendar and departmental academic plan. The academic calendar contains a list of all the interactive and innovative programmes to be conducted by the college, both at the faculty and student level. The academic calendar ensures maximum delivery hours for teachers and to use these hours effectively. The internal examination schedule (test paper part) is given in the academic calendar so that students can plan their studies accordingly. The principal, HoDs and faculty members meet at the beginning of academic year for smooth implementation of the academic calendar. Each member of the staff and students are provided with the copy of the calendar for planning their activities. Efforts are made to stick with the schedule given in academic calendar, but for unforeseen reasons the IQAC takes decision for change in any scheduled activity. To meet the schedule of CIE the faculty members take special classes with the permission of HoDs. Assignments and seminars are given well in advance for proper preparation. The evaluation is continuously done. The cultural activities, seminars, workshops, field trips, educational visits etc. are included in academic calendar for all around academic growth of the students. These programmes are conducted without affecting continuous internal evaluation system of the college.

## 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://mjcit.in/Home/academics/CO-PO-PSO>

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
B.Com	BCom	Commerce	119	87	73.1
BCA	BCA	Computer Application	9	3	33
BBA	BBA	Busness Ad ministration	7	7	100
B.Ed	BEd	Education	383	363	94.77
MSc	MSc	Maths	20	12	60

MSc	MSc	Computer Science	3	3	100
MCom	MCom	Commerce	52	45	86.5
PGDCA	PGDCA	PG Diploma in Computer Application	34	32	93.75
<a href="#">View File</a>					

## 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://mjcit.in/sss/>

## 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
Minor Projects	330	PC Academy	0.3	0.3
Minor Projects	300	Professional career	0.3	0.3
<a href="#">View File</a>				

### 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
SEMINAR ON LANGUAGE CAREER	Hindi Department	15/03/2019
Workshop on MOCK DRILL FOR FIRE SAFETY	All Department	31/03/2019
Guest Lecture on Intellectual Property Rights	Commerce Department	19/09/2018
2-days WORKSHOP ON CALAY IDOL MAKING, Mr. Rajesh Surganiha	education	04/09/2018
HINDI DIWAS association with Lions Club Pinnacle	Education	14/09/2018
BLOOD DONATION CAMP	Commerce Science	01/10/2018
WORLD AIDS DAY GUEST LECTURE ON HEALTH AND HYGIEN BY Asim Sahgal	Education	01/12/2018
MJ MISSION CLEAN with Mr. S K Sundarani, Commissioner Nagar Nigam Bhilai	All Department	07/12/2018

AWARENESS Seminar OF CIVIL LAW in association with Jan Sunwai Foundation	All Department	16/02/2019
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### 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
Excellence Teacher Award	Ms Shakuntala Jalkare	Bhartiya Dalit Sahitya Academy	11/08/2018	Achievement for the Excellence in Research
Chhattisgarh Gaurav Samman	Mrs. Shreelekha Virulkar	Shree Ramesh chandra Foundation C.G.	16/03/2019	Achievement for the Excellence in Education Field
Certificate of Appreciation	Dr. K.S. Gurupanch	CG State Yuth Association	02/10/2018	Achievement for the Excellence in Education Field
Certificate of Appreciation	Dr. J.P. Kannoje	Nagar Nigam Durg	20/11/2018	Social contribution about Election Awareness
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start- up	Date of Commencement
NA	NA	NA	NA	NA	Nil
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
01	01	01

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

#### 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	Education	3	5.0
National	Education	1	2.0
<a href="#">View File</a>			

#### 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
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NIL	Nill
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	Nill	NIL	Nill
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	Nill	Nill	NIL
No file uploaded.						

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

Number of Faculty	International	National	State	Local
<b>Attended/Seminars/Workshops</b>	11	30	Nill	Nill
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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachata Campaion at Devbaloda Archaeological Tempal	NSS	12	47
Blood Donation Camp	NSS	29	140
Dengue Unmoolan Program	NSS	7	28
Swachhata Abhiyan	Govt Summer Internship Program	8	120
SVEEP Work	District Election Commission	130	1200
Door to Door Campaining	NSS	10	36
<a href="#">View File</a>			

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
Awerness about Child Rights And Role Of NSS	Certificate of Participation	UNICEF	55
Yuth For Ekatmak Competition	CG State Yuth Association	CG State Yuth Association	48
(SVEEP) Social contribution about Election Awareness	Letter of Appreciation	Nagar Nigam Durg	1200
Field work	C Certificate	NSS Hemchand Yadav University , Durg	5
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachhata Abhiyan	Nagar Nigam Bhilai	MJ MISSION CLEAN	12	275
Health Awareness	Herbal Life , Bhilai	WORLD AIDS DAY	23	177
Gender Issue	Jan Sunwai Foundation, Durg	AWARENESS on CIVIL LAW	19	125
Swachhata Abhiyan	Govt	Summer Internship Program	8	120
Health Awareness	Aashirwad Blood Bank, Bhilai	BLOOD DONATION CAMP	15	70
Swachh Bharat	DevBaloda And M J college	Community Camp	12	170
Dengue Unmoolan Abhiyan	NSS	Health Awareness	15	53
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Guest Lecture on Intellectual Property Rights	28	College Management	1
Guest Lecture on World Aids Day with Herbal Life	200	College Management	1



Guest Lecture on Personality Development	134	College Management	1
Guest Lecture on Professional Ethics	63	College Management	1
Guest Lecture on Communication Skill for Differently abled Students	160	College Management	1
Guest Lecture on Sign Language	146	College Management	1
Guest Lecture on Legal Awareness	125	College Management	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Training Programme (Internship)	School Internship	Govt. Middle School Belaudi , Durg	27/07/2018	29/11/2018	10
Guest Lecture	Guest Lecture	Mr. Asim Sahgal Wellness Coach Herbal Life	01/12/2018	Nil	200
Project Work	MOU	S S Informatics, Kohka Bhilai	25/04/2019	29/05/2019	25
Teaching-Learning Training Programme, Development Sharing of Academic Materials, Publications and events	MOU	Shri Sankracharya Mahavidyalaya ,Bhilai ,Dist -Durg (C.G)	01/04/2018	31/07/2019	203
Guest Lecture	MOU	Dr. Santosh Rai (Director ,Professional Career )196 ,Zonal Market	20/12/2018	Nil	134

		,Sec-10, Bhilai, Ph. No.-07882261 606			
Guest Lecture	Guest Lecture	Session Court Judge Mr. Vivek Tiwari Advocate Garima Sharma	19/02/2019	Nil	125
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Shri Shankaracharya Mahavidyalaya ,Bhilai	02/04/2018	Training and development of administrative and teching Staff and Exchange of student .Organizing combind national International events,Mutual visit of academic staff.	209
" PRAYAS SHRAVAN VIKLANG SANSTHAN, Teacher's Training Institute (HI), BHILAI NAGAR	02/04/2018	Participation in Seminar , Conference ,workshop and Training. , Exchange of academic resources.	306
Professional career , Bhilai	01/08/2018	Participating conducting in Seminar , Conference ,workshop and Training. , Exchange of academic resources.	134
PC Academy, Bhilai	01/08/2018	Participating conducting in Seminar , Conference ,workshop and Training. , Exchange of academic resources.	63
Cranoist Engineers, Ahmedabad (Gujrat)	10/09/2018	The main purpose is to provide consultancy and On Job Training	10

		Services	
Oman Construction engineering Company, LLC	18/03/2019	The main purpose is to provide consultancy and Job Training Services	Nil
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1000000	702932

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Library Management System with barcode automation system	Partially	1	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Library Automation	1	16000	Nil	Nil	1	16000
Text Books	11415	1471269	555	148127	11970	1619396

Reference Books	1150	165000	4	2840	1154	167840
Journals	44	50000	5	16000	49	66000
CD & Video	20	1000	Nil	Nil	20	1000

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
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#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	40	2	20	2	1	1	4	10	0
Added	2	0	0	0	0	0	0	0	0
Total	42	2	20	2	1	1	4	10	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Canon Digital Camera	<a href="https://youtu.be/by00sk1a3aw">https://youtu.be/by00sk1a3aw</a>
Wireless Mike	<a href="https://youtu.be/67_kwc_g6_k">https://youtu.be/67_kwc_g6_k</a>
LCD	<a href="https://youtu.be/uXcXyexBAtg">https://youtu.be/uXcXyexBAtg</a>
OHP	<a href="https://youtu.be/fcSWw09aJF4">https://youtu.be/fcSWw09aJF4</a>
Computer System with video capturing Card	<a href="https://youtu.be/nF5tr0yCcsQ">https://youtu.be/nF5tr0yCcsQ</a>
Head Phone	<a href="https://youtu.be/zF_fsj7jv8U">https://youtu.be/zF_fsj7jv8U</a>
Speaker	<a href="https://youtu.be/Bp4rIJupsjQ">https://youtu.be/Bp4rIJupsjQ</a>
Wi-Fi Access Point	<a href="https://youtu.be/nZ-2HRxt0eU">https://youtu.be/nZ-2HRxt0eU</a>
Internet Connectivity with 10 MBPs	<a href="https://youtu.be/nZ-2HRxt0eU">https://youtu.be/nZ-2HRxt0eU</a>
Box With Amplifier	<a href="https://youtu.be/973spDbcm04">https://youtu.be/973spDbcm04</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
20	19.5	3	2.95

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

The college has well established Eco system for maintenance and utilization of resources available like classrooms, laboratories, equipment, computers etc. The planning body of the college includes Building Committee, Repair Maintenance Committee, Purchase committee, Library Advisory Committee etc. who continuously monitor and take necessary steps for the betterment. The physical facilities include Classrooms, Seminar Halls, Auditorium, Laboratories etc are maintained under a supervisor. He maintains a register with a team of electrician, carpenter, plumber and mason. The college ensures optimal allocation and utilization of the available financial resources of maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose, as per the requirements in the interest of students. Students bring their concerns to the attention of their respective Departments and the Principal through the Students' Council which hold a meeting with the IQAC from time to time. The requirements of the faculty and the student community are discussed at meetings of bodies such as the GB (Governing Body), IQAC (Internal Quality Assurance Cell) and the CDC (College Development Committee). The requirement of Library and list of books is taken from the concerned departments and HoDs. The finalized list of required books is duly approved and signed by the Principal. Suggestion box is installed inside the reading room to take user's feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The proper account of visitors (students and staff) on daily basis is maintained. Other issues such as weeding out of old titles, schedule of issue/return of books etc are chalked out / resolved by the library committee. ICT facilities such as Wi Fi access, documentaries, videos and Power Point Presentation are maintained through the services of person dedicated for this purpose. The college website has maintained regularly by AMC with Kavya Creation, Bhilai.

<http://mjcit.in/infrastructure>

## 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	Freeship	44	255000
Financial Support from Other Sources			
a) National	Post Metric Scholarship for SC ST OBC	202	1284175
b) International	Nil	Nil	Nil

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling	16/11/2018	20	All Department
Language Lab	12/04/2018	53	Department of Computer Science, Education, Commerce
Soft Skill Development	25/09/2018	157	SS Informatics
Remedial Coaching	20/11/2018	124	All Department
Yoga Classes	21/06/2019	105	All Department
Bridge Course	20/08/2018	4	Department of Maths
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Counseling	120	77	55	29
<a href="#">View File</a>					

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
63	60	8

**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
NA	Nil	Nil	10 institutes	37	15
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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2019	120	B.Sc. / B.Com/ BBA/ BCA / B.Ed. / PGDCA	Department Of Science / Department Of Commerce / Department Of Management / Department Of Business Administrati on / Department Of Computer Application / PG Diploma in Computer Application /Department Of Education	HEI (Higher Education In stitutions)	B.Ed. / MA / M.Sc./ M.Com./ M.Ed./ MBA/ MCA etc.
2019	18	B.Ed.	Education	M. J. College ,Bhilai	M.Ed.

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

Items	Number of students selected/ qualifying
Any Other	15
Any Other	18

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

Activity	Level	Number of Participants
Annual Sports Kho-Kho / volleyball / Racing / kabbadi	College level	140
Kite flying competition	College level	10
Poster competition	College level	15
Skit competition	College level	4
Essay competition	Inter college	5
Speech competition	College level	7
Essay Competition	College level	13

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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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Nil	NA	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council is an important body to promote and facilitate student activities of the campus. Student Council comprises of President, Vice-President, Secretary, Cultural Secretary and class representatives. The student union executives are selected/elected by the laws of affiliating university. The student council actively participate in all kind of academic, curricular and extracurricular activities for the benefit and welfare of students. They organize Oath-taking ceremony for the elected/selected student representatives and student coordinators of various committees. The student council members lead by example and they take part in various activities and motivate other students to participate in different aspects. They are brand ambassadors of committees like SVEEP, Eco-Club and woman cell etc. They perform extension activities of social importance by nukkad (street) plays, poster, essay competition and rallies. By NSS and community camp they visit nearby adopted village and make the peoples aware about different state and national government schemes. Plantation programme and cleanliness drive is one of the most prior programmes in these camps. The student council have contributed in development of medicinal garden in college campus. SVEEP was the systematic voter awareness programme of government of India to achieve 100 voting percentage. Student council of our college took part actively and our college got certificate of appreciation from district collectorate. All student related activities like holi /Diwali celebration, sports fest, exhibitions, gender equality programmes etc. are carried out under the student council in association with faculty members. Apart from Student council, the students coordinate the activities of cultural club, ant ragging committee, canteen committee etc. with the faculty members. This acts like a bridge between students and faculty members. It also helps develop leadership qualities in students. The student representatives are also given opportunities to work with administrative bodies like IQAC, Library, Grievance committee etc.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

57

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

12000

5.4.4 – Meetings/activities organized by Alumni Association :

- 1) Teachers Day Celebration on 5th Sep. 2018. 2) Alumni Meet on 30th Nov. 2018.
- 3) Kanya Bhoj at Arpan School on 12th April 2019.

### 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)

Ever since the inception of the college, administration is carried effectively



through a decentralized mechanism. This inclusive and participatory approach promotes an environment of solidarity and mutual respect which ensure the smooth functioning and growth of the institution. The 'Principle of Subsidiarity' is applied at different domains for effective administration. It aims at proper delegation of power and authority from apex to the grass root level. The management takes major decision and policies are framed and implemented through participative administration. The Director and Principal are the pivot point of the institution. Different committees are formed at the beginning of session and convener bears the major responsibilities. Through this principle, the college effectively grooms proper leadership at various levels. The Faculty members are allowed to attend training programmes and workshop for the development of their leadership quality and to lead by example. Every department is headed by departmental heads, the power to take decision about the department is vested upon the shoulder of the head of the department, the functional autonomy is granted to all departments and units in the college. Thus, a participative culture is evolved in the institution. At each level and sphere of activity, the teachers and students cooperate with each other for the successful implementation of the prospective plans. This work culture generates goodwill among the entire college community and motivates all to work in unison to achieve the different objectives set by the authorities in consultation with the stakeholders. Recommendations and suggestions are invited from the stakeholders before the policy formulations. Staff Meetings, Students Union Meetings, Council Meetings, IQAC Meetings and Alumni Meetings are conducted to pool opinions and proposals. One of the many instances of participatory and decentralized management of the college is the Campus Rejuvenation Project (CRP) proposed in 2017. CRP in the campus was launched in the same year with the objective of developing infrastructure especially the renovate Administrative Block. IQAC developed a blue print for the new administrative block. The Infrastructure Maintenance committee and In house Management committee ratified the suggestions and approved the same in the meeting held on 04/07/2017. The management perused the proposal and ratified the action plan proposed by IQAC. The renewal of administrative block completed on January 2019. The up gradation of college website was proposed by student council and faculty members. IQAC took initiative and a website development group Kavya Creation was hired to make the college website dynamic, informative, better visual contents, campus information, application forms, feedback form, Alumni section, news, department course details, admission criteria and available seats, previous year question papers etc. and to maintain update time to time.

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
Admission of Students	College takes admission by merit basis to fulfill all their courses seats except professional courses like D.El.Ed. And B.Ed.for which state professional Examination Board takes entrance examination allocate students by counseling process. We strictly follow government rules for reserved categories.
Human Resource Management	As a part of HRM about teaching staff

members were given a chance to participate and present papers in various State, National and International seminars, conferences etc. Motivating and facilitating the faculty members to participate in refresher and orientation courses. conduction of short term computer programme for non teaching staff. organization of work shop on different safety measures. self appraisals of teachers through maintenance of academic dairy. Establishment of grievance redresal cell , anti ragging committee, sexual harassment committee

Research and Development

•The college IQAC arranged for a guest lecture on topics related to research and current issues. (a) Staff members were encouraged to use the NPTEL, ePG Pathshala, eGyanKosh, UGC N List site and NDL. (b)They were also asked to check the list of UGC approved journals before publishing any articles.

Teaching and Learning

Curricular and lesson plans were designed by the staff of each department with lecture outlines. Teaching diary and teaching notes were prepared before going for the classes. PPTs for important topics were prepared and used for effective teaching by lecturers After completion of the topic, notes and handouts are given to the students. Most of the staff members have adopted the use of multimedia presentations as teaching methodologies. Most of the staff members have adopted the use of multimedia presentations as teaching methodologies.

Curriculum Development

The curriculum is prescribed by the Hemchand Yadav University, Durg. However, some faculty members have been appointed as Board of Studies, who give their valuable suggestion for syllabus revision.

Examination and Evaluation

We strictly adhere to the norms set by the affiliating university (Hemchand Yadav Vishwavidyalaya, Durg) for the conduct of examination and evaluation. However, most of the permanent faculty members are involved in paper setting, valuation of the answer books and members in Board of Studies of the university and its affiliated autonomous colleges. Unit test is

	conducted on last week of every month as per academic calendar of higher Education.
Library, ICT and Physical Infrastructure / Instrumentation	Campus Wifi facility, E Learning E Resource center is established for students faculties
Industry Interaction / Collaboration	Opportunities for interaction with industry are provided to students through field visit/ industrial visits and/or guest lectures. • MOU with Tata Institute of Social Sciences (TISS). MoU with Prayas Shrawan Viklang Sansthan, Bhilai. MoU with Shankracharya Mahavidyalaya , Bhilai

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

E-governance area	Details
Planning and Development	IQAC is instrumental in planning development of college activities like Academic , Cultural sports. College collects Online feedback Form different stockholders analyse it implement in Planning development process . Google calendar, MS office etc are used for documentation information is Shared by e mail / Whats up etc.
Administration	Day to Day activities important information is shared by whats app other messaging app around teaching non- teaching staff. Bulk SMS facilities is used to give information to different stockholders. Dynamic function website shares information. Bio metric attendance system is used to maintain the record of attendance leave. CCTV cameras have been installed at strategic locations. Social media like face book, instagram website is used to give information is public.
Finance and Accounts	1. Computerized system for preparation of salary bills. 2. Disbursement of various payments to agencies and other persons through RTGS / NEFT. 3. Maintenance of college account through computerized system.
Student Admission and Support	1. Online admission and Fee payment facility. 2. Online examination form filling facility. 3. Students database preparation through computer software. 4.All departments have whatsapp group for sharing college and departmental related information it includes wishes of birthdays and festivals. 5.The Scholarship in charge helps the students fill post metric scholarship

form online. 6. Soft copy of Notes and study material is shared in pdf form. Video lectures, ppts are prepared and made available in youtube.

### 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
2019	Mrs. Manju Sahu	Faculty Development Program on Facilitation of Academic Leaders: New Paradigm for Capacity Building, 5-11 March 2019	Nil	500
2019	Mrs. Archana Tripathi	International Conference on Interdisciplinary research on advancement of life, Research, Modern education and medicinal life 9-10 April 2019	Nil	1200
2019	Mrs. Urmila Yadav	National Seminar on Emerging Trends in Quality Teaching Pedagogy in Higher Education 17-18 January 2019	Nil	800

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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)
2018	Soft Skill Development	Soft Skill Development	25/09/2018	30/09/2018	32	12

	Program	Program-				
2019	Teaching Skill Development Program	-	23/03/2019	30/03/2019	24	Nil
<a href="#">View File</a>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Program	2	05/03/2019	11/03/2019	06
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF, Basic Medical Facility, Wards of staff members are given concession in tuition fee for studying in college/sister institutes, Incentive for publication in UGC listed unpaid journals and presentation of papers in International conferences. Achievement of staff is appreciated in the form of felicitation, Loans are granted to meet financial emergencies, Subsidized Bus and canteen facility, 24x7 WiFi facility in campus.	ESIC, EPF, Wards of staff members are given concession in tuition fee for studying in college/sister institutes, Interest free Personal Loan facility	Book bank facility from Central library to needy students, Free ship for financially backward and meritorious students, incentive for University Rank Holders, exemption in tuition fee is given to students representing the college at different levels.

## 6.4 – Financial Management and Resource Mobilization

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

Our Institution has an effective mechanism for auditing the accounts. The accounts of the college are audited by chartered accountant regularly as per the Government rules. Whenever there are additional expenses over and above the budget proposals, special sanction is to be taken from the Governing body. The Accounting and Auditing Committee looks after the internal audit and it is presented to the certified Chartered Accountant.

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
Management Body	350000	ALL CO CURRICULAR ACTIVITIES, ORIENTATION PROGRAM , ANNUAL DAY , FRESHERS PARTY , FAREWELL PARTY ETC..
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

500000
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### 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	Shri Shankracharya Mahavidyalaya, Bhilai	Yes	IQAC/ Principal
Administrative	Yes	CA	Yes	padam baradiya and associates

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

1. Regular meeting and interaction of parent teacher association 2. Valuable suggestion for development of college 3. pointing out weakness of the college and suggesting rectification
---

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

1. Computer literacy program 2. Yoga classes 3. Health awareness program 4. Faculty Development Program
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>After the last NAAC review, consistent efforts have been made to improve and upgrade the overall standard and facilities of the college. Some major initiatives taken after the last NAAC review are 1. The college introduced M. Ed. PG programme (in year 2019) and D. El. Ed. a diploma programme (in year 2016) in the department of education. 2. Most of the teachers are quite senior having experience of above 5 to 10 years. The college encouraged them for research activity and one faculty was approved guide and 4 faculties joined Ph. D. programme. 3. To promote research activities college organized Chhatisgarh Council of Science Technology sponsored workshop in session 2017-18 and faculty members were encouraged to participate in conferences and workshop and 10 faculty members participated in different conferences. 4. To improve the communication skill of the students a digital language lab was established in the year 2018 and a value added course for communication skill was also started. 5. Students were sent for industrial visits for industrial exposure. 6. To upgrade the monitoring and security system the campus was equipped with CCTV cameras.</p>
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## 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	SEMINAR ON LANGUAGE CAREER	06/03/2019	15/03/2019	Nil	156
2019	Guest Lecture on Sign Language	06/03/2019	15/04/2019	Nil	140
2019	Guest Lecture on Follow Your Dreams	06/11/2018	22/01/2019	Nil	63
2018	WORKSHOP ON CLAY IDOL MAKING,	06/07/2018	04/09/2018	05/09/2018	200
2019	Computer Workshop for Teaching Non-Teaching Staff	06/03/2019	25/05/2019	30/05/2019	44
2018	SVEEP WORKSHOP ON EVM	06/07/2018	10/10/2018	Nil	180
2018	Guest Lecture on WORLD AIDS DAY,	06/11/2018	01/12/2018	Nil	200
2018	MJ MISSION CLEAN One Day Workshop by Commissioner, Nagar Nigam Bhilai	06/11/2018	07/12/2018	Nil	218
2018	7 days Computer Training programme for B.Ed. Students	06/11/2018	03/12/2018	10/12/2018	157
2019	Guest Lecture on Communication Skills for	06/11/2018	12/02/2019	Nil	160

differently  
abled  
students

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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
Celebration on BALIKA DIVAS	24/01/2019	Nil	20	5
Hereditary Law rights of women	16/02/2019	Nil	113	12
INTERNATIONAL WOMEN'S DAY	08/03/2019	Nil	180	20
Global Menstrual Hygiene Day	28/05/2019	Nil	300	50

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

Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	4
Rest Rooms	Yes	4
Any other similar facility	Yes	4
Special skill development for differently abled students	Yes	140
Provision for lift	No	Nil
Braille Software/facilities	No	Nil
Scribes for examination	No	Nil

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
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2018	1	1	11/10/2018	20	Voters Awareness Campaigning (SVEEP)	Awareness about VVPAT in backward areas.	167
2018	1	1	16/11/2018	02	HUMAN CHAIN FOR MATION-SVEEP	Voting Awareness	1200
2018	1	1	07/12/2018	01	MJ MISSION CLEAN	Swachhata abhiyan and awareness about swachhata App of Bhilai Nagar Nigam	275
2018	1	1	01/10/2018	01	BLOOD DONATION CAMP	Awareness about blood donation	70
2018	1	1	08/09/2018	01	DENGUE AWARENESS PROGRAM	Awareness on spreading and protection of Dangu in slum areas. Importance of cleanliness	25
2018	1	1	22/12/2018	01	Distributing Blankets at Old Age Home	Old age related issues.	20
2018	1	1	01/08/2018	15	Summer Internship by NSS	Cleanliness drive, Plantation and Environment protection	55

[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)
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Hand book on Human Values And Ethics	16/01/2018	The Hand Book also Available in College Website
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#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
SURGICAL STRIKE DAY	30/09/2018	Nil	65
GANDHI JAYANTI	02/10/2018	Nil	70
CONSTITUTION DAY	26/11/2018	Nil	65
NATIONAL YOUTH DAY	12/01/2019	Nil	65
REPUBLIC DAY	26/01/2019	Nil	250
INTERNATIONAL EARTH DAY	22/04/2019	Nil	60
International Yoga Day	21/06/2019	Nil	230
Bio Diversity Day	23/05/2019	Nil	49
INDEPENDENCE DAY	15/08/2018	Nil	250
HINDI DIWAS	14/09/2018	Nil	70

[View File](#)

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

1. Ample of trees have been planted in the college premises 2. Medicinal Plant garden / Bio Diversity garden has been established in the college campus 3. Use of organic manures and fertilizer in college garden 4. Installation of power saving LED bulb in college campus. 5. Green Audit of the College has been done.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Best Practice 1: M J "Give A Hand, Give A Life" M J College,** is an institution that always keeps social transformation and social justice well above the individual prosperity and success. One of the core values of the institution is social commitment. The college believes that higher education institution has responsibility to all its stakeholders and it can be fulfilled only through continuous community engagement and fostering the social responsibility of the students and teachers. A. Aims and Objectives: The practice has the following aims and objectives. i) To catalyze new initiatives of community engagement to help the local community. ii) To contribute to the socio-economic development of the rural community. iii) To gain understanding of social realities and find out solutions. iv) To appreciate local knowledge and wisdom. v) To help the needy people during natural disasters. B. The Context M J college has a tradition of community engagement and the institution is always committed to the progress and development of the local community. The college has been organizing a number of programmes to empower the society and to help the downtrodden. C. The Practice The college has organized a good number of programmes with the purpose of educating and helping the society through continuous community engagement and extending support. The practices followed under this initiative are given below.:- i). M J ANNAPURNA Yojna in which distribution of grains/pulses is done every month at Ashray sthal, Orphanage, Mother Teresa Home (A place for mentally challenged old people) ii) FINANCIAL support to Anubhuti Shree foundation every Month for sanitary Napkins

distribution for health and hygiene of women in rural and backward areas and testing of bone density in women. BEST Practice 2: Social Care and CHILD CARE Programme: It is one of the key charity programmes of the college. In this initiative, i). financial support is provided to Arpan school (a school for mentally challenged children) for Physiotherapy. The college provides PHYSIO THERAPY AND MEDICINES for about 54 physically and mentally challenged orphans every day. ii). HELP for the WEAKERS: The students offer financial and physical help to poor sections of the society, Free medical, Dental, hearing camps are organised in association with other organizations like Red cross, lioness club, Prayas school etc. The students visit orphanages on a regular basis and interact with the inmates. The students and teachers often celebrate important events like holi, diwali, new year, birthdays etc. with the members in orphanages. iii). Social Change and Community Engagement: College participate in Clean India Mission. Students and staff contribute physically to clean the heritage places, Temple and public places. The college has been organising blood donation camps every year in association with various organisations such as Regional Blood Transfusion Centre, Red Cross, HDFC Bank Ltd, Aashirwad Blood Bank etc.. The NSS volunteers have immensely contributed in the field of Cleanliness drive, awareness programmes in different socio-economical issues, legal rights, issues related with agriculture and domestic cattels etc. Staff and Students distributed study material such as book, pen, pencil and other items among poor school students. The college has observed Road Safety Week in association with Bhilai Road Safety Authority.

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

<http://mjcit.in/Best-Practices>

### 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

**Objective:** To make people aware about their voting rights and encourage them for voting along with their community in coherence with central government scheme of Systematic Voter Education and Electoral Participation program.

**Context:** India is the largest democracy of the world where the people decide who will be governing the country by giving their mandate. Hence becomes very important for all the people to take part in voting in elections. As more and more people get involve in election process it becomes fair and unbiased which strengthen the democracy system.

**Practices:** 1. On Oath taking ceremony for voting and belief in democracy system was conducted on 8th October 2018 with NSS Programme officer and SVEEP Nodal Officer Dr. J. P. Kanoje, Campus Ambassadors Mr. Aakash Soni and Ms. Rinsi Verghese along with large number of students, teaching and non-teaching staff members. 2. A demonstration programme of Electronic Voting Machine and Voter Verifiable Paper Audit Trail (VVPAT) was done at college premises. The doubt regarding EVM were cleared by the authorities sent by Election Commission of India. This type of programmes enhances the faith on voting system to new voters. 3. Voting awareness programme was conducted during 11th October 2018 to 31st October 2018 by means of poster competition, Slogan writing competition, Rangoli making competition etc.. 4. Nukkad play (Street Play) was organized at different nearby places to make people aware about voting rights and responsibilities on 12th October 2018. 5. We conducted Rally and door to door survey for awareness in common people on 13th October 2018 and 15th October 2018. 6. For the new voters Form-6 was provided for registration in electoral role as well as forms for correction and updation of data was provided for existing voters enrolled in electoral roll. The beneficiaries were asked to bring required documents and online form filling facilities were provided at our college. Certificate of appreciation

was provided to M J College for its contribution in SVEEP programme of Election Commission of India.

Provide the weblink of the institution

<http://mjcit.in/>

### **8.Future Plans of Actions for Next Academic Year**

- To enhance e content of library and subscribing N-list.
- To increase e-governance we are planning to introduce MJGE-a learning app for the students, in which all the information regarding college, notices, e-lecture, class notes, video lectures, weblinks etc will be shared for fast and effective communication.
- Planning to increase ICT enabled classrooms, smart class for better learning environment.
- Conduction of Green and Energy Audit of the college.
- Upgradation of college websites.
- It is planned to increase MoUs with International and National institutes or industries of national importance via collaboration/linkage.
- Strengthen the Mentor-Mentee system of the college.
- We will try to enhance Outreach programmes for the benefit of under privileged section of our society.
- To strengthen the Alumni Association a formal registration of alumni association will be done and efforts will be made to increase number of registered alumni.
- The faculty members will be encouraged to increase research activities and apply for research projects to different agencies.
- To make campus green and more eco-friendly. Construction of Rain-water harvesting system.