

**GOVT. M.B. ARTS & COMMERCE
(AUTONOMOUS) COLLEGE FOR WOMEN,
JABALPUR (M.P)**



**SELF-STUDY REPORT
(FOR THE SECOND CYCLE OF ACCREDITATION)**

**SUBMITTED TO
NAAC, BANGALORE**

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PREFACE

The college is pleased to submit its Self Study Report for the second cycle of accreditation by the National Assessment and Accreditation Council, Bangalore. Established in the year 1954, it was known as M H college of Home Science. After its bifurcation in the year 1987 it came into independent existence as Government MB Arts & Commerce, College for women, at Jabalpur which is one of the major cities of Madhya Pradesh state in India. It is also referred to as Sanskar Dhani or the cultural capital of Madhya Pradesh. Ever since its inception, the college is characterized by positive, friendly and supportive relationships of students, staff and society through holistic education. The journey of the last twenty six years has been fruitful. Overcoming various hurdles; the college has acquired the status of one of the premier women colleges of the state.

The vision and mission of the college are materialized by the leadership of the dedicated team of qualified and experienced teachers who make the institution an excellent academic platform to meet the challenges of modern education and to make young women excel in various fields of their academic interests. Focusing on women empowerment, the college firmly believes that in an ideal society women should enjoy the same opportunities, rights and obligations in all spheres of life so that they get autonomy to manage their own lives. For this reason, women empowerment is vital to sustainable development and the realization of human rights for all.

Focusing on holistic development the college finely blends tradition and modernity in its approach towards imparting education. The affordable fee structure, relevant study programmes with global competency, congenial atmosphere are the key factors that have helped the college to achieve enviable milestones. The college takes pride in stating that it was awarded an A+ grade in its first accreditation in the year 2004 by NAAC. The growth parameters with an ascending graph having introduction of semester system, ICT based learning resources, student support services, establishment of WDC (Women Development Cell), ample infrastructure and the Autonomy are the living witnesses to the positive growth the college has sustained.

The SSR committee interacted intensively with all the stakeholders in order to prepare this report. It received immense co-operation, advice and suggestions from the Advisory committee of IQAC, Janbhagidari Samiti and non-teaching staff. The support and encouragement from various college committees have also been enormous. With ample resources and support, the spirit of the college to be reaccredited remains undaunted. The college, thus, hopes that this accreditation will prove to be a new landmark that will help the college reach greater heights.

Thank You
Principal

Executive summary

Mankunwar Bai College, established in 1954 is a women's college in Jabalpur district of Madhya Pradesh state. The College which is affiliated to the Rani Durgavati University of Jabalpur is recognized by the UGC under 2 (f) and 12 (b) of the UGC Act of 1956. It was conferred autonomous status by the UGC in the year 1990. The College has progressed to become one of the leading women colleges in the country ever since its existence. It was accredited by the National Assessment and Accreditation Council in the year 2004 and was conferred A+ grade.

The College is located at the heart of the city on a campus of 3.13 acres of land. The College offers 06 programmes in all. There are 03 Under Graduate, 02 Post Graduate programmes in the faculty of Arts and Commerce and 01 PG diploma programme. The college offers 03 self-financing subjects at UG level. The College has PG in 13 subjects.

The college provides comprehensive information to the students about its goals and objectives, admission rules, courses offered, fee structure and the available facilities through its prospectus, calendar and website. The total learner strength of the College in the year 2013-14 is of 2022 girl students. The average success rate of the students in UG and PG programmes during the last year have been 92% and 98% respectively. The average dropout rate is 4.7% in UG, 3.8% in PG. which is almost negligible.

The primary goal of the institution is to train young women to become leaders in various spheres of the society. It is dedicated towards nurturing scholarly dynamism, concern, compassion and respect to others. The vision and mission statement and goals and objectives of the college are made known to all the stakeholders through the all-inclusive prospectus website and personal interaction.

During the last five years after the first assessment, the college has undergone major changes in the entire academic system. The college introduced semester system at both the UG and PG levels in 2008-09. The curriculum has been modified and is continuously updated to meet the demands of this new system.

With the introduction of the semester system the college is practicing learner centric pedagogy through projects and internship which encourages the students to visit libraries, industries and other institutions. Apart from traditional lecture method, student's participation in Seminars, Group Discussions, Workshops and Extension Lectures on contemporary and emerging issues is encouraged. Further, they are exposed to facilities of audio-

visual learning through ICT enabled teaching learning method. The facilities of departmental library, automated central library and smart classes have introduced the students to modern methods of teaching and learning.

In the semester system there is provision of Continuous Comprehensive Evaluation (CCE). Examination process and evaluation system is completely transparent and fair. In order to maintain confidentiality of the valuation system; college adopts coding and decoding of the answer books. The results are displayed on the notice board and also on the college-website. The whole examination process is computerized.

A number of interdisciplinary and innovative subjects like Entrepreneurship Development, Environmental Awareness and Computer Awareness have been included as compulsory papers at UG level which are in tune with the set goals and objectives of the college and are relevant to local national and global trends. In addition to these subjects English language is taught compulsorily at UG level to provide proficiency to the students in today's global scenario. The new semester system includes skill development, career training, community orientation, computer literacy and value based education, as an integral part of the curriculum of both the UG and PG programmes.

Curriculum revision is done periodically based on the feedback from students, teachers, stakeholders, and alumni. Subsequently, in the last five years the curricula have regularly been revised. The course content in most of these new curricula are designed with scope for practical training, field work, computer awareness, ICT exposure, and community orientation. The college has both the formal and informal MOU and linkages with various institutes, organizations, banks and NGOs to organize extension activities.

The online admission process is absolutely transparent and in accordance with the reservation cum merit norms of the state government. Slow learners are facilitated with remedial classes while advanced learners are given special assignments and encouraged to perform better. The College practices an Academic calendar for the smooth and timely functioning of all the academic activities. In the last academic year, the college had total 287 working days out of which 180 days were devoted to teaching. Rest of the days were devoted to conducting extra classes, examination, evaluation and preparation of results.

At present the College has 77 permanent, 03 temporary with 09 Guest faculty teaching staff. Most of the teachers are from Madhya Pradesh with only 2.63% teachers from outside the state. There is altogether 24 non-teaching staff. The yearly cost of education of this institution is 55298.54 including the salary component and 4624.49 excluding the salary component.

Teachers are well qualified with 67 teachers holding Ph.D as the highest degree. Out of all the 77 permanent faculty members 72 have already been trained through orientation and refresher courses. The teachers regularly participate in national and international Conferences, Seminars, Workshops, Refresher and Orientation courses and other training programs organized by the Administrative and Management Academy of M.P. and other universities, colleges and the institutions of the country. During the years from 2009-2014, teachers of this college regularly attended seminars and conferences of national and international level. More than 35% of them acted as resource persons in various seminars and workshops. 65% teachers are members of the reputed organizations and institutions. They often get recognition in the society for their expertise in the particular subject and are invited as subject experts, judges, resource persons etc. The teachers are also introduced to modern technology and are motivated to use it in teaching and research. Departments have organized a number of seminars and workshops in the last four years. Eminent professors, researchers and experts are also invited from other academic institutions, industries and universities to share their experience and expertise with other teachers and students of the college.

The Teacher- Guardian Scheme of the college helps in building cordiality between the teacher and the taught and proves to be an apt platform to resolve their grievances. The college has also adopted the feedback mechanism for the evaluation of the teachers by the students. This is carried out every year by the students of both the UG and PG programmes. Such feedback reports are analyzed and a consolidated report is generated. Depending upon the outcome, the principal takes appropriate action. The feedback of the students on curriculum, course content and other aspects of teaching-learning are also used to bring improvement measures.

There has been constant improvement in the research performance of the college during the last four years as the College promotes a research culture among the teaching, non teaching staff and students. This comprises enhancement of the infrastructural facilities, expansion of the laboratory and library facilities, setting up smart classes, subscription to more research journals, provision of free access to internet etc. This ICT enabled culture has motivated the teachers and scholars to take up research seriously. It is admirable that the college has completed 27 minor research projects during the last four years. At present the college has to its credit 04 minor research projects sanctioned under XI plan of UGC. Most of the research activities are focused on contemporary issues relating to women, culture, economy and society. Project work and internship helps the students to develop their research acumen, and knowledge by exposing them to several new avenues.

The academic environment of the college has helped to augment quality education and professional skills of the faculty. Pre Ph.D course,

Minor project, seminars, workshops, excursions, project work mandatory for students in VI semester UG and IV semester PG ensure research culture in the institutions. The college also functions as a research centre where substantial number of students are registered to pursue their Ph.D. degree under the guidance of the faculty members. 45% of teaching faculty is recognized as research guides by Rani Durgawati University Jabalpur. Research Scholars are registered for Ph.D. in different departments. A substantial number of Ph.D theses have been completed under the guidance of research guides of the college during the last four years. There is a research committee, which keeps the record of the research activities. College is research centre for pre Ph.D course work in 03 subjects. The College publishes an annual magazine “Manasi”, a quarterly newsletter and a research journal on Arts and humanities “Anviksha”.

The College has sufficient infrastructure for the existing academic programmes and administrative functions. The College has campus area spread over 3.13 acres of land. There are altogether 75 classrooms along with auditorium, conference halls, student’s common room, computer laboratories, automated library, 13 departmental Libraries, departments with basic infrastructure. There is public address system in all the class rooms, CC TV cameras and local telephone coin boxes installed inside the premises. The entire infrastructure is well maintained under the supervision of the HODs and principal of the College with the assistance of the maintenance committee. The infrastructure is optimally utilized as the college works in two shifts to facilitate the Commerce and the Arts classes.

The automated central library has a collection of 62,535 books, 22,535 text books 32,000 reference books and it subscribes to 18 journals and 30 magazines. The library has a large number of books for the competitive exams. During the last four years the college spent 12, 53,612 and in the current year 6, 82,685 on the purchase of books and journals.

The College has adequate computer facility and other learning resources which are extensively used for academic and administrative purposes. It has computer laboratories for the students. The college also has Network Resource Centre.

The College has a joint hostel in Govt. M.H. College of Home Science situated just opposite the college building to accommodate 100 students of this college. This joint Hostel is provided with all basic amenities. The college also has hostel in its premises for tribal students. The college has adequate infrastructure for sports and games. It has one multipurpose field for athletics, volleyball, and Kho-Kho and Indoor facility for chess, carom and table-tennis. College also facilitates special training in martial arts Judo Karate and Wushu. Since the first accreditation, a great deal of infrastructural development has

taken place. Several new construction works like the new wing for Music department and gymnasium, new canteen, auditorium, ramp and washroom for the differently abled persons, elevation of boundary wall, and new class rooms have been completed.

Financial support is available to the students in the form of state government scholarships and schemes for SC, ST and OBC, students. Various kinds of financial assistance are provided to the needy and deserving students in the form of fee and railway concession. Majority of Students avail financial aid from the Government scholarship schemes. Gold medals and certificates are given to the meritorious students. The College also gives Best Student award to the student with overall outstanding performance. The College has always been working for the poor students by giving them special consideration during admissions and by providing scholarships and financial assistance and the Book Bank facility.

The IQAC of the college has created quality consciousness in the college ever since its inception in 2004. The IQAC and Swami Vivekanand Career Counselling & Placement Cell have successfully organized a number of seminars, conferences workshops and Career Fairs for the welfare of the students. Five clubs have been established under IQAC for the over all development of the students. The IQAC provides personal counseling to the students. One full time trained counselor has been employed to help the students overcome various problems relating to examination stress and other academic and personal issues. The college has also strengthened counselling and placement services with the establishment of “Swami Vivekanand Career Counselling and Placement Cell” since 2006. The Placement Cell offers training and development programmes to the students and prepares the students for campus interview for employment in the industry and other organizations. All the faculty members are involved in providing academic and personal counseling through the Teacher- Guardian Scheme available to all the students.

The College regularly takes up extension activities and various types of outreach programmes through its departments, NCC, NSS and Red Cross units to inculcate social concern and responsibility in the minds of the students. The NCC and NSS units of the college conduct programmes in collaboration with Government and NGOs for the community development, women empowerment, literacy and promotion of national spirit, peace and harmony. The College has two NCC companies. In the year 2009 the NCC unit has won the trophy for being the “Best Company” in the state. In order to sensitize the students on social responsibilities, the institution has developed linkages with certain NGO’s working towards societal development and social reforms. The college has a formal linkage with an NGO – SAHYOG – which is committed for bringing in social reforms through awareness campaigns, social work etc.

The students of the institution escorted by the faculty visit the target area of the NGO and contribute physically to the cause. Issues like Awareness of rights of women, Domestic violence, Hygiene, Child care, environmental conservation have been dealt with by the students.

The other student support services include Grievance Redressal Cell, Anti Women-Sexual Harassment Cell, Women Development Cell, Student Cell, Anti Ragging committee, Remedial classes, Equal opportunity cell, Sports, NET SLET Coaching, Research Cell and Chhatra-Mitra Yojna.

Several cultural and sports facilities are available to the students. The students participate in various types of sports activities at local, university and state levels and have won fame and glory for the College. Incentives are also given to the students who excel in sports. The Students Union helps and supports many co-curricular activities like seminars, cultural programmes etc. They promote the spirit of patriotism and secularism by celebrating national and religious festivals with dedication and fervor.

The College has a well-defined and de-centralized organizational structure to coordinate the academic and administrative functions of the institution. The organizational structure consists of statutory bodies like the Executive Council, Academic Council, Board of Studies, and Finance Committee. The Principal is the head of the college who provides leadership and inspiration in planning, organization and execution of all programmes with the active support and participation of the staff. He maintains healthy contact with the stakeholders like parents, teachers, alumni and the public. He plays a key role as the member secretary of the Executive Council, chairperson of all the statutory and non-statutory bodies.

Each Head of the department takes care of the academic and extension activities of the department. Similarly separate committees are made for various academic and co-curricular activities. The academic planning of various departments is carried out by the respective BOS, with the approval of Academic Council. The meeting of the statutory bodies is convened at least once in a year.

The assessment of the performance of the teaching staff is mainly ensured using the feedback from students and by the principal on annual basis. The non-teaching staff members attend training in the use of IT and office administration. Resource mobilization as well as resource allocation is carried out efficiently. The financial accounts of the College are subjected to both internal and government audit. The College prescribes the fee for its programmes as per the directives of the State Government; fee for the Self Financing Programme is prescribed by Finance/Executive council. The College has a number of welfare programmes for students and staff, which

includes various scholarships, group insurance, medical reimbursement, loans and advances.

Thus, Government Man Kunwar Bai Arts & Commerce Autonomous College for Women, Jabalpur is dedicated to turn its vision and mission into reality by putting in sincere efforts in all the spheres of academic, co-curricular and administrative activities.