

# GOVERNMENT COLLEGE BICHHUA, CHHINDWARA, MP 480111



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Email- [hegcbicchh@mp.gov.in](mailto:hegcbicchh@mp.gov.in)



## NAAC Criteria II 2022-2023

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode

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### ▶ **2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode**

The concerned faculty members of the relevant departments conduct internal evaluations in accordance with directives from the University as per the academic calendar.

Admissions are made only based on merit. After being admitted to the course, students are continually assessed at the college and university levels using a variety of assessment techniques. Ongoing review is done through group discussions, assignments, and unit tests. Unit exams are administered on a regular basis in compliance with the timetable specified in the academic calendar. Students are given topics by their teachers who would be ready for their PowerPoint presentation.

Marks are assigned based on recurring internal assessments. Time is allotted to each subject at the beginning of the academic year, and project reports and internal tests are planned.

Department-specific records of each of these actions are kept up to date. The college handles exam-related matters in an open and well-structured way. Students can address examination-related issues with teachers, and the principal, depending on the requirements and jurisdiction of the grievance. Students receive graded response scripts from the teacher, who also addresses any queries or issues they may have. Marks are posted after Valuation on dates set by faculty members in the academic calendar.

# ACADEMIC CALENDER 2022-23

उच्च शिक्षा विभाग, म.प्र.

परिशिष्ट - 1

अकादमिक कैलेंडर सत्र 2022-23 (सेमेस्टर के लिए)

अकादमिक कार्य	स्नातकोत्तर प्रथम/तृतीय	स्नातकोत्तर द्वितीय/चतुर्थ
कक्षाएँ प्रारंभ सिर्फ स्नातकोत्तर प्रथम / तृतीय सेमेस्टर	01 जुलाई 2022	21 दिसम्बर 2022
शैक्षणिक कार्य	01 जुलाई 2022 से 30 अक्टूबर 2022	21 दिसम्बर 2022 से 13 अप्रैल 2023
सी.सी.ई. (सतत समग्र मूल्यांकन)	सितम्बर तृतीय सप्ताह	मार्च द्वितीय सप्ताह
प्रायोगिक परीक्षाएँ	18 अक्टूबर 2022 से 30 अक्टूबर 2022 के मध्य	01 अप्रैल से 13 अप्रैल 2023 के मध्य
परीक्षा पूर्व तैयारी अवकाश	08 नवम्बर 2022 से 15 नवम्बर 2022	13 अप्रैल 2023 से 19 अप्रैल 2023
सेमेस्टर एवं एटीकेटी परीक्षा	16 नवम्बर 2022 से 11 दिसम्बर 2022	20 अप्रैल 2023 से 16 मई 2023
सेमेस्टर अंतराल (ब्रेक) विद्यार्थियों के लिए	12 दिसम्बर 2022 से 20 दिसम्बर 2022	17 मई से 30 जून 2022
परीक्षा परिणामों की घोषणा	31 दिसम्बर 2022 तक	15 जून 2023 तक

- प्रवेश उत्सव कार्यक्रम : अगस्त (प्रथम सप्ताह) 2022
- छात्रसंघ गठन : अगस्त/सितम्बर 2022
- खेलकूद/एन.सी.सी./एन.एस.एस./युवा उत्सव/  
दीक्षान्त समारोह एवं अन्य गतिविधियाँ : माह अक्टूबर 2022 तक पूर्ण कर  
ली जाएँ
- दीपावली अवकाश : दिनांक 24 अक्टूबर 2022 से 29  
अक्टूबर 2022 तक (05 कार्य दिवस)
- स्नेह सम्मेलन/वार्षिकोत्सव/पुरस्कार वितरण : फरवरी 2023 द्वितीय सप्ताह  
वार्षिक पत्रिका का प्रकाशन एवं विमोचन

टीप :-

- (1) अपरिहार्य कारणवश शैक्षणिक कार्य निर्धारित गानक दिवसों से कम होने की दशा में, महाविद्यालय/विधि स्तर पर क्षणिक कालखण्डों की अवधि में आवश्यकतानुसार वृद्धि कर शैक्षणिक दिवसों की पूर्ति की जावेगी ताकि अकादमिक कैलेंडर का पालन समयानुसार सुनिश्चित हो सके।
- (2) स्नातकोत्तर तृतीय सेमेस्टर में प्रवेश हेतु नवीनीकरण प्रक्रिया को अपनाते हुए शैक्षणिक कार्य प्रारंभ करना सुनिश्चित किया जायेगा।
- (3) शैक्षणिक कार्य दिवस कम होने पर अतिरिक्त कक्षाएँ संचालित कर पाठ्यक्रम पूर्ण किया जावेगा।

स्नातकोत्तर प्रथम/तृतीय सेमेस्टर के कार्य दिवस की गणना  
सत्र 2022-23

क्र.	माह	दिवस	अवकाश	कार्य दिवस
1	जुलाई 2022	31	5 रविवार + 0 अवकाश	26
2	अगस्त 2022	31	4 रविवार + 4 अवकाश	23
3	सितम्बर 2022	30	4 रविवार + 0 अवकाश	26
4	अक्टूबर 2022	31	5 रविवार + 3 अवकाश	23
5	नवम्बर 2022	30	4 रविवार + 2 अवकाश	24
6	11 दिसम्बर 2022 तक	11	2 रविवार + 0 अवकाश	9
	कुल दिवस	164	33	131

स्नातकोत्तर प्रथम/तृतीय सेमेस्टर के शैक्षणिक कार्य दिवस की गणना  
सत्र 2022-23

क्रमांक	विवरण	कार्य दिवस
1.	01 जुलाई 2022 से 11 दिसम्बर 2022 तक कुल कार्य दिवस	131
2.	अवकाश एवं शैक्षणिक गतिविधि/परीक्षा हेतु अशैक्षणिक दिवस 1. स्थानीय अवकाश- 03 2. दीपावली अवकाश- कुल 5 कार्यदिवस 3. महाविद्यालय स्तर गतिविधियां- 08 कार्य दिवस 4. परीक्षा- 25 कार्य दिवस	41
3.	कुल शैक्षणिक दिवस (1-2) (131-41)	90

स्नातकोत्तर द्वितीय/चतुर्थ सेमेस्टर के कार्य दिवस की गणना  
सत्र 2022-23

क्रमांक	माह	दिवस	अवकाश	कार्य दिवस
1.	21 दिसम्बर 2022 से	11	1 रविवार + 0 अवकाश	10
2.	जनवरी 2023	31	5 रविवार + 1 अवकाश	25
3.	फरवरी 2023	28	4 रविवार + 1 अवकाश	23
4.	मार्च 2023	31	4 रविवार + 3 अवकाश	24
5.	अप्रैल 2023	30	5 रविवार + 5 अवकाश	20
6.	मई 2023	31	4 रविवार + 1 अवकाश	26
7.	जून 2023	30	4 रविवार + 1 अवकाश	25
	कुल दिवस	192	192-39	153

स्नातकोत्तर द्वितीय/चतुर्थ सेमेस्टर के शैक्षणिक कार्य दिवस की गणना  
सत्र 2022-23

क्रमांक	विवरण	कार्य दिवस
1.	21 दिसम्बर 2022 से 16 मई 2023 तक कुल कार्य दिवस	153
2.	अवकाश एवं शैक्षणिक गतिविधि/परीक्षा हेतु अशैक्षणिक दिवस 1. महाविद्यालय स्तर गतिविधियां- 03 कार्य दिवस 2. परीक्षा- 22 कार्य दिवस 3. ग्रीष्म अवकाश 37 कार्य दिवस	62
3.	कुल शैक्षणिक दिवस (1-2) (153-62)	91

## परिशिष्ट - 2

**अकादमिक कैलेंडर सत्र 2022-23**  
(वार्षिक पद्धति-स्नातक प्रथम/द्वितीय/तृतीय वर्ष के लिए)

स.क्र.	विवरण	तिथि
1.	प्रवेश प्रारंभ	17 मई 2022
2.	शिक्षण कार्य प्रारंभ	01 जुलाई 2022
3.	प्रवेश उत्सव कार्यक्रम	अगस्त (प्रथम सप्ताह) 2022
4.	स्थानांतरण प्रकरणों को छोड़कर अन्य सभी प्रवेश बन्द	14 अगस्त 2022
5.	संकाय परिवर्तन/विषय परिवर्तन/प्रवेश समस्या निवारण शिविर	प्रवेश प्रक्रिया समाप्ति के पश्चात 10 दिवस में पूर्ण किया जावेगा।
<b>छात्र संघ/सांस्कृतिक, साहित्यिक/ खेलकूद एवं अन्य महाविद्यालयीन गतिविधियाँ</b>		
1.	छात्रसंघ गठन	अगस्त/सितम्बर 2022
2.	विश्वविद्यालयीन/महाविद्यालयीन/जिला/सभाग/राज्य स्तरीय प्रतिस्पर्धाएं	ये सभी गतिविधियां माह अक्टूबर 2022 तक पूर्ण कर ली जाएं।
3.	खेलकूद/एन.सी.सी./एन.एस.एस./युवा उत्सव/दीक्षान्त समारोह एवं अन्य गतिविधियाँ	
4.	वार्षिक स्नेह सम्मेलन/वार्षिक पत्रिका का प्रकाशन एवं विमोचन	फरवरी द्वितीय सप्ताह 2023 (अधिकतम 04 कार्य दिवस)
<b>आंतरिक मूल्यांकन/ पूरक परीक्षा / वार्षिक परीक्षाएं</b>		
1.	पूरक परीक्षा प्रारंभ	16.09.2022 से 23.09.2022
2.	पूरक परीक्षा परिणाम की घोषणा	30.09.2022
3.	तिमाही परीक्षा आंतरिक मूल्यांकन	सितम्बर अंतिम सप्ताह 2022
4.	छ:माही आंतरिक मूल्यांकन	दिसम्बर अंतिम सप्ताह 2022
5.	सैद्धान्तिक परीक्षा कार्यक्रम की विस्तृत घोषणा	21 फरवरी 2023
6.	सभी स्नातक कक्षाओं की प्रायोगिक परीक्षाओं की तिथि	14 मार्च से 25 मार्च 2023
7.	परीक्षा पूर्व तैयारी अवकाश	26 मार्च से 31 मार्च 2023
8.	वार्षिक परीक्षा	01 अप्रैल से 18 मई 2023
9.	सभी परीक्षा परिणाम घोषित होने की तिथि	30 जून 2023
<b>अवकाश</b>		
1.	दीपावली	दिनांक 24 अक्टूबर 2022 से 29 अक्टूबर 2022 (कुल 5 कार्य दिवस)
2.	ग्रीष्म अवकाश (शिक्षकों हेतु)	19.05.2023 से 30.06.2023 (कुल 36 कार्य दिवस)

नोट :- स्नातक द्वितीय/तृतीय वर्ष में प्रवेश नवीनीकरण की प्रक्रिया को अपनाते हुए शैक्षणिक कार्य प्रारंभ किया जाएगा।

कार्य दिवस की गणना सत्र 2022-23  
(वार्षिक पद्धति - स्नातक प्रथम/द्वितीय/तृतीय वर्ष के लिए)

(अ)	अवकाश एवं शैक्षणोत्तर गतिविधियों का विवरण	
1.	रविवार	52
2.	सामान्य अवकाश	18 कार्य दिवस
3.	स्थानीय अवकाश	03 कार्य दिवस
4.	दीपावली अवकाश	05 कार्य दिवस
5.	छात्रसंघ गठन/महाविद्यालयीन सांस्कृतिक गतिविधियां आदि	15 कार्य दिवस
	योग	93
(ब)	परीक्षा/ग्रीष्मावकाश के अशैक्षणिक दिवस	
1	परीक्षा पूर्व तैयारी	06 कार्य दिवस
2.	परीक्षा अवधि	35 कार्य दिवस
3.	ग्रीष्म अवकाश	36 कार्य दिवस
	योग	77 कार्य दिवस
(स)	कुल अशैक्षणिक दिवस (अ+ब) (93+77) = 170	170 कार्य दिवस
(द)	कुल शैक्षणिक दिवस (365-170) = 195	195 शैक्षणिक कार्य दिवस

नोट- अपरिहार्य कारणवश शैक्षणिक कार्य निर्धारित मानक 180 दिवस से कम होने की दशा में, महाविद्यालय/वि.वि स्तर पर शैक्षणिक कालखण्ड की अवधि में आवश्यकतानुसार वृद्धि कर शैक्षणिक दिवस की पूर्ति की जावेगी ताकि अकादमिक कैलेंडर का पालन समयानुसार सुनिश्चित हो सके। शैक्षणिक कार्य दिवस कम होने पर अतिरिक्त कक्षाएं संचालित कर पाठ्यक्रम पूर्ण किया जावे।

उप सचिव  
मध्यप्रदेश शासन  
उच्च शिक्षा विभाग



## INTERNAL ASSESSMENT ORDERS 2022-23



कार्यालय प्राचार्य, शासकीय महाविद्यालय, बिछुआ, जिला-छिन्दवाड़ा (म.प्र.) 480111

ACCREDITED BY NAAC "B" Dt. 09/06/2017

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क्रमांक/ /2023

बिछुआ दिनांक :- 23/01/2023

### ::- आदेश ::-

सभी सम्बंधित विषय शिक्षकों को निर्देशित किया जाता है कि सत्र 2022-23 की स्नातक तृतीय वर्ष की तिमाही/छ:माही परीक्षा (असाइनमेंट मोड) एवं स्नातकोत्तर प्रथम एवं तृतीय सेमेस्टर की परीक्षा (असाइनमेंट मोड) से दिनांक 31/01/2023 तक संपन्न कराना सुनिश्चित करें। मूल्यांकन उपरांत अंक तालिका दिनांक 06/02/2023 तक परीक्षा सेल में अनिवार्यतः जमा करें।

पृ० क्र०/ /2023

प्रतिलिपि :-

- 1- सर्व श्री/श्रीमति-----शा0 महाविद्यालय बिछुआ की ओर सूचनार्थ एवं पालनार्थ।
- 2- डॉ. नवीन कुमार चौरसिया नोडल अधिकारी विश्वविद्यालयीन परीक्षा- की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।

प्राचार्य  
शासकीय महाविद्यालय बिछुआ  
शासकीय महाविद्यालय बिछुआ  
बिछुआ दिनांक 23/01/2023  
जिला छिन्दवाड़ा (म.प्र.)

प्राचार्य  
शासकीय महाविद्यालय बिछुआ  
जिला छिन्दवाड़ा (म.प्र.)



कार्यालय प्राचार्य, शासकीय महाविद्यालय, बिछुआ, जिला-छिन्दवाड़ा (म.प्र.) 480111

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क्रमांक 2075 /2023

दिनांक 27/01/2023

--:आदेश:--

स्नातक प्रथम वर्ष एवं द्वितीय वर्ष की आंतरिक मूल्यांकन परीक्षा 30/01/2023 से प्रारम्भ हो रही है, के सुचारु संचालन हेतु परीक्षा नियंत्रण कक्ष में निम्नानुसार नियुक्ति की जाती है-

**प्रथम पाली**

क्र.	नाम व पद	रिमार्क	
1.	डॉ. नवीन कुमार चौंसिया, सहायक प्राध्यापक	नोडल अधिकारी	
2.	डॉ. कविता चहल, सहायक प्राध्यापक	सदस्य	
3.	श्री कलीराम यादव, प्रयोगशाला परिचायक	चतुर्थ श्रेणी	

**द्वितीय पाली**

क्र.	नाम व पद	रिमार्क	
1.	श्रीमती मीना ठाकरे, सहायक प्राध्यापक	नोडल अधिकारी	
2.	श्री रामप्रकाश डेहरिया, सहायक प्राध्यापक	सदस्य	
3.	श्री जयगोविंद सनोडिया, सहायक प्राध्यापक	सदस्य	
4.	श्री मुकेश वर्मा, भृत्य	चतुर्थ श्रेणी	
5.	श्री रामकुमार सोनी, भृत्य	चतुर्थ श्रेणी	

आंतरिक मूल्यांकन परीक्षाएं विश्वशनीयता के साथ सुचारु रूप से सम्पन्न कराने की कार्यवाही सुनिश्चित की जावे।

प्राचार्य

शासकीय महाविद्यालय, बिछुआ

छिन्दवाड़ा (म.प्र.)

दिनांक 27/01/2023

जिला-छिन्दवाड़ा (म.प्र.)

पृ० क्र० 2076 /2023

प्रतिलिपि :-

- 1- आयुक्त, उच्च शिक्षा सतपुड़ा भवन, भोपाल।
- 2- कुलसचिव, परीक्षा राजा शंकर शाह विश्वविद्यालय, छिन्दवाड़ा।
- 3- प्राचार्य, शासकीय स्वशासी स्नातकोत्तर (अग्रणी) महाविद्यालय, छिन्दवाड़ा।
- 4- सर्व श्री/श्रीमति----- शासकीय महाविद्यालय बिछुआ की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।

प्राचार्य

शासकीय महाविद्यालय, बिछुआ  
छिन्दवाड़ा (म.प्र.)

# PROJECT/INTERNSHIP ALLOTMENT LIST 2022-23

## Project Distribution Detail BSc: 1 Year- Science ORGANIC FARMING DR. Naveen K Chaourasia

## Project Distribution Detail BSc: 1 Year- Science ORGANIC FARMING DR. KAVITA CHAHAL

Project Distribution Detail

No	Name of Student	M - F	Lat e gor u	Major Subject	Project Subject	Pro - Su h
1	SAKSHI SAHU	F	OBC	Botany		MA MI OE
2	SAPNA BINJHADE	F	SC	Botany		MA MI OE
3	SAPNA SAHU	F	OBC	Botany		MA MI OE
4	SARASWATI VISHWAKARMA	F	OBC	Botany		MA MI OE
5	SHAHIN SHEIKH	F	UR	Botany		MA MI OE
6	SHAIENDRA BHALAVI	M	OBC	Botany		MA MI OE
7	SHASHIKALA CHOUDHARY	F	OBC	Botany		MA MI OE
8	SHEETAL MEHDOLE	F	OBC	Botany		MA MI OE
9	SHEETAL UIKEY	F	ST	Botany		MA MI OE
10	SHIVAM VERMA	M	UR	Botany		MA MI OE
11	SHIVANI FARKARE	F	OBC	Botany		MA MI OE
12	SHIVANI GHAGRE	F	OBC	Botany		MA MI OE
13	SHIVANI KAKODIYA	F	ST	Botany		MA MI OE
14	SHIVANI MALVIYA	F	OBC	Botany		MA MI OE
15	SHIVKUMARI BHALAVEE	F	ST	Botany		MA MI OE
16	RANJANA INVATEE	F	ST	Zoology		MA MI OE
17	MOSHMI SHERKE	F	OBC	Mathematics		MA MI OE

Project Distribution Detail

No	Name of Student	M - F	Lat e gor u	Major Subject	Project Subject	Pro - Su h
1	NIHAL VERMA	M	OBC	Botany		MA MI OE
2	NIKITA NAGRE	F	OBC	Botany		MA MI OE
3	NIKITA UIKEY	F	ST	Botany		MA MI OE
4	OMPRAKASH CHOUHAN	M	UR	Botany		MA MI OE
5	OMPRAKASH MALVIYA	M	OBC	Botany		MA MI OE
6	PANKAJ DEHARIYA	M	SC	Botany		MA MI OE
7	PARTH PURI GOSWAMI	M	OBC	Botany		MA MI OE
8	PAYAL MINOTE	F	SC	Botany		MA MI OE
9	PIYUSH FARKARE	M	OBC	Botany		MA MI OE
10	POOJA CHAURSIYA	F	OBC	Botany		MA MI OE
11	POOJA CHOURIYA	F	OBC	Botany		MA MI OE
12	POOJA UIKEY	F	ST	Botany		MA MI OE
13	PRABHAT GIR	M	OBC	Botany		MA MI OE
14	PRAIYANKA WAKODE	F	OBC	Botany		MA MI OE
15	PRANJUL GAKRE	F	OBC	Botany		MA MI OE
16	CHANDNI BAITHWAR	F	OBC	Zoology		MA MI OE
17	VINAY JAISWAL	M	OBC	Chemistry		MA MI OE

# PROJECT/INTERNSHIP ALLOTMENT LIST 2022-23

## Project Distribution Detail

No	Name of Student	M - F	Category	Major Subject	Project Subject	Project Supervisor
1	ROHIT UIKEY	M	OBC	Botany	Organic Farming	MA MI OE
2	SAJNI UIKEY	F	ST	Botany	Organic Farming	MA MI OE
3	SAMEER DHURVE	M	ST	Botany	Organic Farming	MA MI OE
4	SANJNA KADVE	F	OBC	Botany	Organic Farming	MA MI OE
5	SATYAM FARKARE	M	OBC	Botany	Organic Farming	MA MI OE
6	SHANTI KANGALE	F	ST	Botany	Organic Farming	MA MI OE
7	SHIVAM GEDAM	M	OBC	Botany	Organic Farming	MA MI OE
8	SHUBHAM DIGARSE	M	OBC	Botany	Organic Farming	MA MI OE
9	SHWETA MANGROLE	F	OBC	Botany	Organic Farming	MA MI OE
10	SONALI KHARPUSE	F	OBC	Botany	Organic Farming	MA MI OE
11	VAISHNAVEE MANMODE	F	OBC	Botany	Organic Farming	MA MI OE
12	VIKRAM LAUTKAR	M	SC	Botany	Organic Farming	MA MI OE
13	RAGNI	F	OBC	Botany	Organic Farming	MA MI OE
14	SUJAL KHARPUSE	M	OBC	Chemistry	Organic Farming	MA MI OE
15	AMINA JAMBULKAR	F	SC	Chemistry	Organic Farming	MA MI OE
16	MADHURI RAITWAR	F	OBC	Zoology	Organic Farming	MA MI OE
17	SHIVANI PAWAR	F	OBC	Mathematics	Organic Farming*	MA MI OE

	A	B	C	D	E	F	G
	Project Distribution Detail						
No	Name of Student	M - F	Category	Major Subject	Project Subject	Project Supervisor	
1	ABHISHEK MEHADOLE	M	OBC	Chemistry	Organic Farming*	MA MI OE	
2	VINAY JAISWAL	M	OBC	Chemistry	Organic Farming*	MA MI OE	
3	VINOD MANMODE	M	OBC	Chemistry	Organic Farming*	MA MI OE	
4	MOSHMI SHERKE	F	OBC	Mathematics	Organic Farming*	MA MI OE	
5	NEHA CHOUKKATHAR	F	OBC	Mathematics	Organic Farming*	MA MI OE	
6	PRAVEEN VERMA	M	OBC	Mathematics	Organic Farming*	MA MI OE	
7	DISHA PAWAR	F	OBC	Mathematics	Organic Farming*	MA MI OE	
8	SHIVANI PAWAR	F	OBC	Mathematics	Organic Farming*	MA MI OE	
9	SURUCHI PARADKAR	F	OBC	Mathematics	Organic Farming*	MA MI OE	
10	RAJESH MEHNDOL	M	OBC	Mathematics	Organic Farming*	MA MI OE	
11	OM KUROTHE	M	OBC	Chemistry	Accounting and Finance	MA MI OE	
12	AKASH RAGHUWANSHI	M	UR	Chemistry	Accounting and Finance	MA MI OE	
13	RANU VISHWAKARMA	F	OBC	Botany	Personal Development	MA MI OE	
14	VAISHNAVI SAHU	F	OBC	Botany	Personal Development	MA MI OE	
15	KIRTI PATIL	F	SC	Zoology	Personal Development	MA MI OE	
16	SARGAM RAGHUVANSHI	F	UR	Zoology	Personal Development	MA MI OE	
17	PRIYANKA GUNHERE	F	SC	Zoology	Personal Development	MA MI OE	

# PROJECT/INTERNSHIP ALLOTMENT LIST 2022-23

	A	B	C	D	E	F	G
1	Project Distribution Detail						
2	No	Name of Student	M - F	Category	Major Subject	Project Subject	Pro. Sub. Type
3	1	BHUMIKA BHARTI	F	OBC	Botany	Organic Farming	MA MI OE
4	2	BUSRA KHAN	F	UR	Botany	Organic Farming	MA MI OE
5	3	CHANCHAL UIKEY	F	ST	Botany	Organic Farming	MA MI OE
6	4	CHANDNI CHOURIYA	F	OBC	Botany	Organic Farming	MA MI OE
7	5	CHANDRA SHEKHAR KOLHE	M	OBC	Botany	Organic Farming	MA MI OE
8	6	CHHAVI CHOUDHARY	F	OBC	Botany	Organic Farming	MA MI OE
9	7	DEEPIKA MANDEKAR	F	SC	Botany	Organic Farming	MA MI OE
10	8	DIKSHA MALVIYA	F	OBC	Botany	Organic Farming	MA MI OE
11	9	DIPALI THAKUR	F	UR	Botany	Organic Farming	MA MI OE
12	10	DIWANI WADIWA	F	ST	Botany	Organic Farming	MA MI OE
13	11	DROPADI AHIKE	F	ST	Botany	Organic Farming	MA MI OE
14	12	HEMA DONGRE	F	OBC	Botany	Organic Farming	MA MI OE
15	13	ISHWARI KHARPUSE	F	OBC	Botany	Organic Farming	MA MI OE
16	14	JIVIKA VISHWAKARMA	F	OBC	Botany	Organic Farming	MA MI OE
17	15	KAJAL SAHU	F	OBC	Botany	Organic Farming	MA MI OE
18	16	AMAN GAKRE	M	OBC	Botany	Organic Farming	MA MI OE
19	17	ABHISHEK MEHADOLE	M	OBC	Chemistry	Organic Farming	MA MI OE
20							

**BSc: 1 Year- Science**  
**ORGANIC FARMING**  
**DR. VAISHALI GUPTA**

Project Distribution Detail						
No	Name of Student	M - F	Category	Major Subject	Project Subject	Pro. Sub. Type
1	VAISHNAVI SAHU	F	OBC	Botany	Personality Development	MA MI OE
2	KIRTI PATIL	F	SC	Zoology	Personality Development	MA MI OE
3	SARGAM RAGHUVANSHI	F	UR	Zoology	Personality Development	MA MI OE
4	PRIYANKA GUNHERE	F	SC	Zoology	Personality Development	MA MI OE
5	BHAVNA GAKRE	F	OBC	Botany	Organic Farming	MA MI OE
6	KANCHAN NAGRE	F	OBC	Botany	Organic Farming	MA MI OE
7	PREETI UIKEY	F	ST	Botany	Organic Farming	MA MI OE
8	SAKSHI CHOUDHARY	F	OBC	Botany	Organic Farming	MA MI OE
9	AASIFA KHAN	F	UR	Botany	Personality Development	MA MI OE
10	ANJALI SAHU	F	OBC	Botany	Personality Development	MA MI OE
11	NARBADA SALAME	F	ST	Botany	Personality Development	MA MI OE
12	NIRJALA	F	SC	Botany	Personality Development	MA MI OE
13	PALAK CHANDERE	F	OBC	Botany	Personality Development	MA MI OE
14	PRIYA BHARDWAJ	F	OBC	Botany	Personality Development	MA MI OE

# STUDENTS GRIEVANCE REDRESSAL POLICY 2022-23

## OFFICE OF THE PRINCIPAL, GOVT. COLLEGE BICHHUA, DISTRICT-CHHINDWARA(M.P.)-480111



ACCREDITED BY NAAC "B" Dt. 09/06/2017

Ph.& Fax- 07162-259715, Mob. 9425425968

Email- hegcbicchh@mp.gov.in

No. 082/2020

Dated-22/06/2020

### ORDER

After consideration of the proposed draft of Student Grievance Redressal Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 30/IQAC, dated 30/03/2020 & after consideration of the suggestions given by the Student Grievance Redressal Cell of College, the Student Grievance Redressal Policy of the college is hereby approved as under:-

### Student Grievance Redressal Policy

Government college Bichhua has an elaborate mechanism to promote the welfare of students. The college has a Student Grievance Redressal Cell for handling student grievances related to academic and non-academic matters. The procedure established by the college for grievance redressal aims to make the mechanism time bound, transparent and efficient.

#### 1. Academic Matters

The grievances related to academic matters like Admissions, Internal Assessment and Examinations are addressed by specific committees designated for this purpose.



## **2.Non-Academic Matters**

Grievances related to non-academic matters are taken care of by separate committees formulated for this purpose, such as:

- (1)Issues related to indiscipline: Discipline Committee
- (2)Issues related to Ragging/Bullying: Anti-Ragging Committee
- (3)Issues related to sexual harassment: Internal Complaints Committee etc.
- (4)Issues related to Discrimination: Caste based discrimination
- (5)Issues related to Infrastructure/facilities: Infrastructure Development Cell

### **OBJECTIVES:-**

The Student Grievance Redressal Cell is formed with the purpose of providing a platform to the students to address their issues and get them resolved. The Student Grievance Redressal Cell is required to handle students 'grievances and provide speedy resolution for the same.

In general, the objectives of the Student Grievance Redressal Cell are:

- (1) To ensure that students get prompt solution to their problems;
- (2) To ensure harmonious student – faculty relationship;
- (3) To provide a platform for essential communications and bridge the communication gap related to various academic



matters;

- (4) To provide a platform to students for expressing their grievances freely and ensuring that it would be handled without any biases.

### **STUDENT GRIEVANCE REDRESSAL CELL**

- A separate Student Grievance Redressal Cell handles the problems of students. This committee ensures that all grievances of students are duly taken care off.
- For the purpose of handling grievances in academic areas, the college has two committees:
  - (1) Admission committee
  - (2) Examination Committee

#### **Grievance Redressal Mechanism :-**

Receipt of complaint:

- (1) If any student has a complaint/query/grievance, then he/she

/they may either lodge a written complaint or may mail it to college.

- (2) Action taken at committee level: On receipt of the complaint, the grievance committee tries to resolve it within the committee, if unresolved then it is directed to the core admission committee or concerned committee like Scholarship Grievances Committees.

- (3) Action taken by the Head of the institution: If committees are not able to resolve the issue, the matter will

be forwarded to the concerned committee or to the Principal or if the student is not satisfied with the committee's decision, then the complaint may be filed with the Head of the Institution for necessary action.

(4) Reporting to the University: If the complaint is related to a matter pertaining to decisions at the university level, then the complaint is forwarded to the concerned person at the university level seeking a resolution for the same.

### **ADMISSION GRIEVANCE REDRESSAL MECHANISM**

The college ensures that grievances/complaints of students are handled promptly for necessary action.

#### **Nature of Grievances:**

The admission related grievances include-

- (1) Irregularity in the admission process adopted by the college;
- (2) Not having relevant certificates;
- (3) Information furnished in prospectus that might seem false or misleading;
- (4) Breach in reservation policy in admission as applicable;
- (5) Refund of fees in case a student withdraws admission within the stipulated time on certain grounds as per Govt.'s instructions;
- (6) Issues of clarity relating to admission in various cut-offs.

### **Admission related grievance redressal mechanism:-**

The institution takes necessary steps to ensure smooth conduct of admissions within the college. These are:

(1) Formation of committees and Nodal Officers: The names of the committees and their members are displayed/notified on website of College portal.

(2) Specific Nodal Officers for Scholarship related grievances:

To ensure just and fair admissions for all, the college goes a step further in appointing separate nodal officers for specific categories such as:

- Nodal Officer – SC Scholarship
- Nodal Officer – ST Scholarship
- Nodal Officer – OBC Scholarship
- Nodal Officer – Sports
- Nodal Officer – Minorities Scholarship

### **INTERNAL ASSESSMENT GRIEVANCES REDRESSAL**

The College has three levels to address the grievances related to internal assessment-

- (1) Department,
- (2) College and
- (3) University.

### **Nature of Grievances:**

The Internal Assessment related grievances include:

- (1) Incorrect uploading of Internal Assessment marks

- (2) Marks not visible to the students on the University portal
- (3) Late submission of assignment
- (4) Non submission of assignment due to medical issues, family emergency or academic/non-academic event participation and any other.

**Internal Assessment Grievance Redressal Mechanism:**

- (1) All the faculty members must adhere to the guidelines laid down by the Madhya Pradesh Higher Education for the Internal Assessment.
- (2) In order to maintain transparent Internal Assessment mechanism, every department may deliberate upon any internal assessment related issues, by discussing it among the faculty members.
- (3) The College ensures that every student signs the hard copy of the Internal Assessment after a careful scrutiny before sending it to the examination branch of the University.
- (4) The Examination Committee constituted by the college may intervene if the subject teacher and the department are experiencing difficulties in sorting out the issues at their end.

**Examination Grievance Redressal Mechanism**

The college has an examination committee which is responsible and accountable for handling all examination related issues. This committee comprises of nodal officers which acts as a connecting link between students and the



university. The committee deals with examination related grievances of the following nature:

**Pre examination issues**

- (1) Papers opted by the students are not reflected in the date sheet;
- (2) Late submission of examination fee;
- (3) Missing admit card;
- (4) Matters related to students found using unfair means
- (5) Appearing late for the exam.

**Post examination issues**

- (1) Marks are not uploaded;
- (2) Delay in declaration of results;
- (3) Non transparent or unfair evaluation practices;
- (4) Student is wrongly marked absent in the result;

**PROCEDURE OF GRIEVANCE REDRESSAL**

- (1) The aggrieved student submits the problem/complaint in the form of an application to the Student Grievance Redressal Cell.
- (2) Depending on the nature of the issue, the Student Grievance Redressal Cell tries to resolve the problem as early as possible.
- (3) If the problem is related to the University, then the Student Grievance Redressal Cell forwards the same to the Principal for further forwarding to the University for redressal.
- (4) If the student is not satisfied with the college level efforts

on the matters related to the University, then he/she/they is free to directly write an application to the University.



**Principal**

**PRINCIPAL**

Govt. College, Bichhua  
Distt.-Chhindwara (M.P.) 480111

Endorsement No. **083** /2020

Bichhua, Dated-22/06/2020

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Principal's Order Book.
3. Nodal Officer, Student Grievance Redressal Cell, Govt. College Bichhua for information & compliance.



**Principal**

**PRINCIPAL**

Govt. College, Bichhua  
Distt.-Chhindwara (M.P.) 480111



# CCE RECORD

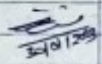

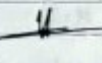





Date: 30/01/23							(CCE) Continuous & Comprehensive Evaluation - 2023							Morning Shift Time- 10.00 AM - 11.00 AM.				Class - B.Sc / B.Com I yr.			
Room No.	Class	Sub.	Paper	Total Stu.	A/B		Name of Invigilator	Signature	Main Used	A/B Ret.	Suppl. Used	A/B Ret.	No. of Absent.	A/B Ret.	Remarks						
					Main	Suppl.															
02	B.Sc Iy	Applied Botany	I (Applied Botany)	24	24		Shri Suryakant Shukla	SS	18	06			06 (100%)	I passed	28 20						
03	B.Sc Iy	Botany	I (App. Bot.)	25	25		Mr. Vinod Jaiswal Mr. Pandeep K. Malviya	Dr. Vinod	18	07			07 (100%)	I passed	28 20						
06	B.Sc Iy	Botany	I (App. Bot.)	32	32		Mr. Naveen A. Khan Mr. Surach P. Chaurasia	Dr. Naveen	27	05			05 (100%)	I passed	28 20						
07	B.Com I yr	Commerce	I (Finance Accounting)	17	17		Mr. Gauram Patel Mr. Tejoti Rajaraja	Dr. Gauram	17	NIL			NIL	I passed	28 20						
Hall	B.Sc I yr	Botany	I (App. B)	39+2	41		Mr. Kamal Badiya	Dr. Kamal	37	04			04	I passed	28 20						
		Zoology	I (AD:W)	13	13		Mr. Vipin Mahdgaray	Dr. Vipin	11	02			02	I passed	28 20						
		Maths	I (A, VAS)	03	03		Mr. Shivani Soni	Dr. Shivani	03	00			NIL	I passed	28 20						
		Physical	I (Handwriting & Sp. P)	01	01				01	00			NIL	I passed	28 20						

# CCE RECORD

156.						
	B.Sc (Bot)	B.Com	B.Sc (Zoo)	B.Sc (M)	B.Sc (P)	Total
Total students -	122	07	13	03	01	156
Present -	100	17	11	03	01	132
Absent -	022	NIL	02	NIL	NIL	24

Exam Controller - Dr. R.P. Yadav.

Exam Nodal: { - Dr. Navneet K. Choudhary. - Choudhary  
HOD - Dr. Kavita Chahal. Chahal  
30/1/23

		A/B Issued (30/1/23)			A/B Returned	
Subject/Para	Name	Total copies	Sign	Date	Date	Sign
Botany Major I	Dr. Navneet K. Choudhary	100		30/1/23		
Maths I	Dr. Vipin Mohanlal	03		30/1/23		
Commons I	Shri. Manoj Jain	17		30/1/23	01/02/2023	
Zoology I	Dr. Navneet K. Choudhary	14		30/1/23	01/02/2023	
Physics I	Dr. Lakshmi Lakshmi	01				

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE  
BICHHUA, DISTRICT-CHHINDWARA(M.P.)-480111**



ACCREDITED BY NAAC "B" Dt. 09/06/2017

Ph.& Fax- 07162-259715, Mob. 9425425968

Email- hegcbicchh@mp.gov.in

No. 082/1/2020

Dated-22/06/2020

## **ORDER**

After consideration of the proposed draft of Internal Assessment Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 30/1/IQAC, dated 30/03/2020 & after consideration of the suggestions given by the Examination Upgradation Cell of College, the Internal Assessment Policy of the college for the students is hereby approved as under:-

### **Internal Assessment Policy**

Government college Bichhua has an elaborate mechanism to assess the performance of students during the process of curriculum delivery. The college has an Examination Upgradation Cell for handling examination matters. The internal assessment of the students is a continuous process during curriculum delivery. The CCE, Project Reports and

Quarterly Examinations are chief modes of internal assessment of the students. The faculties of the college make internal assessment through CCE & Project Work. Various other means are also used such as Presentation by the students before the respective faculty, Group Discussions on a topic decided by the faculty, Monthly Tests, Quiz, Essay Competition etc.

### **OBJECTIVES:-**

The main purpose of Internal Assessment Policy of the college are:

- 1) To ensure that students get benefitted from the curriculum delivery.
- 2) To assess and evaluate the level of understanding of the students during the process of curriculum delivery.
- 3) To identify the weak and average students and to bring them at par with advanced learners.
- 4) To prepare the students for yearly examination by frequent internal assessment of their performance through various means.
- 5) To provide for a mechanism to handle internal assessment related grievances of the students.



## **INTERNAL ASESMENT GRIEVANCES REDRESSAL**

The College has three levels to address the grievances related to internal assessment-

- 1) Department,
- 2) College and
- 3) University.

### **Nature of Grievances:**

The Internal Assessment related grievances include:

- 1) Incorrect uploading of Internal Assessment marks
- 2) Marks not visible to the students on the University portal
- 3) Late submission of assignment
- 4) Non submission of assignment due to medical issues, family emergency or academic/non-academic event participation and any other.

### **Internal Assessment Grievance Redressal Mechanism:**

Internal Assessment Grievance Redressal Mechanism includes:

- 1) All the faculty members must adhere to the guidelines laid down by the Madhya Pradesh Higher Education for the Internal Assessment.
- 2) In order to maintain transparent Internal Assessment mechanism, every department may deliberate upon any internal assessment related issues, by discussing it among the faculty members.
- 3) The College ensures that every student signs the hard copy of the Internal Assessment after a careful scrutiny

before sending it to the examination branch of the University.

- 4) The Examination Committee constituted by the college may intervene if the subject teacher and the department are experiencing difficulties in sorting out the issues at their end.
- 5) The IQAC also ensures the proper internal assessment of students through Learning Outcome Reports (LORs) submitted by various departments.

  
**Principal**  
Principal  
Government College Bichhua  
Chhindwara (M.P.) 480111

Endorsement No. **083** ~~1~~/2020 Bichhua, Dated-22/06/2020

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Principal's Order Book.
3. Nodal Officer, Examination Upgradation Cell, Govt. College Bichhua for information & compliance.

  
**Principal**  
Principal  
Government College Bichhua  
Chhindwara (M.P.) 480111