YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution GOVERNMENT TILAK PG COLLEGE KATNI

- Name of the Head of the institution Dr. Sudhir Kumar Khare

- Designation Principal (In-Charge)

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 07622292113

- Mobile no 7898568023

- Registered e-mail gtciqac@gmail.com

- Alternate e-mail hegtckat@mp.gov.in

- Address Rafi Ahmad Kidwai Ward

- City/Town Katni

- State/UT Madhya Pradesh

- Pin Code 483501

2.Institutional status

- Affiliated /Constituent Affiliated

- Type of Institution Co-education

- Location Urban

- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University — **Rani Durgavati Vishwavidyalaya, Jabalpur, M.P.**

- Name of the IQAC Coordinator — **Dr. Chitra Prabhat**

- Phone No. — **07622292113**

- Alternate phone No. — **9425835235**

- Mobile — **9407001512**

- IQAC e-mail address — **gtciqac@gmail.com**

- Alternate Email address — **chitrabhatia28@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) — https://www.govttilakpgcollege.ac.in/uploads/iqac/05-07-2024-11-19-17-2021-22.pdf

4.Whether Academic Calendar prepared during the year? — **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: — https://www.govttilakpgcollege.ac.in/site/academic_calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B++**	**2.99**	**2018**	**24/09/2018**	**24/09/2023**

6.Date of Establishment of IQAC — **16/08/2012**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. Tilak PG College, Katni	**MPHEQIP**	**World Bank**	**2022-23**	**300000**

8.Whether composition of IQAC as per latest NAAC guidelines — **Yes**

- Upload latest notification of formation of IQAC — View File

9.No. of IQAC meetings held during the year   `04`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

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

- If yes, mention the amount   `300000`

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

`Organised workshop on "Intellectual Property Rights" on 20/03/2023.`

`Organised "Self-defence training for girl students" from 14 Feb to 28 Feb 2023.`

`Organised "Yoga Training for students" from 14 Feb to 28 Feb 2023.`

`Organised National Research seminar on "Azadi ka Amrit Mahotsav: Amrit kal (2022-47) mein Bharat ke Samaksh Chunautiyan evam Avasar" from 17 Jan to 18 Jan 2023.`

`One week training for "Scope and Future of Sustainanable Agriculture" from 05 Dec to 11 Dec 2022.`

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

Plan of Action	Achievements/Outcomes
1. Invited Lectures	8 Eminent scholars of different subjects were invited to deliver lectures.
2. Use of ICT in Teaching	A projector was installed in the Botany Department to enhance ICT based teaching.
3. To organize programm under NEP-2020	One day national webinar on NEP-2020 was organized on 4 Feb 2023.
4. To organize research seminar and workshop	One International workshop, one National workshop and two National research seminars were organized.
5. Upgradation of Library	Books worth Rs 617826 were purchased and journals worth Rs 20250 were subscribed.
6. Plantation	Plantation of 150 saplings was done on different important days.
7. Skill development training	459 students completed LMS training organized by RCVP Naronha Administrative Academy.
8. Placement drive	9, 15, 4 and 6 Students were selected in armed forces, LIC, Just dial company and other sectors respectively.
9. Industrial tour	3 Industrial tours were organized.
10. To organize cultural and literary activities	District Level Youth festival was organized and 9 literary programms were also organized.
11. To promote research activities	15 research papers were published by faculty members, 18 papers were presented in different conferences/seminars and 05 faculty members delivered invited lectures.

12. To organize health camp	A health camp was organized for health checkup on 25/02/2023 for girls.
13. To conduct Green Audit	Green Audit of the campus was conducted.
14. To initiate Innovative practice	All outstanding students of academic, sports and cultural fields are being awarded by the college.
15. Upgradation of Infrastructure	Rs 32,50,731 were spent on extension of boundary wall, CCTV Camera, Furniture, Almirah,Chairs and Tables and Maintance etc.
16. Enhancement of Sports facilities	Rs 8,21,034 were spent on Open Gym, Kabaddi mat, Cricket Mat, Treadmill, Table tennis table and Other sports equipments.

13.Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	GOVERNMENT TILAK PG COLLEGE KATNI
• Name of the Head of the institution	Dr. Sudhir Kumar Khare
• Designation	Principal (In-Charge)
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• City/Town	Katni
• State/UT	Madhya Pradesh
• Pin Code	483501
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14-06-2024 01:27:26

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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	21/02/2024

15.Multidisciplinary / interdisciplinary

From the session 2022-23 NEP 2020 has been implemented in the second year classes of all faculties, as a result only 3rd year students are following the old curriculum at the UG level. Vocational courses have also been included in the first and second year. The UG courses are already multidisciplinary and interdisciplinary in the 1st and 2nd year from the session 2021-22 onwards due to the implementation of NEP 2020, hence

students will get the benefit of studying different subjects of their stream science, arts or commerce along with Hindi and English Language. At Present only 3rd year students do not have the option of choosing interdisciplinary subjects, instead they have to confine themselves to the subjects already chosen by them. Multidisciplinary and inter disciplinary programs and activities are organized on a regular basis by the various departments of the college both at the UG and P G level for the benefit of the students. Students from different faculties and classes attend these programs in order to increase their interdisciplinary knowledge.

16.Academic bank of credits (ABC):

Academic Bank of Credits will now be applicable for first year and second year students as a part of NEP 2020.

17.Skill development:

The Swami Vivekanand Career Guidance Cell regularly organizes skill development programmes according to the calendar/guidelines provided by the department of Higher Education. These programmes include short term training programs in tally and accounting, personality development, improvement of competitive and vocational skills. Vocational training (organic farming, beauty parlour, horticulture, making useful articles out of waste materials, etc) is also provided to students. Industrial tours and job opportunity fairs in collaboration with the district administration are also organized along with providing career oriented information to the students. Thus regular efforts are made by the college to focus on the skill development and employability of its students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Syllabus of different arts subjects include topics based on Indian knowledge. Indian writers have a prominent place in the syllabus of English literature major 1 and 2 in first year and second year. Indian knowledge/writers are included in the syllabi of other subjects also. The course of almost all subjects include indian knowledge and culture as a part of the curriculum of NEP-2020.Efforts are always made to in-corporate our Indian knowledge and culture in awareness programs which are regularly organized in the college by the various departments / committees Celebrations of Hindi Divas and birthdays of well-known writers and poets who have contributed to our Indian knowledge and culture are always celebrated in order to create

awareness among the students and inculcate in them a feeling of patriotism and national pride.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The NEP provides adequate exposure to project based and competence based learning along with opportunities for personalized expression. The college focuses on outcome based education by trying to improve/upgrade the teaching skills of the teachers by organizing training programs and encouraging them to attend Orientation and Refresher courses in capacity building for increasing their professional abilities. Holistic education is imparted to the students to develop their skills, general aptitude and linguistic proficiency so that the desired outcome can be achieved. To achieve specific outcomes education is made student centric, regular feedback sessions activities involving students like group discussions role playing etc. are organized so that the students get the maximum exposure and positive results can be achieved.

20.Distance education/online education:

The college is already a study centre of IGNOU since November 2006 and now it is also a centre of MP Bhoj Open University. A large number of students are enrolled in both these study centres of distance education through which they are pursuing degree and PG courses along with certificate and diploma courses. On line education is also being provided to the students through short term on line training programs and courses by the Swami Vivekananda Career Guidance Cell. Many teachers are also pursuing online refresher and training programs. NEP 2020 is being implemented in MP Bhoj Open University from the session 2022-23.

Extended Profile

1.Programme

1.1   **22**

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **4611**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **1542**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **957**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **40**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **42**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	**22**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	**4611**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	**1542**
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File Description	Documents
Data Template	View File

2.3	**957**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**40**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**42**

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**23**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**532.082**
4.3 Total number of computers on campus for academic purposes	**110**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

In adherence to vision, mission and objectives of college, effective curriculum delivery is ensured to nurture and maintain the conducive environment for academic excellence. The Department of Higher Education, Govt. of M.P, issues the academic calendar including sports calendar before the commencement of the new session every year. Since New Education Policy 2020 has been implemented from the session 2021-22 at UG level. Teaching learning process is being carried out accordingly. The power to design the curriculum rests with the Higher Education Department Govt. of Madhya Pradesh. The college time table is prepared at the beginning of every new academic session. The time-table is implemented after being duly approved by the Principal. Practical classes, library and, physical education and sports are also incorporated in the time table, and these classes are held in the respective labs of the different subjects. The time table is also displayed on the notice board and on the college website. Teaching devices are

used by the teachers-interactive boards, visualizer, PPT presentations, group discussions are all implemented in the teaching learning process to enhance the teaching/learning effects. Teaching diaries /registers are maintained by the teachers for regular monitoring by the IQAC. Internal assessment is held according to the CCE pattern provided by the department of Higher Education.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The CCE time table is prepared according to the calendar provided by the Higher education department in which specific date are allotted for the conduction of CCE. Time table is prepared in different faculties keeping in mind the classes and practical of the students. The time table is displayed on the notice board of the different faculty buildings so that students are well informed and can prepare for their CCE. CCE includes different modes depending upon the particular subject, choice of students or teacher to provide them maximum opportunity for self- expression and to secure better marks.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/	C. Any 2 of the above

Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

10

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Cross-cutting issues are necessary to improve learning skills which are based on critical thinking, creative thinking, communication and collaboration. Many such issues are already included in the curriculum of some subjects like foundation course (Hindi, English, Moral values), Political Science, Sociology etc. Environment related issues are dealt with in the syllabus of environmental studies. Cross cutting issues like gender, social issues, economic issues, pollution, polythene-menace etc. are regularly addressed through awareness lectures, programs organized by the NCC and NSS units. Cross cutting skills are developed by group discussion, critical thinking and skill related to information and technology since they enhance professional competence including ethics and human values.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

16

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File]()

1.3.3 - Number of students undertaking project work/field work/ internships

2568

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File]()

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	https://forms.gle/ew5j1TNMcAWzdx2m6
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.govttilakpgcollege.ac.in/uploads/iqac/05-08-2024-04-50-24-WhatsApp%20Image%202024-05-08%20at%2016.47.17.jpeg

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1846

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1315

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Continuous efforts are made by almost all teachers to assess

learning levels of students so that slow learners can be identified. They adopt various methods for this purpose like feedback based on class room teaching, surprise test, objective questions. Language teachers use spelling test or pronunciation drills for this purpose. All efforts are made to bridge this gap. Once these students are identified they are provided extra help through extra classes, feedback sessions after class. They are encouraged to take up group study and group discussion and when study groups are formed these students are placed in group of advanced learners so that they can pick up fast and show progress and improvement.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4611	**50**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In student centric methods method focus shifts from teacher to students. Students 'learn by doing', educational tours, practical survey programmesare organized for this purpose. Through this students get an opportunity to engage intellectually, creatively, emotionally, socially and physically. Students get an opportunity to take initiatives, make decisions and be accountable for results. All these requirements of the students are fulfilled through practical in science subjects, project/assignments in science, humanities and commerce, group discussion, classroom teaching, group project and preparation of charts and models in groups. All these activities provide them first-hand experience of participative learning and problem solving ability along with enhancing their

learning experiences.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Most of the teachers are making use of ICT enabled tools for teaching. There are 04 smart boards in the science faculty which are being used for teaching to enhance the learning experience for the students. In arts also most of the teachers try to make use of smart boards so that students get an added value to the lesson being taught in class and are able to grasp and retain it for longer time. In commerce faculty tally and accounting is taught using ICT hence it is not only a learning but a visual experience also. Interactive white-board, audio systems, online sources and links of e-content etc. are provided by the teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

50

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	*View File*
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

17

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	*View File*

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

13

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Continuous Comprehensive Evaluation (CCE) is conducted at the institutional level to evaluate the performance of the student through various modes. Students have the choice to opt for the mode which is convenient for them and they are confident of securing good marks. The time table of CCE is announced well in time by the faculty heads to give the students time for preparation. Students put their signature on the CCE sheets and the concerned teacher awards marks in front of them, if students are not satisfied with the marks awarded by the teacher, he or she is given a second chance for improvement. So there is complete transparency in the internal assessment. Hence it is totally student centric and assures satisfaction of students.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

If a student has any grievance related to marks of internal assessment such a student writes an application to the principal regarding his complaint. The principal marks the application to the concerned head of the department or any other subject expert who in consultation with the principal reviews the marks awarded by the teacher and takes the required action. There is a district Nodal center of the university in the college which takes up thegrievances related to the internal assessment which are related to the university.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

In UG arts we have Geography, History, Political science,Sociology, Hindi, economics, Sanskrit and English literature. Students opt for subjects depending on their choice and future plans. After UG, they can go for teaching jobs in schools, prepare for competitive exams or opt for PG in the subjects of their choice. In science UG student study either in the bio-stream or PCM group of subjects. Here also they select subjects keeping in mind their future goals like school teaching, working in pathology labs, paramedical center. They have the option to prepare for competitions or go for higher studies. Students of physics, mathematics, computer science and geology have many other career option like data analyst, technician etc. Students of B.Com go in the field of account, computer online centre etc. PG in political science provides the opportunityof preparation for competition teaching, journalism, mass communication etc. PG in economics opens avenues for data analyst, statistical officer, teaching etc. PG in Hindi gives them opportunities for journalism, teaching, free-lance writing, translation work, book review, editing etc. PG in sociology, prepares students for social work in NGO, teaching etc. PG in geography equips the students for survey works, career in tourism etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Programme and course outcomes are evaluated by the college in a planned manner. The career guidance cell takes up the work of collection of data, maintaining records of pass out students, their achievements related to placements and jobs. The college follows the direct and indirect method for evaluation of course outcomes. The direct methods involves quantitative analysis of results and indirect method involves feedback session with the students and teacher. The college has adopted the innovative practice of giving awards to toppers of all classes.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

957

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/1jCuCslICqOiZmatPM4YVrZwaNH-OsxFLcE-84mXSHRg/edit

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

For this purpose, cross organizational network is created so that information can be exchanged. The institution encourages diversity of thoughts and focuses on goal based thinking. A conducive environment is created for promotion of innovation. All required facilities and guidance in these areas is extended through Swami Vivekanand Career Guidance Cell by organizing training programs for skill development programme, career opportunity fair and providing job related information to the students. Students who opt for NCC and NSS as open elective subjects in (NEP-2020) are encouraged to involve actively in the application of education and technology for societal need through NSS and NCC activities. The research cell promotes an atmosphere for research related activities. Literary competitions (essay writing, poster, slogan, painting) are organized to enhance innovative ideas. Environmental education, yoga and meditation field projects which are all apart of NEP-2020 promote innovative ideas and creation and transfer of knowledge.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

4

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	*View File*
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

15

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	*View File*

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

4

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	*View File*

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

NSS camp of the girls wing was organized in village Bijouri form 20-02-2023 to 26-02-2023 in which 44 students participated. The focus of the camp was on personal hygiene and cleanliness of the surrounding. With this aim in mind awareness programmes and work was done in village. Cleanliness drives were organized in the village along with programmes including adult education voter awareness and other issues like Beti Bachhao, Nasha mukti etc. Plantation was also done in the camp area and villagers were also encouraged for plantation.

The NSS programmes are targeted to create social (National Voter's day, National Constitution day, Vriddhjan samman samaroh, World Anti-Tobacco day, Nasha Mukti diwas, PoshanAahaar, Bal Sanrakshan divas, etc), environment awareness (Urja saksharata, environmental day, Plantation, Cleanliness, Maddya Nishedh, Blood donation camp, Veer bal diwas, Jal Bachao Kal Bachao, etc). Hence through these activities students were sensitized for social, environmental and community work and it is also a part of the holistic development of the students which is the mission of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

13

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

30

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1554

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration	

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate infrastructure with sufficient number of classrooms available for teaching-learning. There is a total of 19 well ventilated classrooms and 11 equipped labs with all

facilities to provide atmosphere for practical work with use of latest technology. The college has 110 computers which are placed in different rooms, departments, labs, office units as per requirement. There are two computer labsone in the science faculty and the other in commerce faculty with well qualified computer teachers. In different faculties students are divided in batches so that they can avail maximum benefits from these labs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

There are adequate facilities for cultural activities, sports and games. Cultural activities committee is there for organizing and conduction of cultural activities as per calendar of Higher Education Department, Government of M. P. There is an auditorium and other spacious rooms for the smooth conduction of these cultural activities. There is a sports committee and a well-qualified sports officer for regular conduction of sports activities according to the calendar provided by the Department. There are complete facilities for outdoor and indoor game/sports. There is an indoor gym, 400 m track, all well maintained for smooth and regular conduction of sports related activities. Open air Gym is available for students since this session.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

9

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

532.082

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is being managed by using SOUL software. Subscription has been made to Inflibnet-N-LIST for e-resources so that faculty members can upgrade their knowledge and research abilities. Subscription has been also made for some research journals for the PG departments for the benefit of students and teachers. Efforts are on to procure new books to enrich the library. Adequate reading room facilities are also available for the students and teachers. Books of general knowledge and competitive exams are distributed to students of different classes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

6.429

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

70

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Yes the institution keeps updating its IT facilities regularly to provide Wi-Fi equipped campus to its staff and students Broad band connections are available in the, Science and Commerce buildings Internet facility is also provided to the computer staff and other important departments through individual dongles.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	C.10 - 30MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

32.51

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Counselling and mentoring of students is done by all teachers. Students of NCC and NSS units gain the benefit of social work through progammes organized by them. There are established systems and procedures for maintaining and utilizing physical, academic and support Facilities laboratory, library, sports complex, computers, classrooms etc. Regular maintenance is essential since our college being the lead college is the centre of all examinations regular, private and professional, it is also the host of training programs, cultural events, workshops, sports activities, seminars and other research oriented programs which results in an optimum utilisation of all our resources for this many steps are taken to ensure the maintenance of these resources which is essential for the smooth functioning of the college. The laboratories are in continuous use due to the large number of students who are divided into batches for the smooth conduction of the practical sessions. Annual physical verification of stock is conducted in all the departments/laboratories. The purchase and write off committee is responsible for the purchase and writing off of books which can no longer be used. Separate days are allotted for different categories (SC, ST, OBC etc.) different classes and faculties so that all can be given sufficient time. The library does the exercise of physical stock verification and upkeep and maintenance of library books.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2072

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

4

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

140

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

627

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

34

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

449

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

9

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	[View File](#)

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

19

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students are the direct stakeholders since they perform multiple roles in the college. Hence regular feedback is taken from them

and suggestions offered by them are incorporated for the improvement of the college. Students are always consulted in decisions related to co-curricular activities. Students playpivotal roles in NSS and NCC units. They have fair representation in sports activities and most of the decision related to students' interest are taken only after taking suggestion from them and keeping them in mind. They also have representation in the college IQAC committee.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

64

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](View_File)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association of Govt. Tilak P.G. College Katni Samiti got registered under the MP Society Registration Adhiniyam 1973 on 24th January 2007. The College has many prominent persons as its alumni. They include doctors, professors and journalists also. Presently honourable Mr. Sandeep Jaiswal who is MLA of Mudwara, keeps on giving valuable financial moral and advisory support to

the institution from time to time. Other members of the alumni also keep on supporting the college when needed. Some faculty members, including our principal, are also members of the Alumni Association. With unanimous decisions taken by members of alumni association steps were taken towards adding greenery to the college, mass scale plantation programmeswere organised, upgradation of computer labs. At the beginning and end of each session informal meetings and discussions of the alumni members is held to chalk out the future plans. ThusAlumni association contributes significantly to the development of the institution through financial and other support services. Meetings and feedback is taken from the alumni members as they are very important stakeholders, suggestions for improvement/ upgradation of the college are implemented by the college administration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) | E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution promotes holistic education and strives to instill moral and ethical values in students so that they can adjust well to shifting academic and social scenario. To achieve these goals proper leadership of the principal is very important. It is hewho leads every stakeholder to achieve the target in a time frame. His leadership is a fine combination of his art of administration and management. This institution has a Janbhagidari Samiti which works as a governing body of the college and the principal is the executive secretary of the body. Next level of management is staff council which constitutes the chairperson (principal), a senior professor is

the secretary of thestaff counciland all faculty are members of this council. IQAC cell is in function since its inception and monitors all the activities of the college. Apart from this the principal is the lead college principal of the district. As the leader of the department he coordinates with the higher authorities of the department and subordinates as well. This college is the center of all type of examination for govt. colleges and private colleges. A senior professor works as nodal officer for university who coordinates with the university under the guidance of the principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

This institution exercises a culture of decentralized and participative management by distributing work to all the members of the teaching faculties in administrative role. The college has almost forty-five committees which carry out the work allotted to them so that administrative work goes on smoothly. IQAC cell of the college monitors and updates all information related to the teaching and learning process and the development of the college. The campus development committee plans and supervises the construction and maintenance work in all the departments of the college. The online admission committee completes all the work related to admission including verification of documents and counsels the students at the time of admission. The sports, literary and cultural committee take care of issues related to these aspects. Vivekanand career and guidance cell organizes programmes, lectures, training programmes and job fair with motive of skill development and providing job opportunities to students. Apart from this Personality Development Cell is also functioning in order to enhance the parameters of personality among the students. The Anti- Harassment Committee for Women, Women Empowerment Cell, Anti- Ragging and Grievance-Redressal Cell and Disciplinary Committee are all working to facilitate clean and wholesome atmosphere at the campus. Thus, all these committees are a good example of decentralization and participative management necessary for proper administration and smooth functioning of

college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

All the strategic plan and perspective plan are formulated by the department of higher education, MP government, and many of these instructions are available on the higher education website. To implement the plan and instruction into action, the college administration has different kind of committees. IQAC and other related committees make an action plan for the purpose. The time table committee decides the workload and prepares time table for teaching-learning and CCE. Student advisory and discipline committee handles students' activities and maintains discipline. To maintain a quality atmosphere in the college, the college has constituted anti-ragging, and a grievance-redressal committee. The college addresses the issues related to students belonging to schedule caste/ schedule tribe, other backward classes, minorities and persons with disabilities on priority basis.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college is a government institution. The principal is the administrative head of the institution on behalf of the government. He is also responsible for implementation of government policies and actively provides motivation and inspiration to the faculty members and office staff for effective administration of the college. Being the head of the

institution, the principal motivates the faculty members for the fulfilment of the vision and mission of the college at the beginning of the session. He also provides all infrastructural and intellectual resources to the students. Decentralization of power and participative management is practiced by the formation of various committees for smooth administration. Suggestions regarding administrative and cocurricular issues are also taken from the members of Janbhagidari Samiti, Alumni members, IQAC, and Staff council. The suggestions from students are also taken into consideration. SWOC report received from all the departments is closely analyzed; weaknesses and strength are identified, and steps are taken to improve the overall performance of the institution. There are different committees for grievance redressal of various types- for Women, anti harassment cell, Anti-Ragging Committee etc. to redress grievances of the concerned persons. Grievances of staff are handled by the principal.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college is oriented to the welfare of teaching and nonteaching staff. There are a few schemes to support the staff in times of need, like advance payment from salary, GIS, special leave to look after the infants, and maternity and paternity leave etc. As per the norms of the government, the following schemes are also available for teaching and non -teaching staff.

1. GPF Loan facility

2. Temporary advance

3. Medical reimbursement

4. Ten days medical leave is annually granted to teaching and nonteaching staff. Facility for earned leave is also available in lieu of work done during vacation.

5. Cycle is provided to the peon for official work.

6. For class IV employees dress and washing allowance are provided.

7. A Sick Room has been furnished for the employees forproper care of their health.

8. Duty leave isgiven to teaching staff for participating in Orientation and Refresher Course for their career advancement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

24

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Higher Education Department of M.P. has adopted the Performance Based Appraisal System (PBAS) for teaching in accordance with the recommendation of UGC and it is necessary for the teaching staff to submit the appraisal form duly filled at the end of the academic session. The appraisal form is characteristically divided into three sections-teaching and curricular activities; research work, organization of seminar and workshop, and publication; and extension. Through self-appraisal form the teachers assess the quality of their performance by scoring API. A committee of senior faculty members scrutinizes these forms and after a general appraisal the principal forwards these forms to the higher authorities for the final appraisal. The principal is responsible for assessing the performance appraisal of the non-teaching staff of the college. Non-teaching staff are given the forms, which cover all the aspects of their performance; and they submit these forms to the Principalwho forwards them to the higher authorities after his recommendation. To ensure good performance at the college level continuous appraisal is done by the principal. Day to day monitoring is also done by the principal and IQAC members also take regular feedback from the students to assess the situation and take action whenever necessary.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

This institution generates funds with the help of Janbhagidari Samiti. Apart from this, the institution receives funds from government and other funding agencies like RUSA and World Bank. As far as the internal audit is concerned, the Principal has constituted an Internal Audit Committee which checks and verifies the expenditure and account book on the regular basis in order to see whether the expenditure are done in accordance with the rules and procedures or not. All the funds received in this institution from the JBS, RUSA, UGC, and World Bank is being audited by CA every year at the end of financial closing year. Anyway, higher education department also send its team to audit the funds. This type of audit-team visited the college in the October 2017 and made certain querries and objections which have been resolved and removed. Sometimes AG Audit Team visits the institution to audit the expenditure. So, the institution has an internal and external audit system as well to verify the expenditure and gets utilization certificate every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

6.58

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college receives funds from many resources. The college has adopted an efficient mechanism for appropriate use of financial resources. The government issues a global budget through which funds can be utilized under different heads given by the government. RUSA and World Bank also release the grants for the development of the college. Apart from this Janbhagidari Samiti (JBS) also imposes some fees for the developmental work and for the payment of employees appointed by the JBS. JBS formulates the annual plan and approve the annual budget for the expenditure from the collected fees. Transparency is maintained for the utilization of all funds. Transaction in the college is done in cashless mode through online payment. The student benefit schemes like scholarships etc. demands are made directly through the global budget and the amount is transferred to the account of the students. Online payment has made the working more efficient and total transparency is maintained in all matters related to the funds. There are various committees constituted in the college which effectively monitor the efficient use of available funds. The college has received some donation from the respected citizens of the surrounding locality and the members of the college; and the things received as donation are kept properly in record.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for

institutionalizing the quality assurance strategies and processes

IQAC strategies seek to prevent, detect and correct problems/discrepancies in teaching learning process. The IQAC makes continuous efforts in this direction through continuous observation, modification and monitoring. As a result, more teachers are using ICTenabled tools during classroom teaching, webinars, workshops and lectures are being organized regularly for the benefit of staff and students. Significant impetus is being given to the practical aspect of those subjects in which practical is a part of the curriculum, so that students gain more proficiency related to that subjects, gain more knowledge and skill, and become aware of the latest technology. Feedback is taken from the stakeholders and after analyzing the data, improvements are made in areas in which suggestions have been offered by them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC regularly monitors the teaching-learning process, upgrades the ICTs facilities available in the college. It continuously reviews the upgradation of labs, classrooms and library. It ensures the availability of latest equipment in all the labs so that the practical knowledge of the students is also upgraded along with the theoretical part. The improvement made in the teaching-learning process is tested and recorded through question answer session, regular feedbacks from the students, class tests, group activities etc. The IQAC comments areas where there is progress and encourages and tries to bring up the percentage of improvement where progress in not satisfactory. For this purpose the focus is laid on smaller group of students so that the progress can be observed and recorded accurately. Thus IQAC continuously monitors and reviews the teaching learning process for further improvement and upgradation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender sensitization is always an important consideration since our college is a co-education college. An anti-ragging committee and anti-women harassment cell is there to take care of grievances if any, related to these issues. A self defence training programfor girls was organized by the department of physical education and sports in collaboration with the IQAC from 14-02-2023 to 28-02-2023 in which the girls were trained for self defence by an experienced trainer Mr. Chandan Chakrawarti. Women empowerment programmes are organized

regularly by the NSS girls unit. Legal literacy programmes are organized to create awareness related to their rights among the girls. The NSS organizes awareness programme like Nukkad Natak, rallies, literary programmes to create gender sensitization among the students. Thus, the college makes continuous efforts to provide a congenial atmosphere for both girls and boys and inculcate gender sensitization among them.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid dry waste is disposed in a proper manner through the arrangement made by the municipal corporation of Katni. Wet garbage is used for making compost which is used in plants etc. Liquid wastewater is channeled into lawns/gardens to maintain greenery and save water. E-waste is safely and carefully stored in closed bins and disposed regularly in a proper manner. Hazardous chemicals which are present in water which comes out from the chemistry labs is made to pass through separate drains which carry this toxic water and does not allow it to mix with clean water drains used for watering plants. This toxic water is

directly drained into main drain without polluting the clean water supply. Hence all waste is properly managed and safely disposed to maintain a clean and healthy environment. Regular campus cleanliness drives are organized by NSS and NCC volunteers.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](View_File)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

All students are free to participate in all programmes/ activities without any discrimination. Programmes related to tolerance and harmony are organized on a regular basis, group activities like camps, tours, group discussions etc. are organized to promote inclusiveness along with a feeling of love and brotherhood.

1. **Yoga Diwas on 21/06/2022 was also celebrated with the same intention of bringing about harmony and inclusiveness**
2. **Saddhabhavana diwas was celebrated on 20/08/2022 to promote a feeling of inclusiveness, tolerance and harmony.**
3. **5th sept 2022 (Teachers Day) a lecture was organized on "Janjatiya Nayako ka Yogdan"**
4. **Kaumi ekta diwas on 20/11/2022 was organized by NSS in which everyone participated.**
5. **Samvidhan diwas (26/11/2022) and Human Rights Day (10/12/2022) is also celebrated to create awareness and a feeling of brotherhood.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional

obligations: values, rights, duties and responsibilities of citizens

Awareness programmes and workshops are organized regularly to create an awareness regarding values, rights, duties and responsibilities of citizens among staff and students.

Har Ghar Tiranga Abhiyan was celebrated from 01-08-2022 to 15-08-2022 in which various programs were organized. To celebrate Azadi ka Amrit Mahotsav special lecture by invited guests were organized by each department every month. Saddhabhavana diwas, Constitution day, National Human rights day are some of the programmes which are also organized to educate students and staff regarding their rights and duties towards the nation. Good governance day is celebrated on 25 December each year on the occasion of birthday of our former prime minister shri Atal Bihari Vajapai Ji, on this day the academic and office staff take a pledge to perform their duties honestly for the welfare of our country. Republic day, Independence day, National Voters' Day are all celebrated with full fervour to create interest among the staff and students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized | B. Any 3 of the above |

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates almost all important days, events and festivals mentioned in the higher education calendar. The Haryali Mahotsava (26/08/2022) was celebrated by planting trees in the college campus. The NCC day was celebrated on 22/11/2022. 26/11/2022 was celebrated as Constitution Day in which the Preamble of the Indian Constitution was recited collectively by teachers and students. The NCC and NSS organized AIDS awareness day on 01/12/2022 in which mass awareness rally was organized. A blood donation camp was organized by NSS on 06/12/2022. The NSS celebrated the NSS day on 24/09/2022 Maddya Nishedh diwas on 26/06/2022, Kaumi ekta diwas on 20/11/2022 and World cancer day on 04/02/2023. Kargil Vijay diwas was celebration on 26/07/2022 by organizing one week yoga classes, poster and essay competition.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices: 1

Title: ICT Incorporation in the teaching learning process

Goal: Improving communication, facilitating access to information.

Context: By the use of ICT in teaching the learning process is enhanced. Using ICT in teaching helps to create, organize, disseminate, store and manage information effectively. Making use of ICT in teaching makes it easier to administer tests, to score the test, to analyze the results and to facilitate teachers in assessing learning outcomes. The use of ICT also helps students in making projects/ assignments. The use of digital technology brings before the students images, sound and texts. This provides a personalized learning experience for the students and enhances the retention of knowledge.

Best Practices: 2

Title:Creating an Eco-friendly and Green Campus

Goal: Reduce energy uses and preserve environment

Context: Giving up the use of plastics, planting trees, reducing waste, minimizing energy consumption are some of the methods to create an eco-friendly environment. Using environment friendly items, avoiding single use plastics can also help in preserving the sanctity of the environment. Conserving water is another very important aspect of environment preservation. Proper waste management is also essential for an eco-friendly environment. Waste water management and rain water harvesting are also mandatory for a green campus which has a positive effect.

File Description	Documents
Best practices in the Institutional website	**Nil**
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The mission of the college is to guide students towards academic excellence along with their holistic development. Hence, being an educational institution once again in session 2022-23 the thrust area was academic excellence. To achieve this end enhancement of ICT facilities in the college to improve teaching learning process. Research related activities were also promoted by organizing workshops, invited lectures, webinar etc. and encouraging teachers for getting research papers published in peer reviewed journals. Efforts were also made for language improvement during the classes. The career guidance cell also provided information related to competitive exams and also arranged informative lectures related to preparation of interviews. Literary programmes group discussions, debates, speech contest etc. are organized regularly to improve proficiency of the students. Students are also encouraged to opt for certificate/diploma courses being provided by the IGNOU study centre. Thus the college is doing the best to provide an academic environment to its students.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Action Plan 2023-24

- Setting up of Smart Classroom
- Upgradation of Labs
- Invited lectures
- Organizing webinar
- Participation of students in Voters' awareness
- Participation of Youth in NEP-2020
- Office Upgradation
- Establishment of Yuva Sansadhan Kendra
- E-Granthalaya
- Fire Safety Audit
- Plantation
- Skill development program
- Sending AQAR 2022-23
- Green audit
- Academic and administrative audit