



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	GOVERNMENT TILAK PG COLLEGE KATNI
Name of the head of the Institution	Sudhir Kumar Khare
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07622235723
Mobile no.	9425803447
Registered Email	gtciqac@gmail.com
Alternate Email	hegtckat@mp.gov.in
Address	Rafi Ahmad Kidwai Ward, Katni
City/Town	Katni
State/UT	Madhya Pradesh
Pincode	483501
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr Chitra Prabhat
Phone no/Alternate Phone no.	07622235723
Mobile no.	9407001512
Registered Email	gtciqac@gmail.com
Alternate Email	chitrabhatia28@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://mphighereducation.nic.in/Portal/Handlers/AQAR_ReportByID.ashx?ID=144
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B++	2.99	2018	24-Sep-2018	24-Sep-2023

6. Date of Establishment of IQAC	16-Aug-2012
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
innovative practices in higher education	15-Oct-2018 1	36
how to write quality research paper	16-Nov-2018 1	28
youth participation in developing civic amenities	12-Jan-2019 1	150

voting awareness	23-Feb-2019 6	346
youth parliament	17-Jan-2019 3	126

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt Tilak P.G College Katnistudent	student tracking 201718	world bank	2018 6	300000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

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

No

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

NAAC peer team visit date 09/08/18 nd 10/08/18 2017-18 AQAR prepared

plantation

Use of ICT based teaching method work shop

youth parliament was organized at local level ,district level, from 17/01/19/to 22//01/19 Asmita Nayak B.A. 6th semester got first prize at state level in essay competition sub voting behavior ,Anant Gautam B.Com second year student participated state level in classical singing competition

five Guest faculty was selected in M.P.P.S.C Asst Prof exam under the Guidance of senior faculty of IQAC members

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

Plan of Action	Achivements/Outcomes
• Preparation for welcome of NAAC peer Team	? NAAC peer team visited the college on 9th and 10th August 2018 and preparations were made accordingly. On September 26, result was declared on the official website of NAAC in which college was awarded B (2.99)CGPA
• Academic Inspection	? Teachers were instructed to maintain the daily teaching diaries and attendance registers
• Use of new teaching techniques	? Teachers are using new teaching techniques like PPT use of smart board. Department of Zoology .Chemistry, Botany, Hindi, Political science, Economics English etc have taken initiative in this direction
• Research activities	workshops at college level ,teachers participation in National and International level workshops writing research papers and research guides also
• Infrastructure for labs, renovation of NCC ,NSS,IQAC	? Construction of canteen has been stepped up. Repair and renovation of IQAC cell, NCC room, NSS room and college auditorium construction of chemistry lab and geology lab
• Career trainings and district level career fair	? Career oriented training in fashion designing was imparted on 20/08/18 to 20/09/18 (25 working days) in Organic farming, vermi compost and horticulture on 23/08/18/to 20/09/18 (21 days) by the Swami Vivekanand carrier guidance cell of the college
• Plantation	? More plantation was carried out in commerce block, Nakshtra Garden , and administrative blocks
cultural literary and social activities	youth parliament, Swranjali Ekk Sham Shaido Ke Naam , debates and sweep programmes were carried out during the whole year
best practices	eco friendly environment.use of ICT, celebration of birthdays of teaching and non teaching staff etc

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	09-Aug-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	27-Feb-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Department of Higher Education, Govt of M.P, issues the academic calendar before the commencement of the new session every year. The Annual Teaching Plan is prepared by the respective heads of the Department under the supervision of the principal and IQAC coordinator. The college time Table is prepared at the beginning of every new academic session, by the time -table committee comprising of senior professors of the three faculties -Arts, Science and Commerce. The Time- Table is implemented after being duly approved by the Principal .Practical classes 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. The HOD's assign classes to the faculty members to ensure equal distribution of work load and submit the same to the Principal for approval by syllabi of all programmes are prescribed by the department of higher education, Govt. of M.P. and Rani Durgavati University Jabalpur. 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 The syllabus is divided into units so that the course can be completed within the time limit. Internal assessment is held according to the CCE pattern provided by the H.E. Deptt. in which a teacher can adopt various methods for checking the knowledge and overall performance of the students The time table committee prepares a time table to accommodate all faculties and teachers with in a stipulated time period, so that the syllabus is also completed well in time along with time left for revision Students are provided with notes, study material. Special efforts are

also made to develop competitive skills and language improvement Regular meetings are held by the board of studies of the Universities in which the faculty who are the members of the board of studies from affiliated colleges are invited to discuss changes in the curriculum. The power to design the curriculum rests with the Higher Education Department Govt. of Madhya Pradesh Our college is connected to it through Board of studies Prof S.B Bhardwaj, of Sociology, Dr Sunil Bajpai Of Commerce, Dr. Sudhir Khare Of physics have acted as Vice Chancellor's nominee in the board of studies. Dr.Chitra Prabhat of Political Science has acted as the member of board of studies of Govt excellence girls P G. autonomous college Sagor. Professor Padmja Shukla, (H.O.D. Zoology Dept), Professor Jyotsna Athya(H.O.D. Botany Deptt), Professor Anil Dalela (H.O.D. Mathematics Dept.) and Dr. Anil Tauhel of Commerce Department are also members of board of studies and are invited from time to time for suggestions in curriculum development/improvement. The faculty of the different streams of the departments is in regular touch with universities and departments to get updates on the latest changes

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
1 life skill fasion Fashion Designing	20/08/2018	40
Organic Farming	23/08/2018	40
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Job oriented project relating to teacher,	154

	administrative officers	
BCom	Job oriented project related to Tally Marketing executive, agency farming Microsoft office, management	100
BSc	Job oriented project organic farming chemical industries entrepreneurship	180
MSc	job oriented project	44
MA	job oriented Project	25
MCom	job oriented Project	25
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Analysis of the student feedback session 201819 Arts : Feedback from the students of the arts faculty showed that most of the students rated the overall college administration/ facilities as good many of them wanted teachers to make more use of ICT during classroom teaching drinking water facility was rated good but many found the wash room facility as inadequate .A general demand for improvement in the library was also stated by many students Science: Feedback from the science students brought to light some important facilities required by the students more equipment was a general requirement put up by most of the students here also students wanted teachers to focus more on the ICT based teaching girls wanted improvement in the washrooms facilities regular programmes and activities organized for the students were appreciated by most of the students in the feedback Commerce: Students of the commerce faculty appreciated the general facilities being provided to them teaching was found good by most of the students many wanted more improvement and allotted time in the computer lab, sports facility and infrastructure being provided to them were marked as excellent by most of the students library facility was also considered good by majority of the student The college has noted the requirement of the students of the different faculties and has already started making serious efforts for improvement and enhancement of the facilities already being provided to the students some very valuable suggestions were given by the Alumni members they want more participation in programs during the Annual Function they also want to stage a programme jointly with the students. They also want to participate in some sports events many of them are interested in giving lectures to the students on topics of general or national interests</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	960	763	763
BCom	Commerce	320	285	285
BCom	Commerce with Computer Application	208	147	147
BSc	Science	605	505	505
BSc	Biotechnology	260	179	179
BSc	Computer Science	310	180	180
MA	Economics	40	12	12
MA	Geography	40	15	15
MA	Hindi	40	26	26
MA	Political Science	40	27	27
MA	Sociology	40	8	8
MCom	Commerce	70	67	67
MSc	Chemistry	60	29	29
MSc	Mathematics	75	79	79
MSc	Physics	40	18	18
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2059	281	41	31	31

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
31	27	5	5	5	5
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring of students is an integral part of our education system, in which students are given advice and guided closely as and when required mentoring at the U.G. level is taken up by the HOD'S of the different departments and other faculty members as well. Close knit mentor mentee groups are also present at the P.G. level in all the subjects which have P.G. programmes. Mentoring of students is also taken up by teachers who are incharge of the NSS boys'and girls' unit. Mentoring is also taken up by the incharge of the NCC unit for all the Cadets. On the whole regular advice, mentoring and counselling is readily available to the students and programmes are also organised in the college to make them become willing participants of this mentormentee programme.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2340	41	1:57

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
41	24	17	24	16

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr Chitra Prabhat	Professor	District administration Election work
2018	Dr Sunil Bajpai	Professor	District administration Election work
2018	Dr Vinay Bajpai	Professor	District administration Election work
2018	Dr Sardar Diwaker	Assistant Professor	District administration Election work
2018	Dr Madhuri Garg	Professor	District administration Election work
2018	Dr Rukmani Pratap Singh	Assistant Professor	District administration Election work

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	C028	Yearly	27/05/2019	26/09/2019

BCom	C032	Yearly	30/04/2019	26/08/2019
BCom	C198	Yearly	30/04/2019	26/08/2019
BSc	C062	Yearly	27/05/2019	26/08/2019
BSc	C067	Yearly	27/05/2019	30/09/2019
BSc	C085	Yearly	27/05/2019	30/09/2019
BSc	C116	Yearly	27/05/2019	30/09/2019
BSc	C136	Yearly	27/05/2019	30/09/2019
BSc	C137	Yearly	27/05/2019	30/09/2019
BSc	C172	Yearly	27/05/2019	30/09/2019
MA	C005	Semester	20/09/2019	29/10/2019
MA	C007	Semester	20/09/2019	29/10/2019
MA	C008	Semester	20/09/2019	23/10/2019
MA	C018	Semester	20/09/2019	28/10/2019
MA	C026	Semester	20/09/2019	23/11/2019
MCom	C031	Semester	23/09/2019	11/09/2019
MSc	C044	Semester	23/09/2019	11/09/2019
MSc	C050	Semester	23/09/2019	18/11/2019
MSc	C054	Semester	23/09/2019	15/11/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Our state is the first in the country to adopt semester system at both UG and PG level. The impact of the system is that the students have become regular, better informed and competent to meet the challenges ahead. Twelve different modes for conducting comprehensive continuous evaluation CCE have been provided by the H.E.D. which are adopted in the college e.g. classroom teaching, chart making, power point presentation, semi surprise test, and assignment for formative evaluation. Thus, the system has become student centric. Being a government institute, the college follows evaluation process adopted and instructed by the university and Higher Education Department at the state. (CCE) is conducted at the institutional level to evaluate the performance of the student through various modes. The time table of CCE is announced well in time by the semester cell 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. The students have to complete internship related to job oriented/subject project work in the last semester of their U.G. and P.G. course. The internship related to job oriented/subject related project work is evaluated by an external examiner who is appointed by the university and an internal examiner who is appointed by head of the institution both in last semester in U.G. and P.G. level. The project work helps to develop the skill of writing, thinking, imagining and creating a research oriented attitude. After preparing the assessment report, it is submitted by the concerned teacher and displayed on the notice board. The internal assessment is made keeping in mind the student's performance during the academic year i.e. class attendance and class assignments. Besides this, the behavioural aspect, independent learning and communication skills etc. are also taken into consideration during the evaluation. The marks are allotted in

the format of internship on all these aspects. .

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

The academic calendar followed by the college is provided by the higher education department. The calendar clearly mentions the number of working days and holidays along with sports, youth festival and other cultural activities. The calendar also gives a tentative schedule for the CCE and internal examination. All the year round the college functions strictly according to the calendar provided by the higher education department, internal examinations are held according to the time table prepared by the college administration on the dates provided in the academic calendar. Time table for the main examinations is declared by the university and examinations are conducted according to it. All cocurricular and sports activities are also conducted according to the schedule provided by the higher education Department in the academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C028	BA	Arts	154	141	92
C032	BCom	Commerce	76	64	84
C198	BCom	Commerce with Computer Application	24	22	92
C062	BSc	Biotechnol ogy-Botany- Chemistry	12	11	92
C067	BSc	Biotechnol ogy-Chemistr y-Zoology	30	28	93
C085	BSc	Botany-Che mistry- Zoology	42	39	93
C116	BSc	Chemistry- Mathematics- Physics	51	47	92
C136	BSc	Computer S cience-Geolo gy- Mathematics	3	3	100
C137	BSc	Computer S cience-Mathe matics- Physics	36	32	89

C172	BSc	Mathematics-Geology-Physics	6	6	100
C005	MA	Economics	4	4	100
C007	MA	Geography	3	3	100
C008	MA	Hindi	9	9	100
C018	MA	Political Science	7	7	100
C026	MA	Sociology	2	2	100
C031	MCom	Commerce	25	24	96
C044	MSc	Chemistry	4	4	100
C050	MSc	Mathematics	34	32	94
C054	MSc	Physics	6	6	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
how to write research papers	IQAC	16/11/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Hindi department	1
commerce	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	political science	2	1.25
National	Hindi	3	1.25
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
hindi	3
economics	1
geography	1
sanskrit	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Resource persons	2	2	2	8
Presented	2	10	2	8

papers				
Attended/Seminars/Workshops	2	12	4	5
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Sadbhavana Diwas	NSS NCC	12	106
Koumi Ekta Week	NSS NCC	15	112
Plantation	NSS NCC	16	45
voting awareness	NSS NCC	25	56
Human Rights Day	NSS NCC	8	48
National Integrity Day	NSS NCC	22	146
Madhya Nishedh weak	NSS NCC	13	52
AntiTerrorism day	NSS NCC	12	78
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
N S S best cadet	excelience work	university	15
kaumi ekta	national camp	different organizations	7
Best Cadet NCC	Best Cadet	NCC Wing	1
sweep plan	excelience work	district administration	12
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/ collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
swacch bharat mission	NSS/NCC	single use plastic	15	125
HIV Aids	NCC	Rally,conference	8	105
AIDS	red ribbon club	technical session	20	138
AntiTobacco Day Human Chain	red ribbon club	technical session	9	59

Programme				
HIV AIDS Oratory Programme Competition	red ribbon club	debate	6	103
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
guest lecture	86	janbhagidaari	6
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
IGNOU	01/01/2019	distance eduaction	45
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
18	18

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Newly Added
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Newly Added

Others	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	47228	2071524	1019	112583	48247	2184107
Journals	10	20300	0	0	10	20300
Reference Books	1276	190046	0	0	1276	190046
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	61	2	4	0	3	2	8	0	12
Added	29	2	4	0	3	2	2	0	0
Total	90	4	8	0	6	4	10	0	12

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

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.5	3	2.5	2.5

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

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 laboratory upkeep is taken care of by the HOD's of the departments with the help of the lab technicians and lab assistants. In this work they are assisted by the college development planning and construction committee, the Janbhagidari Samiti, equipment maintenance and repair committee which works in collaboration with the IQAC to ensure that the laboratory equipment is in proper order for the use of students. 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 library is regularly maintained and updated so that the staff and students can make maximum use of it. The college library management committee monitors regular subscription to magazines, newspapers and research journals along with making efforts to ensure that a peaceful and congenial atmosphere prevails in the library which is in continuous use due to a heavy influx of students. 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. The sports equipment, ground, tracks and courts

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	post scholarship, goa ki bati, praibhakiran	2408	15016153
Financial Support from Other Sources			
a) National	0	0	0
b) International	0	0	0
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
yoga	21/06/2019	86	pantajali yog sansthan katni
personal counselling	12/01/2019	26	IQAC
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	carrier Guidance cell	18	18	18	18
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Big Bazar, Govt. Agencies	48	20	govt organizations and private limited	2618	8
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	254	gtc katni	political, hindi, sociology, economics, geography, maths, physics, chemistry, commerce	gtc katni	M.A., M.Sc., M.Com
No file uploaded.					

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

Items	Number of students selected/ qualifying
Any Other	18
No file uploaded.	

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

Activity	Level	Number of Participants
bedminton	college	16
khokho	district	48
kabaddi	divison	84
badminton	district	48
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	best classical singer	National	0	1	19026895	Anant Gautam
2018	national integrity camp	National	0	1	1224769	Hemant Prasad Gupta
2018	NSS part icipation (pre republic day	National	0	1	1380085	Satish kumar mogre
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Elections to the student council were not held during the session 201819 so there is no student council functioning at present, but there are nominated student representatives in almost all the committees which are directly related to the issues involving student participation like sports, library, youth festival etc. Different students are nominated for different committees to ensure maximum participation of students in the college administration. These nominated students are invited to participate in the committee meetings in which they have representation, these student representatives not only give suggestions but also ensure their implementation, hence they also play an active role in the college administration. Many students are members of the college Alumini committee which plays a vital role in almost all important activities related to the college functioning including academics and administration.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association Govt Tilak P.G. College Katni Samiti got registered under the MP society registration Adhiniyam 1973 at serial numbers on 24th January 2007. It functioned well with 36 annual members, 55 lifelong members and 3 sanrakshak members. Meetings were held regularly and plans made accordingly for the NAAC assessment which was held in 2007. The College has many prominent persons its alumni they include Doctors, Leader, Professors and Journalist also. Elite members of the alumni association included Mr. Sandeep Jaiswal the then Mayor of Katni municipal corporation and his equally social and active wife Mrs. Smita Jaiswal and Dr. Praveen Vaishya a renowned M.D. of Katni. Dr. S.K.Khare, prof. Physics Dr. Sunil Bajpai, prof. in commerce are also the life member of alumni association of this college Presently Mr. Sandeep Jaiswal who is MLA of Mudwara and is the chairman of the Janbhagidari samiti 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 alunimi association steps were taken towards adding greenery to the college, mass scale plantation programmes were organised, upgradation of computer labs . . Dr. Sunil Bajpai is the convenor of the college planning board, hence much has been done towards the improvement of sports/ games facilities. At the begining and end of each session informal meetings and discussions of the alumni members is held to chalk out the future plans

5.4.2 – No. of enrolled Alumni:

55

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

100000

5.4.4 – Meetings/activities organized by Alumni Association :

9/08/2018 and 26/02/19 swaranjali programme in the memory of our warriors

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1: The college practices decentralisation and participative management by distributing work to all the members of the teaching faculty in the form of committees. The college has many committees which carry out the work allotted to them so that the administrative work goes on smoothly committees are a good example of decentralisation and participative management necessary for proper administration and smooth functioning of the college The IQAC committee supervises monitors and updates all information related to the teaching learning process keeping in mind the directives issued by the government from time to time.. The RUSA committee prepares the required proposal, reports and draft (since RUSA is the funding agency for the higher education) to provide funds The campus development committee, plans and executes the construction and maintenance work in all the departments of the college. The semester cell and time table committee prepares the class and CCE time table. It also distributes the project work to the students and supervises the online feeding of the CCE marks so that they can be added to the marks of the main examination. The online admission committee completes all the work related to admission including verification of documents and counselling at the time of admission with respect to the choice of subjects and courses The college research cell

encourages research related activities along with the organising of seminars/workshops etc. Faculty members are encouraged for participation in seminar. The library management committee supervises the subscription to research journals, newspaper, magazines etc. It also carries out the publication of the annual college magazine 'Disha 2: Decentralization related to teaching learning is carried out by allotting departmental responsibilities to the HODs of the various subjects who prepare the time table allot the teaching work and prepare the action plan for teaching in the respective departments after discussion with faculty members of their department. all departmental work is carried out under the supervision of the principal and IQAC coordinator

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	Teachers are using new teaching techniques like PPT use of smart board. Department of Zoology .Chemistry, Botany, Hindi, Political science, Economics English etc have taken initiative in this direction
Library, ICT and Physical Infrastructure / Instrumentation	Construction of canteen has been stepped up. Repair and renovation of IQAC cell, NCC room, NSS room and college auditorium construction of chemistry lab and geology lab
Research and Development	workshops at college level ,teachers participation in National and International level workshops writing research papers and research guides also
Admission of Students	on line admission

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

E-governance area	Details
Finance and Accounts	E banking
Examination	E admit Card, on line result, on line submission examination form
Student Admission and Support	on line fee submission, on line admission scholarship directly sent to their bank account
Administration	govt letters received through the emails E service records

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial	Name of the professional body for which membership	Amount of support
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		support provided	fee is provided	
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	computer literacy (E Office)	computer literacy (Eoffice)	22/02/2019	23/02/2019	12	8
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIS GPF	GIS GPF	Group insurance

6.4 – Financial Management and Resource Mobilization

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

<p>The mechanism for the audit is as per the directions and guidelines of the UGC and higher education department. The College has a committee for internal audit. The income and expenditure of different sources are regularly audited. The income and expenditure of Janbhagidaari samiti and UGC is also audited every year by the CA. Apart from it there is a provision for external Audit in which an audit team from the department of higher education visits the college. The team monitors the purchase and expenses incurred from funds generated through fees, UGC grants and contingency. The external audit is also performed by the office of Accountant general, Madhya Pradesh, Gwalior. The last audit was done in 19.08.13 to 22.08.13</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
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individual	25	fee deposit poor students
No file uploaded.		

6.4.3 – Total corpus fund generated

18002198

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC	Yes	IQAC
Administrative	Yes	NAAC	Yes	IQAC

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

There is no parent teacher association in the college but parents are invited on some occasions, they are also asked to offer suggestions for the general improvement of the college functioning.

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

1 Supporting them with regard to leave sanction. 2 Festival advance on important festivals. 3 Permission to attend training program for career advancement.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1 Providing more ICT and research facilities. 2 Language improvement and competitive skills development programs. 3 Improvement of washroom and drinking water facilities.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Nil
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	innovative practices in higher education	15/10/2018	15/10/2018	18/04/2019	36
2018	how to write quality research paper	16/11/2018	16/11/2018	16/11/2018	28
2019	youth participation in developing civic	12/01/2019	12/01/2019	20/01/2019	150

	amenities				
2019	voting awareness	23/02/2019	23/02/2019	30/03/2019	346
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
beti bacho	04/05/2019	05/06/2019	15	20
gender discrimination	13/03/2019	16/03/2019	19	23
gender equity and youth	25/01/2019	25/01/2019	38	19

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
total replacement of bulbs by led lights MOU for solar energy has been signed by the institution

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	12

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	20	15	04/05/2019	30	water saving	15	40
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
moral values	10/07/2018	moral values form an integral part of the Hindi language syllabus in the FC which is compulsory paper for all streams students are ask to give internal and external examination

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
kaumi ekta diwas	31/10/2018	03/11/2018	108
sadbhavna diwas	20/08/2018	20/08/2018	179
No file uploaded.			

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

plantation to mark all special occasion
total ban on the use of polythene
proper disposal of garbage including ewaste
saving electricity and water
proper management of waste water (gardening etc)

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title Creating an ecofriendly environment **Goal** : To develop a love for nature and an ecofriendly attitude among its staff and students which will result in a healthy environment. **The context:** A healthy environment is necessary for a congenial atmosphere required for the teaching learning process. **Practice:** The first step was banning the use of polythene and non bio degradable material. Banning the use of Gutka and Tobacco and other such material in the college campus. Rallies were taken out by the NSS and NCC to create awareness regarding environment. Plantation programs are being organized on all important days, in collaboration with the forest department. A cleanliness committee has been formed to supervise the cleaning work in the college, at the same time regular cleanliness drives are held to make the cleaning work more effective. Proper disposal of garbage is ensured Ewaste is disposed off in the proper manner. Students are motivated to pick up empty gutka Pouches lying here or there. The staff members use ecofriendly bags for bringing their lunch boxes, water bottles etc. Empty cartons are used as dustbins which are not only economical but ecofriendly as well. Regular maintenance of all electronic and electrical devices to maintain a healthy environment. Use of electricity savings CFL and LED Bulbs. Trying to prevent the wastage of natural resources specially water green lawns and gardens help in the preservation of water and prevent soil erosion. Avoiding the burning of garbage as this gives rise to poisonous greenhouse gases which pollute the environment giving rise to many respiratory problems. **Evidence:** These measures have helped to save the wastage of water. The campus looks clean and green. Ban on the use of plastics Gutka and other nonbiodegradable material, gives a clean pristine look to the garden and corridors, rooms etc. Students have been given extra instructions to keep their class rooms clean. Since a clean campus/ surroundings is a prerequisite to the teaching/learning process a clean and ecofriendly environment elates the spirit and the lessons are enjoyed by the students. Moreover they are motivated to lend a helping hand in the ongoing cleanliness process which has been taken up as a mission by our Government and all of us in this way our joining hands for a national cause. In future the college is planning to take measures for water harvesting using solar energy which is a renewable source for this installation of solar panels is also being planned. Extensive afforestation, planting grass or using paver blocks to cover all the empty space instead of concrete flooring are some measures which the college has decided to adopt in order to save water and prevent soil erosion leading to a healthy ecofriendly environment. This best practice is not only a long drawn out one but a continuous one since saving our environment is a continuous process the benefits of which will be

reaped by future generations as well

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

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college administration has been working diligently to implement the suggestions offered by the NAAC peer team during its visit, like improvement in washroom facilities and other student related facilities. But it specially focused on one specific area during the session 201819 that is excellence in the academic field. To achieve this more ICT facilities are being provided in the different faculties, research related activities are being promoted by organising workshops /seminars and encouraging teacher/student participation in similar activities being organised in other institutions. Writing and publication of research papers is also being encouraged. As per the NAAC team suggestion special emphasis is being laid on improving the English speaking power of students, for this special classes are organised to develop the linguistic skill of students. Informative lectures by invited experts are being arranged regularly in different subject for benefit of students. Competitive skills are also being developed among the students by organising lectures, group discussions, training programmes etc. To help increase the academic competence and job opportunities students are encouraged to opt for certificate/diploma courses being offered by IGNOU since the college has IGNOU study centres, the courses are available in the college itself. Thus the college is exploring all possible areas to develop academic excellence among the students on a priority basis.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The future plan of action for next academic year consists of improvement and up gradation of laboratories. Advancement and digitalization of library along with quality lab facilities to all labs - Chemistry, Physics, Zoology, Botany, Geology, Biotechnology have to be enhanced Up gradation of computer labs will also be carried out.. Efforts will also be made to improve placement cell activities and provide WiFi facilities to the students. MOU for solar energy has also been signed. Mega plantation work will also be carried out and development of gardens and pathways will also be completed. There is a proposal to start new professional courses like BALLB, B.com LLB, . Up gradation of library and provision of e-library in future Enhancement of ICT facilities in various departments to help incorporate more ICT in the teaching learning process. Pedestrian pathway in and around the college campus is in pipeline E governance has to be started in the field of whole administration. Under the world bank project Remedial classes for weak students are specially meant for newly admitted students to increase the passout percentage Classes will be held for upper classes also if students are in need.