



Yearly Status Report - 2019-2020

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	Dr. Sudhir Kumar Khare
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07622292113
Mobile no.	7898568023
Registered Email	gtciqac@gmail.com
Alternate Email	hegtckat@mp.gov.in
Address	Rafi Ahmad Kidwai Ward
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.	07622292113
Mobile no.	9407001512
Registered Email	gtciqac@gmail.com
Alternate Email	chitrabhatia28@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/generatePDF_agar/eyJpdjI6IlVKbDlzVldHN1hTS0F0WDdkVktWemc9PSIsInZhbnVlIjoioVBqVWRxVUVRN3lLWEF1TlRYcGNlOT09IiwibWFjIjoInzU1NmExNjVzMjI4MTQyOWNmZWl5NDE5YmYzZGF1ZDZkMzQzNDNiNGI4NDFlNWU5MG
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4. Whether Academic Calendar prepared during the year

Yes

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

<http://www.mphighereducation.nic.in/InstitutePortal/Default.aspx?InstId=NDMw>

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	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

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Job oriented training	24-Feb-2020 22	50
Submission of AQAR	26-Dec-2019 60	7
Legal Literacy	20-Jan-2020 1	110
How to write a research article	04-Feb-2020 1	32
Madhya Nisedh Sankalp Divas	30-Jan-2020 1	124
Disaster management	14-Dec-2019 1	124
District level Career fair	14-Feb-2020 2	1923

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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 PG College Katni	World Bank	World Bank	2019 365	34667000
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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 :

4

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

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

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)

Academic audit

Job oriented trainings

7 days NSS camps of girls and boys units were organized related to social activities in the rural places.

Legal cell was established related to the students issues

One day orientation program related to the office management for newly appointed Assistant Professor, Sports Officer, and Librarian.

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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
Job Oriented programme	A Career opportunity fair was Organised by the Swami Vivekanand career guidance cell to provide job opportunities to students and create awareness among them.
Green initiative	To add to the existing greenery of the college extensive plantation was carried out by the NSS on all important occasions.
Students Participation.	The College annual Function was celebrated on 09.03.2020 in which students participated with full fervour since it is a function "of the students and for the students Active participation of students is witnessed in all sports and cultural activities
Submission of AQAR	The AQAR was submitted on 26.12.2019
Organizing awareness programmes	•workshop on disaster management was organised on 14.12.2019 workshop on Human Rights was organised in collaboration with political science department on 09.12.2019A one day workshop on education and principle of non violence was organised on 30.07.2019Lecture on 'Legal Literacy' was organised on 20.01.2020 to create literary awareness among students .• An Oath taking programme for staff and students was organised on 30.01.2020 on 'Madya Nishedh Sankalp Diwas
Research activities	workshop was organised for promoting research related activities. Faculty

	members are motivated regularly for participation in research activities/conferences and paper publication The research cell activities are monitored regularly along with upgradation and necessary guidance is also provided from time to time
Academic inspection	Regular academic inspections, checking of daily diaries and registres and overall monitoring of teaching/learning activities
Remedial class	Regular remedial classes were conducted in all the three faculties in accordance to the rules laid down by the Govt, handouts and notes were also provided to the students.
Industrial tour	A visit was organized to Jabalpur Sahakari Dugdh Sangh for providing technical knowledge to students
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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 ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	11-Feb-2020
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

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 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 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 excellince girls P G. autonomous college Sagor. Professor Padmja Shukla, (H.O.D. Zoology Dept), Professor Jyotsna Athya(H.O.D. Botany Deptt), 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 Syllabus of all the programmes which are prescribed by the department of higher education of Mp and RDVV Jabalpur is provided to the students by the concerning HOD of the subjects . HOD assign classes to the faculty members to ensure equal distribution of work load. 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. 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 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. development/improvement.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	Nil	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	0	Nill
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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
Nill	Not applicable	Nill

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

	Certificate	Diploma Course
Number of Students	28	2

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
Organic farming	22/02/2020	50
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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
MA	Job oriented courses	23
MSc	Job oriented courses	40
MCom	Job oriented courses	36
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

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

Feedback Obtained
<p>Feed back is an important element of the teaching learning process Collecting feedback from the stakeholders is a crucial aspect for judging the success rate of any institution. The questionnaire for the student feedback for the 2019-20 was based on the suggesstions and important points pointed out by the NAAC Peer team which visted our college in Augustb 2018. Hence this questionnaire incorporates all the changes suggested by the team The feedback from the students for the session 2019-20 was based on online mode. an analysis of the collected data shows that most of the academic and co-curricular facilities were rated as good, very good or excellent by a majority of the students 83.7 percent agreed that current affairs were included in lectures by teachers, 76.7 percent said that notes were provided by teachers 89 percent agreed that modern techniques were being implemented in the teaching. Library facilities were found good by 71.9 percent of the students, 88.6 percent rated the co-curricular activities as good, water facility was found good by 93.8 percent of the students. 81.8 percents students agreed that teachers gave information's related to competitive exams and employment. Thus the overall rating of the college on different aspects ranges between good, very good and excellent. The college has decided to focus more on the areas which were rated average by the students and is open for more improvement. An annual feed back was also taken from the Alumini members who keep visiting the college on almost all important occassions / celebrations they not only give the feedback but also gave</p>

valuable suggestions some of which have already been implemented by the institution like improvement in the computer lab and science lab Academic improvements are also being made on the basis of suggestions since some of them are also members of the college IQAC.regular meetings of teaching staff and office staff are organized to update them invite their suggestions and listen to the complaints if any .Hence this works as a regular feedback system. Feedback is obtained via Google form. The link of the Feedback is given below: https://docs.google.com/forms/d/17mpPa4Etrus97PAL_8MDDFpI2Awv2r_VIs_SXjnNrHo/edit#responses

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	1060	977	977
BCom	Commerce	351	330	330
BCom	Commerce with computer application	242	222	222
BSc	Science	697	599	599
BSc	Bio-Technology	260	203	203
BSc	Computer Science	338	181	181
MA	Economics	50	13	13
MA	Geography	50	16	16
MA	Hindi	50	36	36
MA	Political Science	50	46	46
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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
2019	2512	360	15	0	26

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
41	27	5	5	5	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring 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
2872	41	1:70

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	36	5	13	21

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
2019	Dr. Chitra Prabhat	Professor	Awarded by Honorable Governor of Sikkim for Excellent work in higher education
2019	Dr. Chitra Prabhat	Professor	Awarded by the collector Katni for excellent work in administration
2019	Dr. Madhuri Garg	Professor	Awarded by the collector Katni for excellent work in voters awareness campaign
2019	Dr. Sardar Diwakar	Assistant Professor	Awarded by the collector Katni for excellent work in voters awareness campaign
2019	Dr. Rukmani Pratab Singh	Assistant Professor	Awarded by the collector Katni for excellent work in voters awareness campaign
2019	Dr. Madhuri Garg	Professor	Awarded by the

			university for excellent work in NSS
2019	Dr. Rukmani Pratab Singh	Assistant Professor	Awarded by the university for excellent work in NSS
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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
BSc	c172	Yearly	17/09/2020	04/11/2020
BSc	c137	Yearly	17/09/2020	04/11/2020
BSc	c136	Yearly	17/09/2020	04/11/2020
BSc	c116	Yearly	17/09/2020	04/11/2020
BSc	c085	Yearly	17/09/2020	04/11/2020
BSc	c067	Yearly	17/09/2020	04/11/2020
BSc	c062	Yearly	17/09/2020	04/11/2020
BCom	c198	Yearly	17/09/2020	30/10/2020
BCom	c032	Yearly	17/09/2020	30/10/2020
BA	c028	Yearly	17/09/2020	26/09/2020
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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, but now we have semester system only at the P.G level and the annual system is being followed at the U.G 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 the 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 at

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)

http://www.mphighereducation.nic.in/InstitutePortal/Public/CoursesIn_Institute.aspx?InstId=NDMw

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
c136	BSc	Computer Science-Geology-Physics	6	6	100
c198	BCom	commerce with computer application	42	42	100
c032	BCom	commerce	73	73	100
c028	BA	arts	216	216	100
c062	BSc	Biotechnology-chemistry-Zoology	60	60	100
c067	BSc	Biotechnology-Chemistry-Zoology	52	52	100
C085	BSc	Botany-Chemistry-	70	70	100

		Zoology			
c116	BSc	Chemistry-Mathematics'-Physics	95	95	100
c137	BSc	Computer science-Mathematics-Physics	51	51	100
C172	BSc	Mathematics-Geology-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)

https://docs.google.com/forms/d/17mpPa4Etrus97PAL_8MDDFpI2Awv2r_VIs_SXjnNrHo/edit#responses

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
Nill	0	NIL	0	0
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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
NIL	NIL	

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
NIL	NIL	NIL	Nill	Nill
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

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

Name of the Department	Number of PhD's Awarded
Department of 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)
International	Mathematics	2	2.7
National	Hindi	4	Nill
National	Economics	1	Nill
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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
Political Science	1
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2020	Nill	Nill	Nill
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2020	Nill	Nill	Nill
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	5	10	0	4
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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
Swachhta abiyen	Jagrati NGO	12	35
Shuddha ke liye	NSS NCC	4	85

Yuddha Rally			
Plantation	NSS NCC	10	22
Workshop on Sadbhavna Diwas	NSS NCC	15	48
Workshop on Mahatma Gandhi ji	NSS NCC	18	112
Fit India Oath	NSS NCC	8	85
Cleanness Drive	NSS NCC	3	35
Awareness rally	NSS NCC	7	60
Madya Nishedh Shapath	NSS NCC	5	70
Orientation Programme	NSS NCC	7	105
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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
NIL	NIL	NIL	0
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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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NSS NCC	Shuddha ke liye Yuddha Rally	4	85
Swachh Bharat	NSS NCC	Plantation	10	22
Fit India	NSS NCC	Fit India Oath	8	85
Swachh Bharat	NSS NCC	Cleanness Drive	3	35
Gender Issue	NSS NCC	Awareness rally	7	60
Swachh Bharat	NSS NCC	Cleanness and Polythene free rally	7	60
AIDS	NSS NCC	Nukkad Natak to create awareness regarding AIDS	3	145
AIDS	NSS NCC	Awareness rally for HIV Aids	3	61
FIT India	NSS NCC	Nasha Mukti Abhiyan	9	62

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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
NIL	NIL	NIL	Nill
No file uploaded.			

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
NIL	NIL	NIL	Nill	Nill	0
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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 Education	54
BHOJ	13/08/2019	Distance Education	596
Chitrakoot gramoday university	12/05/2019	Distance Education	34
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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
346.67	346.67

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Sole Software	Partially	2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	47228	2071524	0	0	47228	2071524
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
0	0	0	Nil
No file uploaded.			

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	90	82	4	3	0	3	0	0	0
Added	2	0	0	0	0	0	0	0	0
Total	92	82	4	3	0	3	0	0	0

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
0	0

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
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155.62	71.38	36.29	27.69
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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

<http://www.mphighereducation.nic.in/InstitutePortal/Default.aspx?InstId=NDMw>

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 metric scholarship, ganv ki beti, pratibha kiran, M.M.V.Y, mukhyamantri jankalyan yojna, aawas yojna, books and stationery	3246	21114666
Financial Support from Other Sources			
a) National	central sector	2	20000
b) International	0	0	0
No file uploaded.			

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 implemetation	Number of students enrolled	Agencies involved
personal counselling and mentoring	19/07/2019	1028	0
yoga boys	16/02/2020	45	0
yoga girls	27/01/2020	40	0
Remedial coaching	01/10/2020	382	0
soft skill development jaivik kheti uski aavshyakta evam vaishvik sambhavnayen swarojgar prashikshan karyakrm	24/02/2020	50	1
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
2019	MPPSC Assistant Professor	10	10	2	2
2019	Air Force Exam	3	3	1	1
2019	Coast Guard Exam	1	1	1	1
2019	M.P Samvida Varg 1	1	1	1	1
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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
3	3	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations	Number of students	Number of students placed	Name of organizations	Number of students	Number of students placed

visited	participated		visited	participated	
17	2001	24	04	6	6
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	47	B.A	Arts	Govt.Tilak P.G. College Katni	M.A
2019	20	B.Com	Commerce	Govt.Tilak P.G. College Katni	M.Com
2019	44	B.Sc	Maths, Physics, Chemistry	Govt.Tilak P.G. College Katni	M.Sc
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	6
No file uploaded.	

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

Activity	Level	Number of Participants
Rupankan (Cultural)	District Level	11
Yuva Utsav (Girls, Boys)	College Level	42
Kho-Kho (Girls, Boys)	District Level	144
Table Tennis (Girls, Boys)	District Level	56
Badminton (Girls, Boys)	District Level	48
No file uploaded.		

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
Nil	NIL	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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 Alumni 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 a very heartening news for the college alumini associations was the selection of three of its members as assitant professors through the MPMSC they are MR Ajay KURaria (Economics) Shrei sager Patel and Brajesh Morya both of political science the untimely demise of a very devoted bmember Dr Sanjay Nigam saddened the entire college community including our alumini members the college offers warm tributes to his memmmory.

5.4.2 – No. of enrolled Alumni:

53

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

100000

5.4.4 – Meetings/activities organized by Alumni Association :

02

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)

The basic function of a leader is to persuade, to influence, to motivate and to inspire. The Principal of the college maintains regular and active interaction with all stakeholders in order to achieve the goals set in the vision and mission of the college. This college exercises a culture of decentralized and participative management by distributing work to all the members of the teaching faculty in administrative role. The principal has constituted more than 40 committees and decentralized his power and authorities to these committees in order to run the administrative work smoothly. The purpose of decentralizing the power is to engage the faculty members in day to day activities of the college. 1. Janbhagidari Samiti: It works as Governing Body of the college and principal officiating is the executive secretary of this body. This body exercises supervision and control of the affairs of the college. Principal and two representative teachers are on Governing Body. Next level of management is Staff Council which constitutes Chairperson (Principal), staff council secretary and all faculty members of the college. This council is a significant platform for formal interaction between the principal and the faculty. The council holds regular meeting with the principal for planning and its implementation. Janbhagidari samiti passed the budgets worth Rs. 8802120/- to meet the different kinds of expenditures of the college in the session 2019-20. Rs. 4772120/- have been expended during this session (2019-20) to meet needs of the college - especially the procurement of computers, printers, furniture and installation of CCTV cameras in the building of the campus. 2. IQAC: Before the constitution of IQAC, teaching learning process has been under the purview of the Academic Committee of the college. Following the guidelines of UGC-NAAC, the Staff Council of the college recommended to constitute IQAC in the college in 2007. As a result IQAC was constituted in August, 2007. Regular monitoring and documentation by IQAC are done and the main activities are as follows: • Curriculum Development (Though the college has to follow the curriculum laid down by the Department of Higher Education,) • Organization of skill development programme to enhance quality through the Vivekanand Career Guidance cell. • Organization of lectures by Learned Professors in current session. • Organization of lectures series on the first Prime Minister of India, Pt. Jawaharlal Nehru in the session. • Innovation in teaching-learning process by establishing ICT based smart classrooms. • Participation in innovation and research programmes. • Extension activities for the community development through NSS and NCC units of the college. • Organization of student counseling sessions and special classes for the weaker students through remedial classes. • Feedback from all stakeholders was taken and it was analyzed and documented. • Career guidance and providing opportunities for placement by organizing Job fair and, • Effective involvement of Alumni. Quality assurance is a dynamic process and the college has made efforts for the documentation of strategies and processes.

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
Research and Development	Faculties are motivated to attain workshop and seminar at national and international level. The college has taken initiatives to open Research Centers in two discipline - Political

	Science and Economics
Teaching and Learning	Teachers are using new teaching techniques like use of PPT and Smart Boards. and almost all the departments have taken initiatives in using new teaching techniques in teaching learning process.
Library, ICT and Physical Infrastructure / Instrumentation	Construction of Canteen has been completed. College has received funds under World Bank Project to enhance the infrastructure. The college administration is regularly pursuing the development in this regard.

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

E-governance area	Details
Finance and Accounts	E-Banking
Examination	E-admit Card, online result, online submission examination forms
Administration	Government letters received through the emails, E-service records.
Student Admission and Support	Online admission, Online fee submission and the amount of scholarship is being sent to directly to the students bank accounts.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	nil	nil	nil	Nill
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)
2019	use of ICT	Office Management	30/12/2020	30/12/2020	15	3
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	Number of teachers who attended	From Date	To date	Duration
---------------------------	---------------------------------	-----------	---------	----------

development programme				
short term training in economics department newly appointed Assitant Professors	2	10/02/2020	15/02/2020	6
short term training in Chemistry and Geography department newly appointed Assitant Professors	2	02/03/2020	07/03/2020	6
short term training in Maths and department newly appointed Assitant Professors	1	17/02/2020	22/02/2020	6
short term training in Physics department newly appointed Assitant Professors	1	27/01/2020	01/03/2020	6
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
13	13	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIS	GIS	Insurance

6.4 – Financial Management and Resource Mobilization

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

The mechanism for the audit is per the directions and guideline 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 Accounted General, Madhya Pradesh Gwalior. The last audit was done in

19.08.13 to 22.08.13.

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
Dr S K Chandak,dr ChitraPrabhat	22000	for edcation
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6.4.3 – Total corpus fund generated

27992520

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	World Bank Bhopal (SPD)	Yes	Coordinator, IQAC
Administrative	Yes	Additional Director, Higher Education Regional office Jabalpur	Yes	Audit Committee

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 the staff with regards to leave sanction. 2. Festival advance on important festival. 3. Permission to attain training programme for career advancement.

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

1. Providing more ICT and research facilities. 2. Started remedial classes under the World Bank Project. 3. Extension of buildings of Arts and Commerce faculties under World Bank Project.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	legal	01/01/2020	01/01/2020	01/01/2020	45

	literacy				
2020	Career fair	14/02/2020	15/02/2020	15/02/2020	2001
2019	Haryali Mahotsav (Mega Plantation Rally)	01/08/2019	20/08/2019	20/08/2019	543
2020	Research Activities	16/03/2020	16/03/2020	17/03/2020	24
2019	Disaster Management Workshop	14/12/2019	14/12/2019	14/12/2019	118
2020	Madhya nishedh sankalp Awareness Program	30/01/2020	30/01/2020	30/01/2020	135
2019	Office Management Orientation Workshop	30/12/2019	30/12/2019	30/12/2019	15
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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
Balika Atma Rakshaw Karyakram	02/08/2020	02/12/2020	30	0
Marshal Arts Programme	21/08/2020	21/12/2020	24	2
Training programme self defence	27/09/2020	27/12/2020	85	1

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	7

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
2020	20	16	27/01/2020	07	Swachhta personhygiene	16	50
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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	05/07/2019	Moral values form and integral part of the hindi language syllabus of Foundation course paper-I which is compulsory for students of all the streams in UG first year, second year third year. They have internal assessment in this subject as well as external examination.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Jal Hai to Kal Hai	20/02/2020	20/02/2020	45
Atankwad virodh diwas	21/05/2019	21/05/2019	42
Tambakoo nishedh diwas	31/05/2019	31/05/2019	44
Nassheele padartho ke durupyog or avaidh vyapaar ke viruddh antarrashtriya diwas	26/06/2019	26/06/2019	62
Sadbhavna Diwas	20/08/2019	20/08/2019	32
Madya nisedh saptaah	02/10/2019	08/10/2019	21
Rashtriya Ekta diwas evam sankalp diwas	31/10/2019	31/10/2019	86
Rashtriya Siksha diwas	11/11/2019	11/11/2019	53
Kaumi Ekta	19/11/2019	25/11/2019	90

Saptaah			
Shuddh ke liye Yuddh Raily	08/02/2020	08/02/2020	40
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Hariyali Mahotsav of 20 Days from 01.08.2019 to 20.08.2019, in which plantation work, raily, essay competition, speech competition, painting competition, cultural activities and selfie with plants were organised.
Awareness program to ban the use of polythene and non biodegradable plastic in the campus.
Proper management of waste including e-waste.
Proper utilization of electricity and water.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title- Conservation of Energy Goal : to minimise the use of electricity , for a better future.. The context: a life devoid of electricity is unimaginable, so saving electricity is essential for a brighter tomorrow, by saving electricity we are doing our, bit for our country, since minimising the use of electricity will help in saving not only the electricity but the finances as well. Practice: Believing on the motto 'energy saved is energy produced', the college has taken many steps to conserve energy. Regular maintenance and upkeep of all electric fittings along with instructions 'Save energy' on all switch boards. Installation of energy saving lights bulbs (LES'S) fan and other equipment. Making use of natural air and light as far as possible. Working with the minimum use of lights as far as possible. Strict instructions to staff and students to switch off lights, fans, computers and other electrical equipments when not in use in use / after use. Increasing the green area in the college, to encourage students to use open air facility and minimize the use of artificial / electric lights / fans. One-day workshop was organized to encourage the entire staff and laboratory students for their engagement and energy efficiency in the work place. In this regard some important tips were given to them by the principal of the college. Students of Physics have given innovative energy saving ideas a brain storm session was organized for the students. Thus by adopting means of energy conservation, we will be educating an entire generation in valuing this priceless commodity, without which life is almost impossible, and to help in saving it for their future generations

2. Title- Celebration of Birthdays and other Important days of great personalities Goal : The aim of organizing these programmes, was not only the commemoration of the birthdays of these great luminaries, but creating an awareness among our students, motivating them to take inspiration from these noble personalities and adopt positive goals in life. The context: Over the year the younger generation is forgetting there past glorious history which is full of personalities whose ideas should be followed if possible and all of us should keep on learning from their life. Practice: This year was devoted to the commemoration of many great personalities. As per the government order to mark the Birth anniversary of our former Prime Minister Jawaharlal Nehru, lecture series were organized round the year by different departments, along with completions like poster making, slogan writing etc. Department of Economics organized lectures on the topic Nehru and Industrialization on 28.11.2019 and poster presentation one more lecture was organized on the topic 'Adhunik Bharat Ke Nirman me Nehru Ki Bhumika'. Department of Zoology organized lecture on date 05.03.2020 in this lecture series Nehru and his scientific temper was discussed, Department of political science organized lecture on the topic

'Nehru and Its Democratic Approach'. A Statue of Mahatma Gandhi was installed in the college campus as a mark of respect and source of inspiration for all of us including our youth on 30.01.2020. The Birthday of shri Rajeev Gandhi was celebrated as 'Yuva Sankalp Varsha' in which programs were organized like group discussions, essay contest etc. Plantation etc. The Birthday of shri Abdul Kalam Azad was celebrated as National Education day in which lectures / speeches were given by staff and students. Shri Atal Bihari Vajpayee's birthday was celebrated as Good Governance Day on 25th December and oath taking ceremony was organized among the staff. Shrimati Indra Gandhi's Birthday on 19 November was celebrated as the National Integration Day NSS Volunteers and NCC Cadets presented patriotic songs and debates. To promote a feeling of universal brotherhood and communal harmony, a grand programme was organised to celebrate the birth anniversary of Guru Nanak Dev, this day was celebrated as Prakash Parva and government had given instructions for illuminating all government buildings. The birthday of the great Indian hockey wizard, Major Dhyan chand was celebrated by the department of sports by organizing sports activities and motivational lectures to inspire the students. Some of these programmes as already mentioned, were organized by the departments on the rotation basis, rest of the programmes were organized by the NSS and NCC units.

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

http://www.mphighereducation.nic.in/InstitutePortal/Public/Photo_Gallery.aspx?InstId=NDMw

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 is marching ahead with its noble mission of guiding the students towards academic excellence which is its foremost priority hence focusing on academic excellence was once again the thrust area in the session 2019-2020. Enhancement of ICT facilities in all the departments to improve teaching learning process. Research related activities are being promoted by organizing workshop, seminars and encouraging teachers for getting their research papers peer reviewed journals. Efforts are being made for language improvement by organizing special classes for improving pronunciation, spoken English, vocabulary, spelling etc. special lectures by experts in different subjects for the benefit of students. The career guidance cell provides information related to competitive exams and also arranges informative lectures like preparation for interview, writing of CV, applications etc. literary programs like group discussions, debates, speech contests etc. are organized regularly to improve the literary prowess of the students. Students are also encourage to opt for certificate / diploma courses being provided by the IGNOU Study center in the college itself. Thus the college is doing its best to promote academic excellence in its students

Provide the weblink of the institution

http://www.mphighereducation.nic.in/InstitutePortal/Public/About_Institute.aspx?InstId=NDMw

8.Future Plans of Actions for Next Academic Year

Despite the prevailing Covid-19 conditions the college has chalked out its plan for the development and enhancement of the existing facilities and adding on new facilities where ever possible to achieve its goal of all round excellence - ? Extension of laboratories from the research point of view, enhancement of audio-visual facilities for smart classes, organizing workshops and conferences. ? Strengthening of the research cell and organizing webinars and research oriented

online programs keeping in mind the existing pandemic conditions ? . Vocational courses will also be started for skill development E-library facilities will be provided to the staff and students along with online information. ? Use of renewable sources of energy will also be made, efforts are on for the installation of the solar energy system in the college. ? Enhancing the classroom facility for the students is also a part of the plan. ? Job oriented training's will be organized by the placement cell to provide better employment opportunities to the students. ? Mega plantation is also a part of future plans to provide a healthy environment in the college and add to the existing green cover of the college. ? The above action plan will be taken up as a mission to ensure maximum implementation The pessimist complains of the wind, The optimist expects it to change, But the realist adjusts his sails,