



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		GOVERNMENT TILAK PG COLLEGE KATNI
• Name of the Head of the institution		Dr. Sudhir Kumar Khare
• Designation		Principal (in-charge)
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		07622292113
• Mobile no		7898568023
• Registered e-mail		gtciqac@gmail.com
• Alternate e-mail		hegtckat@mp.gov.in
• Address		Rafi Ahmad Kidwai Ward
• City/Town		Katni
• State/UT		Madhya Pradesh
• Pin Code		483501
2.Institutional status		
• Affiliated /Constituent		Affiliated
• Type of Institution		Co-education
• Location		Urban
• Financial Status		UGC 2f and 12(B)

• Name of the Affiliating University		Rani Durgavati Vishwavidyalaya, Jabalpur, M.P.			
• Name of the IQAC Coordinator		Dr. Chitra Prabhat			
• Phone No.		07622292113			
• Alternate phone No.		9407001512			
• Mobile		9407001512			
• IQAC e-mail address		gtciqac@gmail.com			
• Alternate Email address		chitrabhatia28@gmail.com			
3.Website address (Web link of the AQAR (Previous Academic Year)		https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/aqar_hei_list			
4.Whether Academic Calendar prepared during the year?		Yes			
• if yes, whether it is uploaded in the Institutional website Web link:		http://www.mphighereducation.nic.in/InstitutePortal/Default.aspx?InstId=NDMw			
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B++	2.99	2018	24/09/2018	24/09/2023
6.Date of Establishment of IQAC			16/08/2012		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	Remedial Classes	World Bank	2020-21, 3 Months	50000	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	04	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1.E-Governance 2.Extension of Laboratories 3.Organizing webinars 4.Job oriented training 5.ICT based teaching		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
1. Online Classes	Due to the continuing pandemic condition online classes were conducted for the benefit of the students	
2. E-Governance	Total e-governance was maintained by holding online meeting for the various committees of the college, along with virtual meeting and conferences with different colleges, all student dealings were also conducted on the online mode	
3. E-Library	Subscription has been made to N-List e-resources (e-books and e-journals). Soul Software is being used for library automation	

4. Remedial Classes	Remedial classes were organized for the second and third year UG students of all the faculties on the online mode from 20/12/2020 to 06/03/2021
5. Extension of Laboratories	Extensive up gradation and renovation of the laboratories including the maintenance and purchase of more equipment so that students can get better acquainted with the practical aspect of the difference science subjects-Zoology, Botany
6. Research Cell	Work was done by the research cell to promote the research related activities by organizing webinars, encouraging publication of research papers in peer reviewed journals and virtual participation in seminars/conferences
7. Mega Plantation	Like every year this year also extensive plantation was carried out on important dates, teachers and students also participated in the 'Ankur Yojana' of the MP government in which they planted saplings and took care of them to monitor their growth. Dr. S. K. Khare, Dr. Chitra Prabhat, Dr. Hemlata Garg, Dr. Madhuri Garg and Dr. R. P. Singh took active participation in the Ankur Yojana and were awarded with certificates.
8. Facility of more classrooms	Construction work is going on to add on to the number of already existing classrooms and renovation of the old classrooms to accommodate more students. Construction of first floor of Arts block and Commerce block is already underway

9. Organizing webinars	National level webinars were organized by the college on current issues for the benefit of faculty members and research scholars to promote research activities. Details of organized webinars are as follows: • Year 2020 Challenges and Experiences on 30/01/2020. • Research Methodology: An Overview 21/01/2021 to 22/01/2021.
10. Online CCE	CCE was also conducted virtually in which the students give presentation, solved objective questions, or participated in quiz and similar activities
11. Online feedback	Online feedback was taken and analyzed from the students of different faculties so that improvements can be made in the desired areas
12. Celebrating special days	All important days are celebrated according to the guidelines provided by the government
13. Job oriented training	Job oriented trainings are organized from time to time to develop the skill of students and provide better job opportunities to them along with organizing regular placement drives in collaboration with the government
14. ICT based teaching	Teaching is now mainly based on ICT by using smart boards and other presentation devices so that students get the benefits of audio-visual learning
13. Whether the AQAR was placed before statutory body?	No
• Name of the statutory body	

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	21/01/2022

15. Multidisciplinary / interdisciplinary

The U G courses are already multidisciplinary since students get the benefit of studying different subjects of their stream science arts or commerce along with Hindi and English Language. At Present the students do not have the options of choosing interdisciplinary subjects, instead they have to confine themselves to the subjects already chosen by them.

Multidisciplinary and inter disciplinary programs and activities are organized on a regular basis by the various departments of the college both at the UG and P G level for the benefit of the students. Students from different faculties and classes attend these programs in order to increase their interdisciplinary knowledge.

16. Academic bank of credits (ABC):

Not Applicable

17. Skill development:

The Swami Vivakanand Career Guidance Cell regularly organizes skill development programmes according to the calender/guiedlines provided by the department of Higher Education .These Programme include short term training programs in Tally and accounting, Personality development improvement of competitive and vocational skills .Vocational training (Organic Farming ,Beauty parlour ,Horticulture, Making useful articles out of waste materials, etc)is also provided to students. Industrial tours and Job Opportunity fairs in collabartion with the district Administration are also organized along with providing career oriented information to the students . thus regular efforts are made by the college to focuss on the skill development and employabilty of its students

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

Indian knowledge and culture is an integral part of the syllabus of the subjects like Hindi literature, Sanskrit literature and English language and Hindi language foundation course .Efforts are always made to in-corporate our Indian knowledge and culture in awareness programs which are regularly organized in the college by the various departments / committees Celebrations of Hindi Divas and birthdays of well known writers and poets who have contributed to our Indian knowledge and culture are always celebrated in order to create awareness among the students and inculcate in them a feeling of patriotism and national pride.

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

The college focuses on outcome based education by trying to improve/upgrade the teaching skills of the teachers by organizing training programs and encouraging them to attend Orientation and Refresher courses in capacity building for increasing their professional abilities. Holistic education is imparted to the students to develop their skills, general aptitude and linguistic proficiency so that the desired outcome can be achieved

To achieve specific outcomes education is made student centric, regular feedback sessions activities involving students like group discussions role playing etc are organized so that the students get the maximum exposure and positive results can be achieved.

20.Distance education/online education:

The college is already a study center of IGNOU since November 2006 and now it is also a center of MP Bhoj Open University. A large number of students are enrolled in both these study centers of distance education through which they are pursuing degree and PG courses along with certificate and diploma courses. During the Covid period online classes were provided to the students, webinars and online lectures were organized for the benefit of students and teachers. On line education is also being provided to the students through short term on line training programs and courses by the Swami Vivekananda Career Guidance Cell. Many teachers are also pursuing online refresher and training programs.

Extended Profile

1.Programme

1.1

19

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

File Description	Documents
Data Template	View File

2.Student

2.1

3573

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

1253

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

File Description	Documents
Data Template	View File

2.3

921

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

37

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2

0

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	19
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	3573
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1253
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	921
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	37
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	0
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	14
Total number of Classrooms and Seminar halls	
4.2	54735377
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	55
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>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 participated as Vice Chancellor's nominee in the board of studies. Dr.Chitra Prabhat of Political Science is the member of board of studies of Government Excellence Girls P. G. Autonomous College Sagour. Professor Padmja Shukla, (HoD. Zoology Dept), Professor Jyotsna Athya (HoD. Botany Deptt), Dr. Anil Tauhel of Commerce Department are also members of board of studies</p>	

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 in 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 concerned HoD of the subjects. Head of departments 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 within 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. Keeping in mind the Covid 19 guideline both online and offline classes were conducted this year for the benefit of the students.

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

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

At present we have the annual system at UG level and semester system at PG level. But continuous comprehensive evaluation (CCE) or CIE is compulsory at both levels. 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 in strict adherence to the calendar provided by the Higher Education Department of MP. 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 in some subjects. 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. Due to the continuous fear of the pandemic those students who were unable to come for CCE physically were given a chance to give the CCE in online mode. Moreover, offline CCE was conducted in small batches so that the COVID 19 guidelines could be implemented.

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

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

0

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

0

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

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

0

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

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

Many such issues are already included in the curriculum of some subjects like foundation course (Hindi, English, Moral values), Political Science, Sociology etc. Environment related issues are dealt with in the syllabus of environmental studies which is compulsory for all second year students. Cross cutting issues like gender, social issues, economic issues, pollution, polythenemenace etc. are regularly addressed through awareness lectures, webinars, programs organized by the NCC and NSS units. Cross cutting skills are developed by team work critical thinking and skill related to information and technology since they enhance professional competence including ethics and human values and inculcate general abilities.

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

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

5

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

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

214

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://docs.google.com/forms/d/1bKJT5xPNA_Rw5wPjjOf6NMmM0esTpAJEEdyC3G_OcQ_I/edit

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1624

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

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

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

650

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

2.2 - Catering to Student Diversity

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

Continuous efforts are made by teachers to assess learning level of the students through various means like regular feedbacks based on classroom teaching, surprise tests, question-answer sessions to discern advanced and slow learners. Language teachers organize spelling tests, pronunciation drills etc to discern slow learners. Efforts are made to bridge this gap through different methods like remedial classes, providing self learning material to the slow learners, making groups of strong and slow learners and then encouraging them for group study/discussion etc.

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

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

Number of Students	Number of Teachers
3573	37

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Student centric methods include experiential learning, participative learning and problem solving methodology, since in student centric methods the focus shift from the teacher to

student. It gives opportunity to the student to engage themselves intellectually, creatively, emotionally, socially etc. This gives them the opportunity to take initiative make decisions and be accountable for the results. Since experiential learning involves learning by doing, reflection and critical analysis, all subjects which have practical in the curriculum provide this opportunity to the student. Participative learning and problem solving methodologies include educational tours (geographical, industrial) surveys, NSS camps through which students interact directly with the society and hence, participate actively in the learning process.

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

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

Most of the teachers use ICT enabled tools to make their teaching more effective. They make use of PPTs, audio-video clippings, other online sources are also used by many teachers. Most of the teachers are adept at handling laptops, tablets, computers to make their teaching effective. Interactive boards, whiteboards are also used by teachers for demonstrating experiments, dissections and providing textual material, diagrams to the students.

The use of these tools makes teachings easier, more effective and interesting so that the learners are able to absorb more in the same time. Teachers of the Zoology Department use models and pictures on the visualizer to teach the studentstechniques of dissection without harming animals/live specimen.The text, diagrams etc. are also displayed on the visualizer so that students can copy the diagrams and make notes simultaneously during the classroom teaching.

In the physics department practicals are conducted virtually so that students learn the use of equipments and the methodology is displayed through the use of interactive board and visualizers.

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

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

2.3.3.1 - Number of mentors

37

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

2.4 - Teacher Profile and Quality

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

37

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

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

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

19

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

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

2.4.3.1 - Total experience of full-time teachers

30

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

2.5 - Evaluation Process and Reforms

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

Internal assessment (CCE) is an integral part of the course and is compulsory for all the students. The time table of CCE is prepared well in time according to the schedule provided by the higher education department MP in the academic calendar. The time table is communicated to the students so that they can prepare for the CCE which includes different modes like tests, assignments, group discussion, presentation, chart and model preparation and some other modes keeping in mind the calibre of the students. Students apply their skills and knowledge for performing well in the CCE. The marks of the students are disclosed to them and a chance for improvement is also given to the poor performer. Hence, the mechanism is transparent and student centric.

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

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

If students have any grievance related to the internal examination they can approach the principal with their problem in writing, the principal forwards it to the grievance redressal cell or examination cell from where the complaint is marked to the teacher concerned, who take care of the problem and redresses it as soon as possible to the satisfaction of the student and informs the principal also. Hence, the grievance redressal system is not only transparent but also time bound and efficient.

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

2.6 - Student Performance and Learning Outcomes

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

Programmes and courses in the arts stream provide students with specific linguistic aptitude and advanced subject knowledge so that they can opt for employment in the field of education. They can also prepare for various competitive examinations. Student of political science can go in the field of politics, journalism, teaching or they can prepare for competition. Similar options are also open to the student of hindi, sociology, economics, history. Student of geography can take up a career in the field of tourism.

Commerce graduate and PG students develop a specific acumen for account so that they can take up job requiring the handling of tally and account; they can also take coaching classes, become teachers or prepare for competition. Student of science PCM group can become data analyst, statistical officer, give private tuition, coaching or prepare for competition. Chemistry student can take up job of chemist, become teachers, or prepare for competition. Bio-students can work as pathologist, lab assistant, take up horticulture/organic farming etc. Student of physics and

geology also have many career options for them in the field of competition, coaching etc. Thus all programs and courses provide multiple opportunities to the student along with giving them a multidimensional personality.

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

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

Attainment of programs outcomes and course outcomes are evaluated regularly by the institutions. For this purpose both direct and indirect methods are used. In the direct methods, quantitative analysis of the results is made and inference drawn as to the progress of the students. In the indirect method, regular feedback session is organized to find out the areas of strength and weakness so that improvements can be made in a concrete direction. The college placement cell maintains a record of student's data which can be helpful in providing job related information, training opportunities and placement to them. Record of pass out students including dropout students is also made so that their progress, achievements, placements and weaknesses can be observed and efforts can be made in a more focused manner for overall improvement of the students.

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

2.6.3 - Pass percentage of Students during the year

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

931

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

2.7 - Student Satisfaction Survey

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

https://docs.google.com/forms/d/1bKJT5xPNARw5wPjjOf6NMmM0esTpAJEEdyC3G_OcQ_I/edit

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

3.1.2.1 - Number of teachers recognized as research guides

5

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

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

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

NIL

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

3.2 - Innovation Ecosystem

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

The college provides the conducive environment for promotion of innovation. It encourages diversity of thoughts and asks students to focus on goal based thinking. The college has made cross organizational networks with local enterprises and corporation to facilitate employment opportunities and skill development for students. All required facilities and guidance is extended through Swami Vivekanand Career Guidance cell by organizing training programmes for skill development, educational tour for developing creativity and for transfer of knowledge career opportunity fairs are organized, employment related information is provided to students. Students are encourage to involve themselves actively in the application of education and technology for societal needs by organizing NSS camps and other group activities.

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

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

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

01

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

5

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

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

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

1

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

3.4 - Extension Activities

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

NSS camps of both units was organized in Kanhwara from 01/03/2020 to 07/03/2020 in which 125 students both boys and girls participated. In this seven days camp, awareness programmes like rallies, cultural programmes, nukkad nataks were organized and Social work was also done in the village. The issues taken up were "Beti Bachao", plantation work, voter awareness, swachchhata mission, education including adult education, cleanness and personal hygiene and awareness related to COVID-19.

1. Corona virus awareness programmes form 09/04/2020 to 15/04/2020
2. Programme to create sensitivity towards birds and animals on 08/06/2020
3. Cleanness drive on 30/06/2020
4. Rural cleanliness drive from 08/08/2020 to 15/08/2020
5. International day of Disabled persons 03/12/2020
6. Voter awareness day 25/01/2021
7. Water/Wetland preservation 05/02/2021, 08/02/2021

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

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

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

4

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

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

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

15

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

394

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

3.5 - Collaboration

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

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

15

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

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

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Adequate infrastructure is available with sufficient number of classrooms and labs. More classrooms are being constructed in the arts and commerce building of the college. Well equipped and updated labs along with latest and upgraded instruments are there for the students so that they can perform practicals in a peaceful atmosphere with the help of latest equipments. The labs are airy and spacious to accommodate many students at the same time. Well equipped computer labs with proper working space are available for students along with highly qualified computer teachers and instructors. The office and computer section is also fully equipped with the latest and upgraded computers to facilitate the day to day working necessary for smooth administration.

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

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

There is a cultural activity committee for organizing and conducting cultural activities round the year as per the university calendar to organize these activities there is a proper auditorium and an e-classroom for conducting these activities. There is well qualified sports officer in the college and the sports committee which decides and conducts sports activities

regularly according to the sports calendar provided by the university. There is complete sports equipment for outdoor and indoor. There is gymnasium and four hundred meter sport track for the use of students. Thus the college provides ample opportunity/facilities to the students for participation in cultural and sport activities.

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

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

7

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

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

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

547.35377

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

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

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

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

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

210446

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

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

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

70

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

4.3 - IT Infrastructure

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

Yes the institution keeps updating its IT facilities regularly to provide wifi equipt campus to its staff and students Broad band connectios are available in the ,Science and Commerce buildings Internet facility is also provided to the computer staff and other important departments through individual dongals

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

4.3.2 - Number of Computers

92

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

547.35377

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

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

There are committees to monitor and maintain all support facilities of the college. Counseling and mentoring of the students is done by almost all teachers as and when required. NCC and NSS units provide the benefit of participative learning, social work etc. The college building and equipment maintenance committees supervise the upkeep and the maintenance work. There are committees to ensure the benefit of government schemes

(Scholarships, Books, Stationary etc) to the students. These committees organize regular meeting to decide the plan of action. Library, sport facilities and computers labs are utilized by the students to develop their skills and potential.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2865

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

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

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

2865

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above
File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
138	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
138	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	B. Any 3 of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

07

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

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

5.2.2.1 - Number of outgoing student progression to higher education

272

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

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

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

Nil

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

5.3 - Student Participation and Activities

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

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

Nil

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

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

Students are given proportional representation in committees related to student's welfare. Students are always consulted in decisions related to co-curricular/extra-curricular activities. Student plays a very important and pivotal part in NSS units and NCC units. They supervise and help in the conduction of different activities organized by these units specially the NSS camp. They have a fair representation in sports activities and their suggestions are also invited to make improvements or organize certain events. The student play a major role in cultural activities also specially Yuva Utsav in which they participate at the college level, district level and university level also and along with participation they also give valuable suggestions which are considered by the teachers. Thus students have a representation as well as participation in all such activities.

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

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

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

Nil

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

5.4 - Alumni Engagement

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

The alumni association of the college is a registered association which has 45 members. A general meeting of the member of the committee was held on 27/11/2020 in which it was decided to create awareness among the students related to covid-19. Dr S.K Khare, principal of the college who is an esteemed alumni member also distributed masks to the people. The members motivated students for getting vaccinated.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

To meet the challenges of future every institution has to set a goal in order to meet the demand of the time. So, this institution has its vision and mission. To achieve the goals set by the vision a proper leadership is here as the principal who leads every stakeholder to achieve the target in a time frame. His leadership is fine combination of his art of administration and management. He actively encourages each individual and the members of different committee to participate and voice their perspective for effective decision making and policy formulation. This institution has a Janbhagidari Samiti which works as a governing body of the college and the principal officiating is the executive secretary of the body. Next level of management is staff council which constitutes the chairperson (principal), a senior professor staff council secretary and all faculty members. This council is a significant platform for formal interaction between the principal and the faculty. IQAC cell is in function since its inception and monitors all the activities of the college. The principal as a leader maintains active interaction with all stakeholders during the span of academic session in order to achieve the goals set by institutions.

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

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

This institution exercises a culture of decentralized and participative management by distributing work to all the members of the teaching faculties in administrative role. The college has almost forty five committees which carry out the work allotted to them so that administrative work goes on smoothly. IQAC cell of the college monitors and updates all information related to the teaching and learning process and the development of the college. The campus development committee plans and supervises the construction and maintenance work in all the departments of the college. The online admission committee completes all the work related to admission including verification of documents and counsels the students at the time of admission. The sports, literary and cultural committee take care of issues related to these aspects. Vivekanand career and guidance cell organizes programmes, lectures, training programmes and job fair with motive

of skill development and providing job opportunities to students. The women anti- harassment committee, anti-ragging and disciplinary committee on their job in order to facilitate clean and free atmosphere at the campus. Thus, all these committees are a good example of decentralization and participative management necessary for proper administration and smooth functioning of college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

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

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

The college is a government institution. The principal is the administrative head of the institution on behalf of the government. He is also responsible for implementation of government policies and actively provides motivation and inspiration to the faculty members and office staff for effective administration of the college. Being the head of the institution, the principal motivates the faculty members for the fulfillment of the vision and mission of the college at the beginning of the session. He also provides all infrastructural and intellectual resources to the students.

Decentralization of power and participative management is practiced by the formation of various committees for smooth administration. Suggestions regarding administrative and co-curricular issues are also taken from the members of Janbhagidari Samiti, Alumni members, IQAC, and Staff council. The suggestions from students are also taken into consideration.

SWOC report received from all the departments is closely analyzed; weaknesses and strength are identified, and steps are taken to improve the overall performance of the institution.

There are different committees for grievance redressal of various types- for Women, anti harassment cell, Anti-Ragging Committee etc. to redress grievances of the concerned persons. Grievances of staff are handled by the principal.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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

1. GPF Loan facility

2. Temporary advance

3. Medical reimbursement

4. Ten days medical leave is annually granted to teaching and non teaching staff.

Facility for earned leave is also available in lieu of work done during vacation.

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

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

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

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

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

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

0

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

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

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

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

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

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

5

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

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

Higher Education Department of M.P. has adopted the Performance Appraisal System (PBAS) for teaching in accordance with the recommendation of UGC and it is necessary for the teaching staff to submit the appraisal form duly filled at the end of the

academic session. The appraisal form is characteristically divided into three sections - teaching and curricular activities; research work, organization of seminar and workshop, and publication; and extension. Through self-appraisal form the teachers assess the quality of their performance by scoring API. A committee of senior faculty members scrutinizes these forms and after a general appraisal the principal forwards these forms to the higher authorities for the final appraisal.

The principal is responsible for assessing the performance appraisal of the non teaching staff of the college. Non-teaching staff are given the forms, which cover all the aspects of their performance; and they submit these forms to the Principals who forward them to the higher authorities after his recommendation. To ensure good performance at the college level continuous appraisal is done by the principal. Day to day monitoring is also done by the principal and IQAC members also take regular feedback from the students to assess the situation and take action whenever necessary.

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

6.4 - Financial Management and Resource Mobilization

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

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

system as well to verify the expenditure and gets utilization certificate every year.

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

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

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

0

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

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

The college receives funds from many resources. The college has adopted an efficient mechanism for appropriate use of financial resources. The government issues a global budget through which funds can be utilized under different heads given by the government. UGC also releases the grants for the development of the college. Apart from this Janbhagidari Samiti (JBS) also imposes some fees for the developmental work and for the payment of employees appointed by the JBS. JBS formulates the annual plan and approve the annual budget for the expenditure from the collected fees. Transparency is maintained for the utilization of all funds.

Transaction in the college is done in cashless mode through online payment. The student benefit schemes like scholarships etc. demands are made directly through the global budget and the amount is transferred to the account of the students. Online payment has made the working more efficient and total transparency is

maintained in all matters related to the funds. There are various committees constituted in the college which effectively monitor the efficient use of available funds. The college has received some donation from the respected citizens of the surrounding locality and the members of the college; and the things received as donation are kept properly in record.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Quality assurance strategies seek to prevent, detect and correct problems/discrepancies in teaching learning process. The IQAC makes continuous efforts in this direction through continuous observation, modification and monitoring. As a result, more teacher are using ICTs enabled tools during classroom teaching, webinars, workshops and lectures are being organized regularly for the benefit of staff and students. Significant impetus is being given to the practical aspect of those subjects in which practicals are a part of the curriculum, so that student gain more proficiency related to that subjects, gain more knowledge, skill and become aware of the latest technology.

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

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

The IQAC regularly monitors the teaching-learning process, upgrades the ICTs facilities available in the college. It continuously reviews the upgradation of labs, classrooms and library. It ensures the availability of latest equipments in all the labs so that the practical knowledge of the students is also

upgraded along with the theoretical part. The improvement made in the teaching-learning process is tested and recorded through question answer session, regular feedbacks from the students, class tests, group activities etc. The IQAC comments areas where there is progress and encourages and tries to bring up the percentage of improvement where progress is not satisfactory. For this purpose the focus is laid on smaller group of students so that the progress can be observed and recorded accurately.

Thus IQAC continuously monitors and reviews the teaching-learning process for further improvement and upgradation.

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

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

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender sensitization is always an important consideration since our college is a co-education college. An anti-ragging committee and anti-women harassment cell is there to take care of grievances if any related to these issues. Women empowerment programme was organized by the NSS in which a lecture was delivered on this issue. Legal literacy programmes are organized to create awareness related to their rights among the girls. Balika Samman Abhiyan was organized on 10/02/2021 in which Nukkad Natak was performed and students took a pledge and a rally was organized. Balika Atma Raksha was organized on 10/03/2021 in which slogan writing competition was organized. On international women's day (08/03/2021) marathon was organized. On 20/03/2021 Judo/Karate programme was organized for girls. Thus the college makes continuous efforts to provide a congenial atmosphere for both girls and boys.

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

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

D. Any 1 of the above

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

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

Solid dry waste is disposed in a proper manner through the arrangement made by the municipal corporation of Katni. Wet

garbage is used for making compost which is used in plants etc. Liquid waste water is channeled into lawn's/garden to maintain greenery and save water. E-waste is safely and carefully stored in closed bins and disposed regularly in a proper manner. Hazardous chemical which are present in water which come out of from the chemistry labs is made to pass through separate drains which carry this toxic water and does not allow it to mixed with clean water drains used for plant irrigation this toxic water is directly drained into main drain without polluting the clean water supply. Hence all waste is properly managed and safely disposed to maintain a clean and healthy environment.

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

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

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

All students are free to participate in all programmes/ activities irrespective of any sort of bias. Programmes related to tolerance and harmony are organized on a regular basis group activities like camps, tours, group discussions etc are organized to promote inclusiveness along with a feeling of love and brotherhood.

1. Kaumi ekta diwas on 20/11/2020 was organized by NSS in which everyone participated.
2. Saddhabhavana diwas was celebrated on 20/08/2020 to promote a feeling of inclusiveness, tolerance and harmony.
3. Samvidhan diwas and Human rights day is also celebrated to create awareness and a feeling of brotherhood.
4. Yoga Diwas on 21/06/2020 was also celebrated with the same intention of bringing about harmony and inclusiveness.

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

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Awareness programmes and workshops are organized regularly to create an awareness regarding values, rights, duties and

responsibilities of citizens among staff and students. Saddhabhavana diwas, Constitution day, National Human rights day are some of the programmes which are organized to educate students regarding their rights and duties towards the nation. Good governance day is celebrated on 25 December each year on the occasion of birthday of our former shri Atal Bihari Vajapai Ji on this day the academic and office staff take a pledge to perform their duties honestly for the welfare of our country.

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

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

D. Any 1 of the above

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

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

The college celebrates almost all important days, events and festival mentioned in the higher education calendar. The NCC celebrated international womens' day on 08/03/2021 by organizing a marathon. The Haryali Mahotsava (26/08/2020), Fit india program (from 02-15 October 2020) in which Yoga, race and fitness programmes were organized for the benefit of students. The NCC day was celebrated on 22/11/2020 in which a blood donation camp was organized. From 17 Nov to 22 Nov 2020 constitution related activities were organized by NCC which included slogan writing and poem contest. 26/11/2020 was celebrated as constitution day in which a pledge was taken by everyone. The NCC organized AIDS awareness day on 01/12/2020 in which mass awareness rally was organized.

The NSS celebrated the NSS day on 24/09/2020 Madda Nishedh diwas on 26/06/2020, Kaumi ekta diwas on 20/11/2020 and World cancer day on 04/02/2021.

All these programmes are organized to educate and create awareness among the students and staff.

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

7.2 - Best Practices

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

(1) Covid-19 free campus:

Goal: To provide a safe and healthy environment/ campus to the students

Context: A healthy body has a healthy mind' with this proverb in mind the college aimed at providing a pandemic free environment to the students.

Due to pandemic the college adopted safety measures to ensure a

safe campus. Daily thermal screening arrangement was made at the entry gate. Hand sanitization facilities for staff and students by providing an adequate supply of sanitizer dispensers in all departments. Regular monitoring was done to check the use of mask by the students and strict maintenance of social distancing. Awareness rallies and programs were organized by the NSS and NCC units.

(2) Title: Enhancing the use of ICT

Goal: To provide safe working conditions in all areas of college administration

The saying "Every cloud has a silver lining" prove to be correct in the context of covid-19 since it ushered in an era of e-learning and the use of ICT in almost all areas of human existence. All student dealings are totally on the online mode including admission, classes, examinations etc. Webinars were organized by the college to promote e-learning. Online quiz programme was organized by the eco-club.

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

7.3 - Institutional Distinctiveness

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

Since our institution is an educational institution priority is always given to academics along with holistic development. Keeping the pandemic in mind, online classes were organized for the benefit of the students. Offline classes were also organized in batches for those students who had been vaccinated. Webinars were organized for intellectual gratification and promoting research activities. Awareness programmes, talk shows etc were organized for holistic development of the students. NSS camp of girls and boys was organized to promote social work. Since, an NSS camp is an example of synthesis of education along with holistic development the students did a lot of work for the welfare of the society.

Thus despite the pandemic condition the institution completed its mission of academics along with holistic development by performing different activities.

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

7.3.2 - Plan of action for the next academic year

(1) Submission of AQAR, (2) Organizing webinar , (3) Educational Activity, (4) Faculty development programme, (5) Legal literacy programmes, (6) Lab upgradation , (7) Social Activities, (8) Awareness programme, (9) Enhancement of library, (10) Preparation for the implementation of NEP, (11) Upgradation of the sports facilities, (12) Placement drives, (13) Invited lectures, (14) Academic audit, (15) Construction of new classroom, (16) Industrial tour, (17) Plantation