SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GOVERNMENT TILAK PG COLLEGE

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Govt. Tilak P.G. College, Katni (M.P.) was established in August 1958 under the aegis of Tilak Shiksha Society, Katni, comprising of social workers, educationists and some business men of the town. The Govt. Tilak P.G. College Katni a multi-faculty educational institution affiliated to Rani Durgawati University Jabalpur. It is the leading college of Katni District. Katni is a town on the banks of the Katni river in Madhya Pradesh, India. It is located in the Mahakoushal region of Central India. The city is 90 km. away from Jabalpur. The motto of the college is- "Yogh Karmsu Kaushallam" (Perfection in one's work is true yoga). Keeping this motto in mind, the college makes every effort to achieve excellence not only in academic activities but also in all co-curricular activities as well.

The college is spread over an area of 18 acres with separate Arts, Commerce and Science blocks. This is the only college in the Katni, district possessing a 400 meter running track.

The teaching in the college takes place in a congenial and friendly atmosphere. The college endeavors to provide the best possible infrastructure to the students. The college also tries to develop a research culture among its teachers and students.

The Govt. Tilak P.G. College maintains its reputation of being the best in the field of education in the district, since it caters to the all-round development of its students making them ready for jobs and for the society also. Hence the Tilak College is acting as a medium of strengthening the nation.

Vision

The vision of the college is to inculcate among the students a spirit of entrepreneurship, develop in them cultural values, a scientific temper and above all make them morally sound, responsible citizen of the country through innovative academic practices which will cater to their holistic development.

To be an educational institution of repute dedicated to academic excellence with a humane outlook contributing to social upliftment through improvement in the quality of life.

The college believes in empowering youth for capacity-building, inculcating basic moral values, community development, and fair access for the poor and socially disadvantaged group of human resource in the light of changing economic, social and cultural development. The vision is to see Govt. Tilak College as a torch-bearer to enable students to be equipped with knowledge and enhanced skills set to become employable and entrepreneurial in varied fields of industry, and be a valued member of the society.

Mission

Our mission is to develop life-long learners, equipped with competencies, nurtured through integration of academic learning with humanity. We endeavor to make our students' future-ready, confident of taking up professional and societal challenges with passion and maturity. All efforts are made towards enabling our

students to take leadership roles in various walks of life and act as change agents in the globalized world. The college has the following mission:

- Implementation of the policies of higher education.
- Giving the benefit of welfare schemes like scholarships to SC/ST/OBC, minorities and weaker sections of society.

To make students economically independent, academically strong and socially committed to the task of building a strong nation.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. *Highly qualified and competent faculty is providing quality education.*
2. *Free stationery and book distribution facilities provided to SC/ST students by government.*
3. *Biometric machine has been installed in the college for maintaining regularity and punctuality among staff.*
4. *Career oriented programs are organized by the Swami Vivekananda Career Guidance cell from time to time throughout the year.*
5. *Environment consciousness is being promoted by adopting the practice of 'clean college green college' through organizing seminars, workshops in collaboration with district administration.*
6. *The NCC and NSS schemes are giving a strong platform for extension activities like blood donation, voter awareness program etc.*
7. *Arts, Science, Commerce Classes are running at UG level and we have PG in 09 subjects in the college. Teaching is being performed by qualified faculty members.*
8. *Transparent and prompt disbursal of all financial matters.*
9. *College publishes DISHA college magazine every year.*
10. *Our college has a rich library with 45503 books of different streams for the students.*
11. *In our college there is an NCC unit in which 50 cadets are admitted every year.*
12. *The college has a campus spread over 18 acres of its own land.*
13. *Different indoor, outdoor sports facilities are available in our college along with an outdoor stadium.*
14. *Facility of IGNOU study center is available only at Govt. Tilak P.G. college, Katni. which is promoting education through distance learning mode in Katni distt.*
15. *The college is the Nodal center of Rani Durgavati Vishwavidyalaya Jabalpur.*
16. *The college is equipped with WI-FI facility*

Institutional Weakness

An institution that is truly geared up to the pursuit of excellence has to be aware of its weaknesses which are many but not impossible to overcome. The American poet Robert Frost has righty said," And Miles to go before I sleep." We have to labor hard to overcome these weaknesses.

(1)   While the facilities we have are excellent, we still need facilities like a conference center, a seminar room, a large auditorium, a well-equipped automated office and so on

(2)   Lack of professional competitiveness among students.

(3)   Shortage of staff.

(4)   Irregular attendance of students of remote areas.

Institutional Opportunity

Being the lead college, the Govt. Tilak PG College provides lots of opportunities not only to the regular students but also to the private students and students of other colleges in the following way: -

- *Nodal center works for all examinations conducted by the RDVV– Semester examinations, private examinations, LLB, B.Ed. & other examinations.*
- *The Govt. Tilak College is the center for professional examinations and is also the center for the private colleges.*
- *Providing research opportunities.*
- *Organizing workshops/ training programmes to provide opportunities through Vivekananda career guidance cell.*

Organizing programmes for career and personality development.   The college is well pleased to take advantage of the various schemes offered by the UGC for the development and up gradation of the existing facilities.

Institutional Challenge

(1)   Developing a competitive spirit among the students.

(2)   Installing a spirit of career mindedness in the students especially the girl students.

(3)   Improving the linguistic skills of the students.

(4)   Making the students competent enough to meet the global challenges.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

MP Higher Education Department with its multidimensional vision is putting all its efforts to make higher education available as per the needs of the society and students. Higher education is now reaching every corner of the state with the aim of imparting knowledge and skill development among the society. The college proposes to move ahead with not only a very positive but also a multidimensional vision before it. The college

intends to provide innovative educational facilities, to develop critical thinking, inculcate moral values and cultural awareness, a global perspective to provide opportunities having multicultural applications to increase career development support and personal enrichment by providing job opportunities. It has the aim of developing social consciousness among students.

At the beginning of every new session ten days zero classes are organized as per the guidelines of the Deptt. of Higher Education, M.P., in which new students are made aware of the syllabus and other facilities provided by the college. Necessary information regarding the curriculum and welfare schemes are provided to the students in the sessions of zero classes. Teachers are already aware of the syllabus as it is available on the internet. Zero classes are held to make the students attend the college regularly. After the Zero Classes an induction-meet is held in which students are introduced to the entire faculty and non-teaching staff.

Teaching-learning and Evaluation

Most of the Students of the college are from rural background. The faculty tries to make teaching –learning interesting by giving practical training, field visits, through camps and other activities. Group discussions, sharing news and events etc. makes learning process participatory. The involvement of students thus increases and makes this process comparatively smooth. The academic calendar is issued by the Higher Education Department, Government of Madhya Pradesh. Time table is prepared and displayed on the notice board by the time table committee. IQAC of institution monitors and promotes, implementation and continuous improvement of innovations in curricular and extra–curricular activities of the institution.

To develop the creativity of the students they are assigned project work, in which they have to do field work, prepare charts, models, make power point presentations etc which caters to their all-round development. Lectures are arranged for the students from well known personalities of society so that they can become role models for them along with imparting knowledge. Virtual classes are also a good source of knowledge and information. Feedback on the portion taught in class, tests and semi surprise tests are also taken by teachers to keep the students alert and attentive Special efforts are made in the area of language, because language improvement is an integral part of learning, developing of vocabulary, language, automatically boosts the creative powers.

Research, Innovations and Extension

The institute is known for its dedicated efforts towards achieving excellence in teaching and research. The language, commerce, science and other social science departments have been working to take research to the various sections of society. The college has been actively involved in developing a research culture among its teachers.

The research activities of the college are till date promoted and monitored by the research committee which is guiding and encouraging the teachers for submission of proposals of Research Projects to UGC central regional office Bhopal. All efforts are made to encourage independent, original and quality research in a dynamic manner. Since many faculty members are research guides, efforts are on to get the college registered as a research center in the university so that our PG students are oriented towards research work in the college itself. Most of the faculty members have research papers published in research journals at national and international levels. Senior faculty of Department of Commerce, Hindi, Sociology, and Mathematics are registered as supervisors in the affiliated University and other Universities of the state. Other faculty members are also

engaged in active research work by regular participation in workshops, and contributing research articles. Research Development Cell of the college works to enhance the quality of research in the institution and efforts are on to get the college research journal registered in New Delhi. Three issues of this journal 'Prameya' had been published and after registration it will be published regularly.

Infrastructure and Learning Resources

The institution has adequate physical facilities, co-curricular activities and administrative functions efficiently. An effective Teaching and learning infrastructure is a prime requisite so the institute continually make efforts towards the enhancement of the infrastructure. At present our institution has the old building, the newly added commerce building, the arts building, ground floor girls hostel and separate vehicle stand for staff and students. The College has a canteen which is under construction. A watchman's room has been constructed at the main gate of college.

The old building of the college has two floors. The ground floor comprises of the class rooms, principal's office, account section, staff room, examination control room, a computer lab for science student, girls common room and chemistry PG Lab and the Computer section. The top floor has the science deptt. such as Botany, zoology, Physics, Biotechnology, Geology, Geography department and PG laboratory of chemistry is also on the top floor. The IGNOU office and E-class rooms, are also on the top floor.

The new commerce building comprises of class room, a staff room for the faculty members, a computer lab for the commerce student and the virtual class room. The college has power Generator of capacity 10 KVA which provides full power back up.

Along with the above mentioned infrastructure all the buildings, have a sufficient number of washroom/tiolets for girls boys and staff. The entire infrastructure is interspersed with lawns and gardens which enhance the teaching learning atmosphere. Adequate pure drinking water supply is available.

Student Support and Progression

The admission process is online since 2012, all necessary information about the institution like number of available seats in each subject, list of faculty etc. is available on the website of higher education M.P. students can get information from the website. At the time of admission college also sets up a help center for the students to answer their queries and solve their problems. The college gives the information to the student through notices displayed on the notice board and mouth publicity, for the students belonging to SC, ST, OBC and other weaker section so that they can receive scholarship and other financial assistance from state government and central government under various schemes.

The college also provides special facility to the differently abled these students by providing writer facility in the examination and their sitting arrangements in the examination is made on the ground floor. Ramps are available in the college for comfortable mobility of such students.

Insurance Scheme is available for student. In case of an unfortunate accident and death of a student, the family is paid by the insurance company.

Various programmes for skill and personality development are organized by Vivekanand career Guidance and

placement cell from time to time. Various career oriented lectures are organized under personality development programme for the benefit of the students.

Slow learners are identified at the beginning of the session and every possible effort is made to upgrade those weaker students. Personal counselling is regularly organized for the slow learners.

Governance, Leadership and Management

The principal is the administrative head of the institution. The administrative and managerial issues of the college are decided by the principal; however, the principal has delegated some powers to the Head of the Departments and to the conveners of the committees. The Head of the Departments are responsible for teaching and smooth functioning of the Department and conveners of the committee have autonomy to frame policies according to their requirements, keeping in mind the norms of the government thus the college works on the lines of decentralization of power.

The college promotes a culture of participative management. The head of the institution takes major decisions in staff council meetings. The college sees that no decision is taken single handedly Every committee has a convener and the members are active advisors, who help the convener in taking decisions.

Being the administrative and academic head, the principal is the decision maker of the institution. With the help of HODs, different committees, sport officers, librarian, IQAC, he/she takes appropriate decisions. Janbhagidari Samiti is constituted in the college; the committee has a general council of thirteen members, headed by the president who is appointed by the Department of the Higher Education Government of M.P.Mrs Subhadra Soni is the President of the Janbhagidaari Samiti since 2017. The Principal is the secretary of the Samiti. The Janbhagidari Samiti monitors the administrative functioning of the college. The Accountant and other office assistants help the principal in dealing with the financial matters.

Institutional Values and Best Practices

The college has a definite mission that is to develop its students into complete citizens of India in all respect. With this mission in mind the college tries to develop in the students discipline, politeness responsible behavior towards their fellow students, teachers and society at large. They are taught to stay neat and clean and properly dressed. Maintain proper hygiene and healthy habits. They are asked to keep their classrooms and campus clean students are expected to save the wastage of power and be water literate also. They are asked to stay away from GUTKA etc. and keep the campus polythene free.

The college has adopted healthy practices in order to improve the functioning of the college. The collective efforts made by all help to maintain an academic atmosphere and try to upgrade the teaching learning environment in the global context.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT TILAK PG COLLEGE
Address	Rafi Ahmad Kidwai Ward, Katni
City	Katni
State	Madhya Pradesh
Pin	483501
Website	www.mphighereducation.nic.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Sudhir Kumar Khare	07622-235723	9425803447	07622-235750	gtciqac@gmail.com
Professor	Chitra Prabhat	07622-235724	9407001512	07622-235725	chitrabhatia28@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-01-1958

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Madhya Pradesh	Rani Durgavati Vishwavidyalaya	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	08-11-2004	View Document
12B of UGC	08-11-2004	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Rafi Ahmad Kidwai Ward, Katni	Semi-urban	17.18	4064.41

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Science	36	Higher Secondary	English + Hindi	1153	757
UG	BA,Arts	36	Higher Secondary	English + Hindi	900	586
UG	BCom,Commerce	36	Higher Secondary	English + Hindi	500	357
PG	MSc,Science	24	B.Sc.	English + Hindi	175	87
PG	MA,Arts	24	B.A.	English + Hindi	200	69
PG	MCom,Commerce	24	B.Com	English + Hindi	60	53

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				6				0				35
Recruited	1	2	0	3	0	0	0	0	12	10	0	22
Yet to Recruit				3				0				13
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				18
Recruited	8	1	0	9
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				7
Recruited	5	1	0	6
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	2	0	0	0	0	9	5	0	17
M.Phil.	0	2	0	0	0	0	2	2	0	6
PG	0	0	0	0	0	0	3	3	0	6

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	3	0	7
M.Phil.	0	0	0	0	0	0	4	1	0	5
PG	0	0	0	0	0	0	4	0	0	4

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	2	0	6

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	7	6	0	13

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1189	1	0	0	1190
	Female	510	0	0	0	510
	Others	0	0	0	0	0
PG	Male	64	0	0	0	64
	Female	145	0	0	0	145
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	80	97	66	72
	Female	23	19	20	20
	Others	0	0	0	0
ST	Male	50	35	38	45
	Female	12	10	11	10
	Others	0	0	0	0
OBC	Male	247	252	194	158
	Female	108	102	87	53
	Others	0	0	0	0
General	Male	150	218	123	107
	Female	137	107	100	93
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		807	840	639	558

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response : 6

Number of self-financed Programs offered by college

Response : 3

Number of new programmes introduced in the college during the last five years

Response : 0

3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
807	840	639	558	632

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1067	1041	985	820	820

Number of outgoing / final year students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
394	278	366	239	383

Total number of outgoing / final year students

Response : 394

3.3 Teachers

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
41	41	41	41	41

Number of full time teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
25	25	30	32	33

Number of sanctioned posts year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
41	41	41	41	41

Total experience of full-time teachers

Response : 36

Number of teachers recognized as guides during the last five years

Response : 4

Number of full time teachers worked in the institution during the last 5 years

Response : 25

3.4 Institution

Total number of classrooms and seminar halls

Response : 25

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
265	5109	1615	5191	11868

Number of computers

Response : 87

Unit cost of education including the salary component(INR in Lakhs)

Response : 30853

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 912

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college has no autonomy as far as the formation of curriculum is concerned the Central Board of Studies, Higher Education Deptt., Govt of M.P., Bhopal issues a unified integrated curriculum for under-graduate classes, and for post Graduate classes the concerned university is responsible. Necessary information regarding curriculum and welfare schemes are provided to the students in the sessions of zero classes. The institution follows the curriculum prescribed by the central board of studies, Department of higher education. Teachers are already aware of the syllabus as it is available on the internet. Ten days Zero classes are held according to the guidelines of M.P. Higher education to make the students attend the college regularly. An induction-meet is held in which students are given all the information necessary for them regarding the curriculum and student welfare scheme.

Teaching devices are used by the teachers – interactive boards, visualizer, PPT presentations, group discussions are all implemented in the teaching learning process to enhance the teaching/learning effects. Teaching Diaries /registers are maintained by the teachers for regular monitoring by the IQAC. The syllabus is divided into units so that the course can be completed within the time limit. Internal assessment is held according to the CCE pattern provided by the H.E. Deptt. in which a teacher can adopt various methods for checking the knowledge and overall performance of the students The time table committee prepares a time table to accommodate all faculties and teachers with in a stipulated time period, so that the syllabus is also completed well in time along with time left for revision.

Students are provided with notes, study material. Special efforts are also made to develop competitive skills and language improvement Regular meetings are held by the board of studies of the Universities in which the faculty who are the members of the board of studies from affiliated colleges are invited to discuss changes in the curriculum. The power to design the curriculum rests with the Higher Education Department Govt. of Madhya Pradesh Our college is connected to it through Board of studies Prof S.B Bhardwaj, of Sociology, Dr Sunil Bajpai Of Commerce, Dr. Sudhir Khare Of physics have acted as Vice Chancellor's nominee in the board of studies. Dr.Chitra Prabhat of Political Science has acted as the member of board of studies of K.R G Govt. autonomous college Gwalior and Autonomous college of Datia as nominee of the Principal. Professor Padmja Shukla, (H.O.D. Zoology Dept), Professor Jyotsna Athya(H.O.D. Botany Deptt), Professor Anil Dalela (H.O.D. Mathematics Dept.) and Dr. Anil Tauhel of Commerce Department are also members of board of studies and are invited from time to time for suggestions in curriculum development/improvement. The faculty of the different streams of the departments is in regular touch with universities and departments to get updates on the latest changes and developments. College teachers are committed to complete the course in due time and as such they manage to complete curriculum within the planned time frame. They take extra classes if required.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	[View Document]()

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 86.21

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	5	5	5

File Description	Document
Details of participation of teachers in various bodies	[View Document]()

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	[View Document]()
Any additional information	[View Document]()

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

The curriculum followed by our college is decided by the Central Board of Higher Ed MP and University. It has included environmental Education in the syllabus of the two semesters in UG classes; moral values have also been included in the language paper of all the semesters to inculcate responsible behaviour. Many current topics are also included in the syllabus like gender related issues; socio economic problems human rights etc are included in the syllabus both at the UG and PG level in Political Science, Sociology & History. Besides this, speech, essay writing, debate, slogan competition, poster making etc are conducted from time to time to enable students to express themselves. Girl Students are provided with karate and self-defence training to empower them. NSS & NCC raise these issues in their programs to make people aware of the problems prevalent in society and their solutions. Large scale plantation drives, Swacchata drives and related activities are also conducted from time to time to create awareness among the people and social

responsibility in the students.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 4

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 4

File Description	Document
Details of the value-added courses imparting transferable and life skills	

1.3.3 Percentage of students undertaking field projects / internships

Response: 48.82

1.3.3.1 Number of students undertaking field projects or internships

Response: 394

File Description	Document
Institutional data in prescribed format	

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Any additional information	

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: E. Feedback not collected

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of students (other states and countries)	[View Document]
Institutional data in prescribed format	[View Document]

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 58.53

2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1714	1479	1278	1189	1512

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2922	2806	2615	2040	2040

File Description	Document
Institutional data in prescribed format	[View Document]

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 73.26

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
807	840	639	558	632

File Description	Document
Institutional data in prescribed format	<u>View Document</u>

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The teachers during their lectures in classrooms detect the advanced learners by means of getting feedback from the students orally and through written tests. Based on the performance of students they are identified as slow and advanced learners. They are supported in the best possible manner. Extra time and special attention is devoted to the very slow learners so that they can cope up with their studies and try to come at par with the rest of the students Academic performance of the students from the deprived sections of society, physically challenged, slow learners, economically weaker sections etc. are identified by the teachers during their lectures.

Students are subjected to various methods of evaluation such as oral responses semi surprise test, model and , chart preparing, questionnaire, survey, cataloguing, solution of old question papers, reference work, assignments project making group discussion, work shop, excursions tours etc. The slow learners are motivated by providing additional learning material such as text books and solved question papers from previous exams. The advanced learners are encouraged to acquire new and advanced information through the internet to bring out their full potential. Most of the Students of the college are from rural background. They come to college mostly when it is post-harvest season. This makes teaching- learning process slow. Teaching faculty takes extra classes to complete their curriculum. The faculty tries to make teaching –learning interesting by giving practical training, field visits, through camps. Group discussions, sharing news and events etc. make learning process participatory that leads to the personality development of the student. The involvement of students thus increases and makes this process comparatively smooth.

 The teachers provide counselling for the choice of subjects/groups at the time of admission. They help in the preparation for other exams .They guide in getting the placements after their course is completed. Teachers also encourage students to participate in workshops of personality development. Students seek advice for personal problems too, which strengthens the teacher/student bond which is necessary for effective teaching learning process.

2.2.2 Student - Full time teacher ratio

Response: 32.28

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.25

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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

Response:

The science, arts and commerce faculty are running smoothly. There are Nine P.G. departs, each department has its own library through which boththe students and faculty members are benefited. Besides this, the college has a rich central library which is used by the faculty teachers and students. Students are also encouraged to use the library independently.

The college also encourages students to participate in group discussions, quiz, debates, workshops and seminars. This college also encourages the use of internet and computers by the staff and students to keep them abreast with the latest development in their respective field of study. Teachers supply study material required by the students, guide them to make groups and encourage group study so that the study material, notes etc. are shared. The college makes every effort to nurture critical thinking and creativity among the students through making models, working models, experimental demonstration etc. Various competitions such as debate, essay, slogan writing group discussion and poster making on various national and international issues are organized from time to time, which enable students to express their know ledge and creative powers. For optimum use of the library, it is kept open from 10.30 am to 5.30 pm on all working days for the staff and the students. They visit the library for consultation work related to their research projects and are also encouraged to learn cataloguing of books of their subject. Faculty members suggest books and articles/chapters to the learners to supplement lectures and are asked to do reference work. Library resources are augmented to enhance teaching– learning process. To promote the teaching

learning process and make it student centric students are encouraged to participate in group discussions, complete assignments. The students are made aware of the practical problems and their solutions which test their skill and talents by conducting survey and field work in science and social science. They are also asked to opt for class room teaching as a mode of CCE so that they become confident by giving vent to their talents and creative faculties which lead to personality development. They are also taken on educational tours to demonstrate the conduction of survey, questionnaire field work etc. to make them participate in the teaching learning process in an effective manner and making it interesting at the same time.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 60

2.3.2.1 Number of teachers using ICT

Response: 15

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 33.63

2.3.3.1 Number of mentors

Response: 24

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	[View Document](#)
Any additional information	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

College with IQAC strives to impart teaching in supportive and creative manner that helps students to reach their full potential, and enhance their ability to achieve the fruits of learning. The continuous assessment and evaluation (CCE) helps students to improve and develop better learning skills. Entire staff is involved in providing an environment, in which all students are valued equally. The weak students are identified; subject teachers and HODs counsel them personally and help them as per their abilities which motivate them to acquire knowledge, skill to be self confident and self dependent

Computer Science is taught as a subject at UG level to science students and computer application to commerce students. There are separate computer labs both in science and commerce faculties, to provide computer knowledge to the students. To make the teaching effective, teachers use multimedia teaching aids such as projector, OHP, Active Board L.C.D. etc. Computers are available to enrich knowledge through internet access.

The academic calendar is issued by the Higher Education Department, Government of Madhya Pradesh. Time table is prepared and displayed on the notice board by the time table committee of the institution. Each teacher follows the teaching plan which is made in such a way that cultural and sports activities do not interfere with teaching. Teaching of all the units is completed within a stipulated time frame. If there is any gap due to leave taken by any faculty member or the portion is missed by any student it is covered by taking extra classes.

The faculty tries to make teaching –learning interesting by giving practical training, field visits, through camps and other activities. Group discussions, sharing news and events etc. makes learning process participatory. The involvement of students thus increases and makes this process comparatively smooth.

To develop the creativity of the students they are assigned project work, in which they have to do field work, prepare charts models make power point presentations etc which caters to their all-round development. Lectures are arranged for the students from well known personalities of society so that they can become role models for them along with imparting knowledge. Virtual classes are also provided to the students which along with being innovative are a good source of knowledge and information. Feed back on the portion taught in class, tests and semi surprise tests are also taken by teachers to keep the students alert and attentive special efforts are made in the area of language because language improvement is an integral part of learning, developing of vocabulary, language, automatically boosts the creative powers.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 70.73

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 66.39

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
17	17	20	21	21

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 1.44

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 24.14

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	1	0	2	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 22.93

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	8	10	11	11

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Our state is the first in the country to adopt semester system at both UG and PG level. The impact of this system is that the students have become regular, better informed and competent to meet the challenges ahead. Twelve different modes for conducting comprehensive continuous evaluation CCE have been provided by the H.E.D. which are adopted in the college e.g. classroom teaching, chart making, power point presentation, semi surprise test, and assignment for formative evaluation. Thus, the system has become student centric.

Being a government institute, the college follows evaluation process adopted and instructed by the university and Higher Education Department at the state. (CCE) is conducted at the institutional level to evaluate the performance of the student through various modes. The time table of CCE is announced well in time by the semester cell to give the students time for preparation. Students put their signature on the CCE sheets and the concerned teacher awards marks in front of them, if students are not satisfied with the marks awarded by the teacher, he or she is given a second chance for improvement. So there is complete transparency in the internal assessment. The students have to complete internship related to job oriented/subject project work in the last semester of their U.G. and P.G. course. The internship related to job oriented/subject related project work is evaluated by an external examiner who is appointed by the university and an internal examiner who is appointed by head of the institution both in last semester in U.G. and P.G. level. The project work helps to develop the skill of writing, thinking, imagining and creating a research oriented attitude. After preparing the assessment report, it is submitted by the concerned teacher and displayed on the notice board. The internal assessment is made keeping in mind the student's performance during the academic year i.e. class attendance and class assignments. Besides this, the behavioural aspect, independent learning and communication skills etc. are also taken into consideration during the evaluation. The marks are allotted in the format of internship on all these aspects.

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

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

There is complete transparency in the internal assessment. After preparing the assessment report, it is submitted by the concerned teacher and displayed on the notice board. The internal assessment is made by keeping in mind the student's performance during the academic year i.e. class attendance and class assignments. The impact of the semester system is that the students have become regular, better informed and competent enough to meet the challenges. Various modes for conducting CCE are adopted in the college e.g. classroom teaching, chart making, power point presentation and assignment, questionnaire method, for formative evaluation. For the effective implementation of the evaluation process, CCEs are conducted in such a way that the student has to attend the class regularly, consult books earnestly. It also orients them towards gaining new knowledge. 15 % marks are reserved for internal assessment (CCE) where as 85% marks are for external assessment in all subjects. CCE is an essential part of their final marking which is told to them. Attendance in CCE is compulsory. If they are absent, they are called telephonically or by writing to their parents. In the results students are declared fail if they are absent or do not get minimum pass marks and awarded ATKT. They are given a chance to clear it and University is also informed for corrections in the mark sheet.

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

Response:

The University as well as college has made a provison for redressal of grievance, at the university level, some revaluation fee is charged from the students for rechecking and recounting. College has transparent system of evaluation; marks of CCE are shown to students. All their grievances are redressed by the teachers to their satisfaction. In case of dissatisfaction the grievance is forwarded to Grievance Redressal Committee for further action.

In Fulfilment of a long standing demand by the students and keeping in mind the grievances of the student a nodal centre for examination related issues was set up in the Govt. Tilak PG college katni on 30-09-2015 which was duly inaugurated by the vice – chancellor Dr. K.D. Mishra, Shri S.B. Bharadwaj a senior Faculty member is in charge of this centre the nodal canter gets complaints from students of all the sixteen college as well being the regional centre complaints related to examination keep coming in regularly these complaints/ grievances are attended to personally. The documents, applications etc are collected in the nodal centre and forwarded to RDVV Jabalpur. A person specially assigned to take the documents visits RDVV office and pursues the matter in hand till it is redressed satisfactorily.

Before the setting up of this nodal centre, students had to visit RDVV personally for the redressel of their examination related issues, this involved the wastage of a lot of money, time and effort. After the setting up of this nodal centre students get their grievances erdressed effortlessly.

The nodal centre has a lot of work to do since the university has issued letters to all the government and private colleges directing them to come with their grievances through the nodal centre and not directly.

From the year of its establishment, 2015 till Des. 2017, 565 cases have been redressed to the

satisfaction of the students.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Govt. Tilak College Katni is a government institute. The college follows the academic calendar given by the Higher Education department of the state. for the conduction of CCE and the Institution follows the same. The semester cell prepares the CCE time table keeping given dates in minds, the time table is declared well in advance, so that the students get time for preparation. The time table is prepared in such a way that the CCE is conducted simultaneously in all the three faculties without any clashing of dates and subjects. After conduction of the CCE (CIE) arrangement is made to send the marks online to the university so that they can be added to the total marks by the university after the final evaluation of the answer books of main examination.

Total transparency is maintained by making the students sign on the CCE Sheet, making the marks known to them, giving them a second chance if they are absent or want to improve their marks. This makes them attend the classes regularly and work diligently**.**

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

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 on website and communicated to teachers and students

Response:

The programms offered by the institution have very specific learning outcomes to create good citizens to suit the local, national and International needs and have a scientific temperament along with moral and ethical values. Program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on website and communicated to teachers and students. The science faculty has B.Sc. Biology and biotechnology which opens careers for them in areas like organic farming, serriculture, fishries, physiotherapy and pathology.

B.Sc. Mathematics Physics, C.S. and geology makes them opt for careers in computer, mining, working as an analyst, jobs in the radiology department is also an option for them, they can also prepare for competitive exams of their choice. Some students of the college have managed to secure good jobs abroad, one former student Dr. Alok Bhardwaj is at present an associate professor in Chicago University (USA)

The commerce faculty offers B.Com (plain) and B.Com Computer Application courses to the students which makes them ready for jobs related to accounting, they can also become tax consultants or take up

jobs in the sales, advertising /marketing fields. The B.A. (Arts) course prepares the students who offer geography, for jobs related to survey and field work, the arts students develop the communication skills which is an asset to jobs related to journalism Economics is a subject which helps them get jobs related to accounting and financial management.

PG courses in the science subjects that is physics chemistry and mathematics make the students eligible for job opportunities in the field of teaching pathology chemical analysis pharmacy etc.

P.G courses in subjects like political science sociology economics geography and Hindi literature opens up different vistas in the area of appointments / jobs .Students of political science can opt for careers in journalism media reporting or enter into active politics the field of teaching and competitive examinations is also an option for them. Many former student are serving in Katni itself as MLA,ward members, Mayor, members of the Janbhagidari samiti etc. Hindi literature prepares the students for writing, journalism news reporting, translation work and they can even become teachers or face competitive exams. The field of theatre is also open for them. Sociology is a good subject for career in social work. The student can join NGOs, or take up job as child development officers, labour officers and in teaching job or prepare for competitive exams. Geography students can take up career in the field of tourism and mining. They can also opt for departments which require field work and survey. Economics prepares the student for job in accounts and data analysis works. They find job opportunties in bank teaching line and competitive exams. The students of Commerce faculty have many job opportunity specially in banks, as tax consultants, book keeping/accounting, chartered accountancy private tuitions etc. Teaching and administrative jobs are also open for them.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

To assess the level of learning and progress being made by students as a result of continuous efforts of teachers evaluation is necessary from time to time. Yes, Evaluation of CCE is used as an indicator for teachers to assess student's performance. For example if a students gets very low marks in CCE or fails, teachers call him and interrogate him personally, try to evaluate his performance. Another chance is given to the student to make necessary improvement and pass that examination. This also helps the teacher to know the weak area or areas where more emphasis is to be given. Behavioral aspects, regularity in attendance are also given due advantage in assessment.

The institute's approach to the learning outcome assessment is defined clearly. Faculty is best suited to determine the intended educational outcomes of their academic programs and activities , how to assess these outcomes, and how to use results for program development and improvement is a part of a student's evaluation. The results of outcome assessment are used to evaluate the effectiveness of academic programs and activities and student services. Faculty uses the information collected to develop and influence academic programs. A Semester Cell is constituted in the college which monitors the conduct of internal evaluation. Through CCE record of all tests are maintained, results are shown to students. The scores of CCE are added in the final assessment by the university, so marks of CCE, practical and job oriented projects are sent to university to add in the final evaluation. The results clearly indicate the improvement of the percentage of the students and college. This entire process is now made online. The college understands

its responsibility on social and economic parameters. The college has made dedicated efforts to identify and acknowledge todays needs and started B.Com. (Computer Application), B.Sc. (Computer Science), Biotechnology courses which produce self-reliant and empowered youth with enhanced proficiency for getting quality employment.

Teachers provide counselling at the time of admission to opt for the subject and course of their interest which is able to enhance their competence to face the present challenges. Apart from this, students are motivated to recognize their weakness, and develop their personality and skill development programmes, are arranged to support them in getting jobs and raise their socio-economic status.

Seminars and workshops are organized to develop entrepreneurship and this subject is taught as a part of curriculum in the first and second semester at U.G level. Thus, through the efforts of all staff members, the college enhances these qualities for socioeconomic development of students.

Further they are sensitized on the social responsibilities through guest lectures. The students are motivated through personality development programs Students are encouraged to participate in activities for social and community service through NCC and NSS. Students visit villages along with the faculties to Camp and deal with their problems and find solutions. It has been contributing significantly in transforming socio-economic conditions of the people of this region.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 92.39

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 364

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 394

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 16

3.1.2.1 Number of teachers recognised as research guides

Response: 4

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.8

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 4

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institute is known for its dedicated efforts towards achieving excellence in teaching and research, including sponsored and consultancy projects. The language, commerce Science and other social science departments have been working to take research to the various sections of society. The college has been actively involved in developing a research culture among its teachers. More than half of the teachers are actively engaged in research while considerably and realistically enriching the learning experience of the students.

For the promotion of research culture all Ph.D. holders are motivated to present short seminars for the benefit of the students and teachers, summing up the outcomes of their research and explaining the socio-economic/academic significance of their work. Similarly, our inter-disciplinary innovation research teams also make short presentation highlighting their work, the significance of the research and the benefits accruing from it.

The college has a large pool of computers with Internet connectivity in the computer lab. There is no restriction for teachers to make use of available facility after the teaching hours.

The college actively supports in conducting research projects by providing adequate infrastructure allowing human resources. The students at PG level are oriented towards research through such assignments as forming their critical opinion on topics related to but not included in their syllabi using internet and library. They are motivated to prepare a project other than mentioned in syllabus for which a systematic research methodology is adopted, to make them understand the research process. This gives them an enthusiasm to opt for research activity in future.

Some teachers are involved in research guidance too. ut those who are not registered guides due to their personal problems are also guiding students for research projects etc. based upon their experience and participation in research activity.

Workshops have been organized by the college through which research culture is being promoted. Vivekanand Career Guidance Cell and IQAC also organize programmes related to research.

The College invites eminent professors from different fields under Personality Development Cell scheme and Swami Vivekananda Career Guidance scheme.

We upgrade and create our infrastructural facilities by applying to UGC, for various grants to buy new technological equipments to facilitate researchers in the new and emerging areas of research.

All research work conducted by the institution helps to produce best human resource for the future generation. The awareness has been created by the Botany and Zoology department to conserve our

environment by the development of vermicompost system. Botany department has started Mushroom culture which has created opportunity for employment and to full fill economics needs of the students.

Under Graduate academic curriculum have research project but there is no financial provision made available to support the student. As per University academic curriculum, 5th semester at Graduate level and 4th semester at Post Graduate level has Project and Internship. This actually does not require much of funds but more of cooperation from the visiting institute. Faculty sends these students to the institute like-Banks, Schools, Administrative & Police Departments and Industries.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 6

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	2	0	1	3

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	[View Document](#)

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 1.25

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 5

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 2.86

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	15	24	23	9

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.86

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	7	10	3

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

At the beginning of each academic year the programme officer of NSS unit and NCC Officer brief the students about the aims and objectives of their activities, students are given choice of participation in the extension activites. The activities in this direction not only inculcate moral values in the students but also ensure their holistic development to make them responsible citizens. The college has very active NSS and youth Red Cross Unit along with Red Ribbon Club of the college they conduct a number of community development activities. These include:

Spreading awareness for health, hygiene, sanitation among the villagers and also in the adpoted village, Ayodhya-Basti Prem Nager by the NSS unit, conducting anti-tobacco campaign and celebrating World Womens Day, World Environment day, Human Rights Day, awareness on Global Warming, etc. The NSS volunteers also try to educate the masses regarding issues like Swacchhata abhiyan, water literacy, preserving and educating the girl child . Rallies are taken out to create awareness among the voters Day like Kaumi Ekta and Sadbhawna Diwas are celeberated with the motive to make the general public also join in for a national cause.

NSS Unit organized street plays for creating awarenes about voting. An awarness programme was held on the theme Save Girl Child and Swacchata Abhiyan.

07 days camp is organised by the NSS girls and boys units. The students go to near by villages where they camp day and night for seven days. During the day time, they conduct activities to create awareness among the villagers regarding issues like health, hygiene literacy, saving and educating the girl child etc. Each camp is set up with a motto related to the problem to be dealt with. Students do their best to tackle the problem, taken in hand. The boys and girls do cleaning work in the villages and try to educate the villagers with respect to maintenance and upkeep of the village resources. They also conduct cultural programmes with a mission to educate the villagers.

The NCC wing has the capacity of enrollment of 54 students per year. NCC cadets organize trekking camps, Republic Day Parade and National Integration Camps. The NCC cadets perticipate in the traffic awareness campaign, pulse polio drive every year. 10 cadets took part in the trekking camp 2013. 5 cadets got CWS Scholarship in 2016 a cadet was awarded Rs. 10,000/- for being the best cadet.

Large scale tree plantation work is done by the NSS and NCC in which the students not only plant saplings, but also take care of them, this has led to extended greenery in all the areas that were previously devoid of trees this greenery not only adds to the beauty but also lends serenity to the college atmosphere. Blood donation camps are held from time to time in which the volunteers specially the NCC

cadets donate blood and try to encourage others also to do the same.

File Description	Document
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 33

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	7	6	8	5

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3 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 last five years

Response: 90

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., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
18	18	19	18	17

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 24.61

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
252	160	160	95	194

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document]

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 30

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	7	6	6	6

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document]

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 5

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The instution has a policy to provide best infrastructure and facilities in accordance with the courses. The infrastructural policy of the college is driven by visualization of future requirement of teachers, administrative staff and students. At present, the focus of the college is to create physical infrastructure with latest information technology in mind so as to facilitate effective teaching and learning in the classroom. The college intends to impart quality education and all round personality development of the students. Keeping in view the total commitment towards quality education, our college has entered into Annual Maintenance Contracts (AMC) for almost all major equipments which require regular servicing. With regard to differently abled students, the policy is to provide all possible infrastructures for their needs in computer centre, library, etc. so that they can merge with the mainstream. In order to have uninterrupted running of classes and administrative work, the college has power generator of capacity 10 KVA which provides full power back up. The institution has adequate physical facilities to run the educational, co-curriculer programs and administrative functions efficiently. The growth of the infrastructure keeps pace with the academic growth of the institution.

An effective teaching and learning infrastructure is a prime requisite so the institute continually makes efforts towards the enhancement of the infrastructure At present our institution has the old building, the newly added commerce building, the arts building, girls hostel.

The old building of the college has two floors, the ground floor and the top floor. The ground floor comprises of the class rooms, Principal's office, account section, staff room, examination control room, a computer lab for arts and science students, girls common room, and the computer section. The top floor has the science deptt. (Botany, zoology, Physics, Biotechnology, Geology) Geography department and PG laboratory of chemistry is also on the top floor. The IGNOU office and E-class room are also on the top floor.

The new commerce building comprises of class rooms, a staff room for the faulty memebers, a computer lab for the commerce student and the virtual class room.

The newly constructed arts block has class rooms, gymnasium, library and a centrally positioned common space for students to sit and study during the free periods.

Along with the above mentioned infrastructure all the buildings have sufficient number of washroom/toilets for girls, boys and staff. The entire infrastructure is interspersed with lawns and gardens which enhance the teaching learning atmosphere. Adequate pure drinking water supply is also maintained.

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

Response:

The college has excellent facilities for sports, games and cultural activities. There is a play ground of 2 hectares for sports activities. A 400-meter track for running, is the only track of its kind in the entire district. Facilities are available for athletics, high jump, long jump etc.

Facility for out-door games/sports like cricket, hockey, badminton, basketball volleyball football, kho-kho and kabbaddi for both boys and girls is available. Facility for table tennis, Judo, yoga, chess, and carom is also available for the students. A multi-facility gymnasium has also been installed in the Arts block in the year 2016 and efforts are on to install a seperate one for the girls also. Students make maximum use of these sports facilities as a result that many students got selected in sports for performance at different levels. By practicing on the track many students and former students have got selected for jobs in the army and police department

There is an auditorium which has a capacity of 200 seats and an E room which has a capacity of 100 seats, Different cultural and literary activities are conducted by the college to encourage students in their respective fields. They have complete audio/acoustic arrangement along with electronic boards which are used for P.P.T presentations , slide shows or viewing of short films during seminars workshops or other such programmes .The annual youth festival is also held in the auditorium. Since the Govt Tilak P G College is the lead college, it hosts the district level youth festival and all the colleges come here with their students for the performance. Students are encouraged to participate in debating, dancing and drama activity. They participate in inter collegiate, State and National Level cultural events and competition. All necessary musical and financial support is provided to the students. These halls are in continu our use since cultural literary and other co-curricular activities form an integral part of the present education system. Proposal for the construction of an indoor sports stadium of one crore fifty-one lakh is under process and after it is cleared construction work will begin.

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

Response: 24

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 100

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five

years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
265	5109	1615	5191	11868

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document]

4.2 Library as a Learning Resource

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

Response:

Computerized information system was started in the library during the session 2003-04 for which a sum of rupees 80,000 was spent. Computers and other equipment was purchased and data entry of about 33,000 books was completed out of which about 1278 are references .Data entry of general text books was also done. For complete automation of the library a proposal is under way so that the administration management and functioning of the library including the circulation services will be fully automated. The government Janbhagidaari samiti and Principal are making continuous efforts in this direction. Internet and Wifi facility is available in the library which is being used by the students for searching books and study material related to their subjects

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Library Holdings	2012-13		2013-14		2014-15		2015-16	
	Number	Total Cost	Num-ber	Total Cost	Num-ber	Total Cost	Num-ber	
Text books	36072	731059	41079	1391179	42719	1742800	44244	
UGC	-	-	481	100000	683	129700	-	
Janbhagidari	-	-	113	18020	-	-	-	
Reference Books	1104	146228	1248	181046	1260	190046	1260	
GENERAL	36072	731059	41079	1391179	42719	174800	44244	
Journals/ Periodicals	7/6	-	-	-	10	20300	10	
Magazines	-	-	-	-	-	-	-	
Newspapers	4	300	4	300	4	300	3	

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 198.2

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
093	093	317	367	121

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Details of remote access to e-resources of the library	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 12.26

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 102

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has two computer labs one in the main building for Arts & Science students and the other in the commerce faculty for commerce students.These labs have 25 Computers, printing facility & Wi-Fi connection. The computer lab in the commerce faculty building has 30 computers along with printing & Wi-Fi facility. Computer Instructors are always available in these labs to update and help students with the use of computer. Tally Programs & other computer related programs are held in these labs under the help & guidance of these instructors along with specialist in these areas.

Examination system in now totally computerized including the printing of required documents, maintaining of records and downloading all information related to the examination, so that it can be conveyed to the students like changes in the time table etc.

Administration room has computer facility along with Wi-Fi so that information can be downloaded & sent online without any wastage of time. The use of computers in administration has increased the efficiency and added to the smooth functioning along with saving of time & paper.

The Account section also makes use of computers for making payments online along with accepting fees from student through e-payment. This has not only led to a lot of transparency but also ease in handling financial matters.

The Library has computer & Wi-Fi facility which can be utilized by the students for searching books/ Study materials relevant to the subjects.

Physics, Chemistry, Botany, Zoology & Geography departments have computers connected to the interactive board which can be used as and when required.

File Description	Document
Any additional information	<u>View Document</u>

4.3.2 Student - Computer ratio

Response: 9.28

File Description	Document
Student - Computer ratio	<u>View Document</u>

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<u>View Document</u>

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<u>View Document</u>

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 99.92

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
264	5108	1615	5191	11868

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)

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.

Response:

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 deperments/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 pfysical stock verification and upkeep and maintenance of library books.

The sports equipment, ground, tracks and courts etc are maintained by the college campus development planning and construction committee, the environment committee, cleanliness committee along with help from the NSS boys and NSS girls unit. The NCC cadets also help in the maintenance of tracks and courts, which are utilised not only by the college students, but by former students also who are preparing for competitive exams like army, forest and police etc.

The computer labs are maintained and updated by the college campus development, planning and construction committee in consultation with the Janbhagidari Samiti, the IT cell/Website upgradation committee and the college equipment maintenance and repair work committee. Students work in batches so that all get sufficient access to computers. Workshops and training programs are also organised regularly to enhance the computer skills of the students.

The class rooms and the entire campus is also maintained in a similar manner by the above mentioned committee which works in collaboration with the IQAC under the guidance of the principal.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 63.39

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
523	532	445	364	341

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 63.62

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
532	532	445	364	341

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**

3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 15.22

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
92	115	107	110	92

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 9.49

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
60	75	62	70	56

File Description	Document
Details of the students benifitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: No

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 4.17

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
25	18	15	5	7

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 74.37

5.2.2.1 Number of outgoing students progressing to higher education

Response: 293

File Description	Document
Details of student progression to higher education	[View Document](#)

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 98.33

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	3	7	8	10

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	4	7	8	10

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

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) during the last five years.

Response: 22

5.3.1.1 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-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	9	2	2	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution.

The student council was non-existent since the year 2012 as a ban on student union election had been imposed by the MP Govt. This year (2017) the Government as per the order of the Supreme Court lifted the ban and paved the way for student union election which was held in the last week of October.

The election was held according to the reservation policy laid down by the government. Fifty percent reservation was made for the girl students hence this year the student union comprises of two male and two female members. The election of the office bearers was not through the direct voting system. The elected/nominated class representatives voted for the four office bearers the president, vice president, secretary and deputy secretary.

Now the newly formed student union/council plays a participatory role in the college academic and administrative functioning, since they take up positive issues. It helps in enhancing the performance level of different areas related to the college functioning.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 28.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
31	28	28	28	28

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

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, 10 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. Some members of the janbhagidari samiti are also alumni members. The members of the alumni association work for the smooth functioning of the college. We keep getting their valuable advice and suggession related to the college administration as and when required.

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 was also done. Dr. Sunil Bajpai is the convenor of the college planning board, hence much has been done towords the improvement of sports/ games facilities.

At the begining and end of each session informal meetings and discussions of the alumni members is held to chalk out the future plans.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 10

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document](#)
Any additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The efficient governance of the institution is a result of an effective leadership in tune with the vision and mission of the Institution.

VISION : The motto of the college is Yough Karmsu Kaushalam (perfection in ones work is true yoga). Our vision is to be an educational institution of repute, dedicated to academic excellence with a humane outlook, contributing to social upliftment through improvement in the quality of life.

The college believes in empowering youth for capacity-building, inculcating basic moral values, community development, and fair access to the poor and socially marginalised group of students, keeping in view changing economic, social and cultural scenario. The vision is to see Govt. Tilak College as a torch-bearer to enable students to be equipped with knowledge and enhanced skill set to become employable and entrepreneurial in varied fields of industry, and be a valued member of the society.

MISSION : Our mission is to develop life-long learners, equipped with competencies, nurtured through integration of academic learning with humanity. We endeavor to make our students future-ready, confident of taking up professional and social challenges with passion and maturity. All efforts are made towards enabling our students to take leadership roles in various walks of life and act as change agents in the globalized world. The college has the following mission:

- Implementation of the policies of higher education.
- Giving the benefit of welfare schemes like scholarships to SC/ST/OBC, minorities and weaker sections of society.
- To make students economically independent, academically strong and socially committed to the task of building a strong nation.

FUTURISTIC VISION:

- The college has planned to open PG classes in English Literature,
- The college has also planed to opem B.Ed, B.A.L.L.B. Integrated programe for the students.
- For infrastructure, development estimate and 3D maps are prepared by PWD/MP Housing Board/PIU agencies.
- A centre for 1000 examinees for online examination is also on the cards.
- Separate common room with toilet facility for ladies staff will be constructed in future.

6.1.2 The institution practices decentralization and participative management

Response:

The college practices decentralisation and participative management by distributing work to all the members of the teaching faculty in the form of committees. The college has many committees which carry out the work allotted to them so that the administrative work goes on smoothly.

The IQAC committee supervises monitors and updates all information related to the teaching learning process keeping in mind the directives issued by the government from time to time. The RUSA committee prepares the required proposal, reports and draft (since RUSA is the funding agency for the higher education) to provide funds.

The campus development committee, plans and executes the construction and maintenance work in all the departments of the college. The semester cell and time table committee prepares the class and CCE time table. It also distributes the project work to the students and supervises the online feeding of the CCE marks so that they can be added to the marks of the main examination.

The online admission committee completes all the work related to admission including verification of documents and counselling at the time of admission with respect to the choice of subjects and courses.

The sports committee supervises the organising of sports/games, monitors the performance of the players and ensures that the sports calendar of higher education M.P. is followed properly.

The CM helpline committee prepares the relevant information related to complaints that come in the helpline.

The women anti-harassment committee takes care of issues related to this aspect. The literary and cultural committee organises literary and cultural programmes according to the calendar provided by the higher education department. It also organises the annual Youth Festival at the district level.

There are separate committees for taking care of issues related to RTI, student welfare, purchase and write off etc.

The college research cell encourages research related activities along with the organising of seminars/workshops etc. Faculty members are encouraged for participation in seminar. The library management committee supervises the subscription to research journals, newspaper, magazines etc. It also carries out the publication of the annual college magazine 'Disha'.

The Janbhagidari Samiti also plays a vital role in organising meeting and getting proposals finalised. The career guidance cell organises programmes, lectures, training programmes with the motive of skill development and providing job opportunities to the students.

Thus all these committees are a good example of decentralisation and participative management necessary for proper administration and smooth functioning of the college.

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

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The college being a Government Institution, strictly follows the policies laid down by the department of Higher Education Madhya Pradesh. The Year 2011-12 & 12-13 was declared as quality year and a quality manual with action plan was published by the government which was followed by the institute.

College Planning Board is consciously and consistently working for the development of the college. A plan to upgrade the infrastructure of the college is as follows:

- Infrastructure facilities for the girls' hostel.
- Botanical Garden
- Canteen facilities
- Indoor stadium

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

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. He is also responsible for the implementation of the government policies.

Action plan for academic and co-curricular activities is formulated at the beginning of the session. The academic calendar provided by the Department of Higher Education, Government of M.P. is strictly followed and the principal regularly updates the faculty on the policies and plans of the government.

Decentralisation of power and participative management is practised by the formation of various committees for smooth administration.

Suggestions regarding administrative issues and co-curricular activities are also taken from the members of JanbhagidariSamiti, Alumni members, IQAC, Committee of NCC, NSS and Staff council.

SWOC report received from all the departments is closely analyzed, weaknesses and strength identified,

steps are taken to improve the overall performance of the institution.

The permanent faculty is appointed by Department of Higher Education M.P. however the guest faculty in different self financed courses is appointed by the JanbhagidariSamiti, according to the Government norms. JanbhagidariSamiti also appoints skilled and unskilled man power according to the administrative requirements.

The service rules, procedures, recruitment and promotional policies are followed as per government rules. There are different committees for grievance redressal of various types- Nodal centre for examination related issues, Women-anti harassment cell, Anti-Ragging Comittee etc. to redress grivances related to these issues. Grievances of staff are handled by the principal, if not within his jurisdiction he forwards it to higher authourites for satisfactory redressal.

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

6.2.3 Implementation of e-governance in areas of operation

  1.**Planning and Development**
  2.**Administration**
  3.**Finance and Accounts**
  4.**Student Admission and Support**
  5.**Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The following committees hold regular meetings to chalk out the working plan and its implementation through various steps taken in that direction, which is evident through their effective working which can be seen in the positive effect of the steps taken by them.

The IQAC committee &Semester cell: The college internal quality assurance cell was established in August, 2012. The cell has been functioning for academic and administrative activites. Quality policy is the major objective of our IQAC through continuous monitoring and constant follwup of undergoing activities. As per the guidlines from NAAC the prime look of the IQAC is to develop a system of conscious, consistent and catlyic improvement in the over all performance of the institutions so the college mainly focuses on quality teaching and various innovative and interactive methods like group discussion, question-answer session, seminars and student lectures to make teaching more interesting and students centric. CCE helps the faculty to monitor the progress of the students. Well equipped virtual class is available in the college in which the students are benefitted by the lectures telecasted by Department of Higher Education M.P. Faculty members are motivated to participate in academic activities, training programmes and faculty development programme to upgrade and update their knowledge.

Research & Development Cell

Senior faculty of Department of Commerce, Hindi, Political Science, Sociology and Mathematics are registered as supervisors in the affiliated University and other Universities of the state. Other faculty members are also engaged in active research work by regular participation in workshops, and contributing research articles. Research Development Cell of the college works to enhance the quality of research in the institution.

NCC unit &NSS committee;

These cater to various community development and social programmes. Various community oriented activities are organized by the NCC & NSS units of the college throughout the year.

- SwachtaAbhiyan
- NashaMuktiAbhiyan
- Water conservation awareness
- Female feticide prohibition
- Illiteracy Eradication
- Drug Addiction Awareness
- Blood Denotation Camp
- General awareness.

A seven day camp including night stay is also organized by both the NSS girls unit and boys unit in near by village areas where they perform socially useful productive work to create awareness among the villagers

Administrative cell

This works for the efficient management of the human resource

This committee not only works for the students, but it also provides a conducive environment to the staff. The permanent faculty is appointed by Department of Higher Education M.P., however the guest faculty in

different self financed courses is appointed by the Janbhagidari Samiti, according to the Government norms. Janbhagidari Samiti also appoints skilled and unskilled man power according to the administrative requirements.

The Career Guidance Cell :

It is responsible for interaction with the industrial sections of society. It also organizes programmes for personality development and skill development.Vivekananda Career Placement Cell organizes career fair every year, in which staff from various industries govt./nongovt. Departments are invited and students get an opportunity to interact with them.

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

6.3 Faculty Empowerment Strategies

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

Response:

The institution has a satisfactory 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 holidays.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 29

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
25	25	30	32	33

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 11.19

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	2	2	2	1

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File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Department of Higher Education has introduced self appraisal form (PBAS) on recommendation of UGC and it is mandatory for teaching staff to submit duly filled appraisal form at the end of each academic session. It takes into account all the information related to the various activities of the faculty member. Through API scores the teachers can assess the quality of their performance; this encourages them to improve their personality by removing the negatives and enhancing the positives

The college is a Govt. college hence the final appraisal is done by the higher education department of M.P .the confidential report (CR) is based on the API system in which marks are alloted to different areas related to teaching and learning process. Marks are alotted for teaching, research work, publications of papers extra curricular activities , social activities innovative procedures adopted etc. 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 HODs are responsible for the performance appraisal of the non teaching staff of their departments based on the performance through out the sessions. These forms, which cover all the aspects of their performance are then submitted to the Principals who forward them to the higher authorities.

To ensure good performance at the college level continuous appraisal is done by the principal and the heads of the three faculties who are the senior most professors of the respective faculties. Day to day monitoring is also done by the principal and these senior faculty members who also take regular feedback from the students to assess the situation and take action whenever necessary.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The mechanism for the audit is as per the directions and guidelines of the UGC and higher education department. The College has a committee for internal audit.

The income and expenditure of different sources are regularly audited. The income and expenditure of Janbhagidaari samiti and UGC is also audited every year by the CA. Apart from it there is a provision for external Audit in which an audit team from the department of higher education visits the college. The team monitors the purchase and expenses incurred from funds generated through fees, UGC grants and contingency. The external audit is also performed by the office of Accountant general, Madhya Pradesh, Gwalior. The last audit was done in 19.08.13 to 22.08.13

As per Govt. norms an audit was conducted for the period 9/2006 to the 2016. A three member team of AGMP Gwalior. A. Audit officer Mr. Kanaujia, Sr. Auditor Jamsher Khan and Mr. R.P. Dhakad visited the college and did the audit work from 16th October 2016 to 21st October 2016. The audit was conducted of financial as well as academic matters.

There were no objections related to economic irregularities but some minor irregularities were found in Awas Sahayata Yojana, , Individual accounts, Sports etc due to the non submission of the required documents by the students with in the stipulated time .

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

There is an efficient mechanism for effective use of financial resources. Since transactions have become on line, the government issues a global budget through which funds can be utilized under different heads given by the government. Now, for all the student benefit schemes like the different scholarships etc demands are made directly through the global budget and the amount is transferred to the account of the students. This 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 Amalgamated Fund Committee, Planning Committee and Purchase Committee, along with the UGC committee disburse and utilize the grant received from UGC. The Janbhagidari Samiti formulates plans to utilize Janbhagidari fund.

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

Response:

The institution has established the internal quality assurance cell. IQAC structure at college level is as follows- principal, co-ordinator, and senior most teachers, IQAC takes care of teaching learning process. research skill training programmes, extension activities, academic activities etc. the bench marks for major areas of college academic and administratiove activities have been decided and steps are taken to acheive them.

The college has PG in the PCM group and zoology, Botany, Geology and computer science are additional subjects available in the UG classes. Motivated by the IQAC the PG departments invite resource persons from within and outside Katni to deliver lectures to the PG students. These knowledge packed lectures are greatly appreciated by the students and are a great source of inspiration for them.

The second initiative taken by the college is the organising of departmental seminars by the students. In these seminars students prepare charts, models, posters and give power point presentations. These seminars are attended by students of all the other departments, along with faculty members. These departmental seminars provide an opportunity of interaction to the students of all departments and faculty members also. Feed back is also taken from the students. These practices help in enhancing the knowledge and creating an atmosphere of research among the students.

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

Response:

The IQAC has taken many steps in improving the ICT facilities to enhance the teaching, learning process. Visualisers and smart class rooms have been made available so that the faculty members can use them for improving the quality of teaching. Now that dissections have been banned these ICT facilities, facilitate the teaching of these topics in the science classes. The IQAC has done much to improve the research related activities in the college. 'Prameya' a research journal was published by the college. This bi-annual journal was published for three continuous sessions. Now the college is trying to get itself registered as a Research Centre and is also trying to get its research journal registered for which the process has been completed. The IQAC keeps on reviewing that the facilities provided by its initiatives are being utilized properly for the general improvement of the teaching learning process. It not only monitors but also ensures the documentation of efforts being made in this direction. HOD'S also ensures quality work through their departments they have the liberty to organize seminars workshops lectures series at department level, financial assistance is also provided through Janbhagidari committee to meet the expenses.

Duration 2012-13

In continuation of the quality year, which was renamed as quality extension year emphasis was again laid on language improvement which, was again carried out according to the schedule given by the MP government. Workshops were arranged in the colleges of Katni district in which by exchanging faculties efforts were made in the direction of language improvement All the UG students of the three faculties were

involved in the language improvement programmes.

Duration 2013-14

Emphasis was laid on seminars, workshops and exhibitions and MRPS to promote research activities. Publishing of research journal 'Prameya' also took place in the same session to ensure registration of ISSN. All the faculty members and especially PG students actively participated in these activities.

Duration 2014-15

Personality Development, E-learning, Language Improvement was conducted. Smart classes and visualizers were used for teaching learning process. Computer lab was added to increase the ICT facility.

Duration 2015-16

Use of Information Technology, Research Practices Especially Science and Commerce students were benefitted by this effort. Plantation and general cleanliness of the entire campus was major quality initiative of this session. state level seminar cum workshop on Biodiversity and Sustainable use of Biodiversity in the college on 12-13 feb. 2016 organized by Zoology Department.

Duration 2016-17

The institution has effective quality management and enhancement system in teaching quality, research field, sports activities, skill oriented programme, green practices, College students especially NSS, Volunteers and NCC cadets help in making this effort a success. During all important celebrations or programmes the invited dignitaries were also asked to plant saplings. Inter-collegiate competition on-"Narmada sanrachan abhiyan" was conducted by Zoology Department in this programme slogan, poster and Essy competition was conducted. National Science day and week was celebrated on 28.02.17 to 06.03.17

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 365.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
289	84	138	500	815

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

The college was assessed by NAAC PEER team in 2007 and since then it has undergone many changes for the betterment of the students, society and academic environment. With the introduction of semester system in 2008, continuous evaluation of the students was introduced and as a result improvement in overall results has been observed in recent years. The major accreditation initiatives are :

1.   As per the norms of NAAC, the IQAC was constituted with Principal as the Chairperson.

2.   Guest lectures are appointed in strict compliance with state govt. rules. Many professors and asst. Professors are members of the board of studies.

3   Our institution provides virtual classes that are being sponsored by the higher education department of M.P. Online admission system has been adopted in the college as per the norms of Higher Education M.P. The library has now been shifted to a hall of 240 Sqm. Computerization and subscription to more research journals are some of the positive changes in the library. Laboratories have been upgraded with advanced equipment along with facility for visualizers and e-boards.

4.   Staff actively participates in seminars/conferences/Workshops and trainings organized by other

institutions. More than 90 papers have been published in national and international journals. 6 MRPs have been completed, five national seminars and several workshops have been organized. More than 70% teachers hold the degree of Ph.D. Most of the teachers have done orientation and refresher courses for their career advancement. Teachers from Science, Arts and Commerce deptt. have been invited as resource persons in seminars and workshops.

5. The college provides internet facilities to student and teachers by setting up a network resource center. Our college has its own website. The whole college campus has Wi-Fi facility.

6. The college has setup a UGC career and counselling cell. The career and placement cell plays an active role in training and educating the students for better job placement and skill development.

7. The college makes special efforts to improve the communication skills and personality development of students. One smart classroom has been set up and innovative teaching methods with latest technologies are being used to make the class interesting and interactive. Canteen construction has also been almost completed.

8. The play ground has been developed. A 400 meter track has been prepared along with basket ball, badminton courts. A multi-functional gymnasium has been setup in the new Arts building for the mental and physical well being of the students. A proposal has been sent for an indoor sports complex which is under process. Work will begin after proposal is finalized.

Hence attempts are being made to enhance the knowledge of the students so that they are able to compete with other students. The IQAC continuously strives for the promotion of quality assurance. Extra-curricular activities are promoted to inculcate the spirit of team work which also helps in the all-round development of the student along with academic excellence.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 491

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
188	126	64	68	45

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

> **1. Institution shows gender sensitivity in providing facilities such as:**
>> **1. Safety and Security**
>> **2. Counselling**
>> **3. Common Room**

Response:

(1) Safety and security – Complete security arrangements have been made keeping in mind the fact that we have a large number of girl students. The college is completely surrounded by a strong boundary wall from all the sides, with complete security at the gate also. Students are not allowed to enter the campus without proper identity cards, this checks the entry of unauthorised people so that the security of the campus is ensured. Police arrangement is also made when there is an extra rush like the admission period, examination, Student Union Election etc.

(2) Counselling – A women anti-harassment cell, discipline committee and anti-ragging committee have been formed in the college to take care of issues related to these aspects. The maintain a strict vigil in the campus. These committees also arrange programs, lectures and workshops related to gender sensitive issues like saving and educating the girl child, women empowerment, providing equal opportunities to both boys and girls. Officials from the police department, important social personalities etc are invited for this purpose. Special counselling sessions are conducted by faculty members for boys and girls to create awareness related to gender issues.

(3) Common Room – A separate common room has been provided to girls where they can wait or study

during the free periods. This common room has all the facilities to make them relax and study at the same time. Proper wash room arrangement is also available for boys and girls in all the faculty buildings to ensure complete safety, security and privacy of the students, specially the girl students.

Thus the college has made all necessary arrangements to ensure the safety and security of all the students along with creating awareness in them related to gender sensitive issues.

7.1.3 Alternate Energy initiatives such as:

> **1.Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 100

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 11860

7.1.3.2 Total annual power requirement (in KWH)

Response: 11860

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 70

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1.4

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 2.0

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid waste management – The solid waste is segregated according to the type and size. Garden waste is once again recycled in small pits dug for this purpose, so that it turns into manure that can be used for plants. The degradable solid waste is carefully stored to be used for recycling as and when the need arises. The non-bio-degradable is disposed off through the mobile vans being provided by the municipality. Before disposal they are collected properly in dustbins placed at strategic points in the college.

Proper drainage system has been developed for the disposal of liquid waste. Water from the washrooms is drained off properly and special care is taken to see that it does not stagnate anywhere to pose problems later on. Water wasted from water coolers etc is directly drained into gardens. Liquid waste from the chemistry labs is also properly managed so that it does not create any health hazard.

E-waste is collected and sent to the e-waste management centres to be disposed off safely.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

A modern rain water harvesting system will be constructed in the future new constructions. At present we have old construction in the main building from which special care is taken that the rain water does not flow away. It is led away through drains directly to the lawns, garden and to the water sources so that it can seep in and increase the ground water level. In the more recent constructions pipes have been installed on the roof so that most of the rain water can be retained within the campus.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

About 75% of the students use bicycles. Many office staff members also use bicycles. Public transport is also very popular among the staff and students and many of them use it for coming to the college. Within the campus there are many pedestrian friendly roads/by roads and walks. The main road leading to the college gate is lined by trees on both sides to make walking pleasant and enjoyable.

The campus is almost plastic free and efforts are on to make it totally free from plastic. The office

is still not totally paper free as the working system still requires hard copies of many documents. Hence paper cannot be avoided totally but yet great effort is made to minimise the use by using one side used papers for photocopies etc.

The entire campus is surrounded by trees, plants and shrubs. They add beauty to the campus along with preserving the eco-system of the environment.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.02

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
.2	.3	.3	.4	.3

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: E. None of the above

File Description	Document
Resources available in the institution for Divyangjan	

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 719

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
158	139	120	141	161

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 10

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

File Description	Document
Details of initiatives taken to engage with local community during the last five years	

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

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Response: No

7.1.13 Display of core values in the institution and on its website

Response: No

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: No

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 45

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The college celebrates 26th January (Republic Day) and 15th August Independence Day with great fervour and zeal. After the flag hoisting a cultural programme is organised, followed by NCC parade, plantation of saplings. The celebration ends after the distribution of sweets.

Swami Vivekanand's Birthday (12 January) is celebrated as 'Ýuva Diwas' on which 'Surya Namaskar' is

organised. 2nd October is celebrated as Gandhi Jayanti in which programmes are held related to cleanliness and 'Shramdan.

30th January is observed as Martyr's Day. Sadbhawan Diwas is also celebrated on 25th January for universal harmony and fellow feeling.

25th December is celebrated as Good Governance Day to mark the birthday of former Prime Minister Shri Atal Bihari Bajpeyee, on this day an oath is taken by the staff and students.

Besides this 'Zara Yaad Karo Qurbani'is observed every year in the month of August to pay tribute to the martyrs of the country.

The birthday of Shri Bal Gangadhar Tilak is also observed as our college is named after him.

Besides these the death anniversary of nobel laureate R.N. Tagore is also observed by the English and Hindi departments. The Hindi department also observes the birth and death anniversaries of prominent literary figures.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Complete transparency is maintained in financial matters since all transactions are made online. Payments are made either online or through cheques. Cash does not exchange hands. The college does not deal with establishments that do not have proper Aadhar linked bank accounts. The students pay their fees online and scholarships are also directly paid in their accounts. Payment of the guest faculty, Janbhagidari teachers and workers, invigilators of various examinations, evaluation amount is all online.

Academic transparency is maintained at the college level through regular monitoring by Principal, head of the different faculties and the IQAC as well. The Entire examination process is computerised, so transparency is maintained during sending of marks and maintenance of records related to it. Transparency at the administrative level and auxiliary functioning is maintained by decentralisation of work and participative administration by forming various committees at college and district level. These committees ensure the smooth functioning and transparent conduct of the work entrusted to them. During examination flying squads and observers are appointed at the college and district level which continuously keep on supervising and monitoring the examinations at different levels.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Title- Creating an eco-friendly environment

Goal : To develop a love for nature and an eco-friendly attitude among its staff and students which will result in a healthy environment.

The context: A healthy environment is necessary for a congenial atmosphere required for the teaching learning process.

Practice: The first step was banning the use of polythene and non bio degradable material. Banning the use of 'Gutka' and 'Tobacco' and other such material in the college campus. Rallies were taken out by the NSS and NCC to create awareness regarding environment. Plantation programs are being organized on all important days, in collaboration with the forest department. A 'cleanliness committee' has been formed to supervise the cleaning work in the college, at the same time regular cleanliness drives are held to make the cleaning work more effective. Proper disposal of garbage is ensured E-waste is disposed off in the proper manner. Students are motivated to pick up empty gutka Pouches lying here or there. The staff members use eco-friendly bags for bringing their lunch boxes, water bottles etc. Empty cartons are used as dustbins which are not only economical but eco-friendly as well.

Regular maintenance of all electronic and electrical devices to maintain a healthy environment. Use of electricity savings CFL and LED Bulbs. Trying to prevent the wastage of natural resources specially water green lawns and gardens help in the preservation of water and prevent soil erosion.

Avoiding the burning of garbage as this gives rise to poisonous greenhouse gases which pollute the environment giving rise to many respiratory problems.

Evidence: These measures have helped to save the wastage of water. The campus looks clean and green. Ban on the use of plastics 'Gutka' and other non-biodegradable material, gives a clean pristine look to the garden and corridors, rooms etc.Students have been given extra instructions to keep their class rooms clean. Since a clean campus/surroundings is a pre-requisite to the teaching/learning process a clean and eco-friendly environment elates the spirit and the lessons are enjoyed by the students. More-over they are motivated to lend a helping hand in the ongoing cleanliness process which has been taken up as a mission by our Government and all of us in this way our joining hands for a national cause.

In future the college is planning to take measures for water harvesting; using solar energy which is a renewable source for this installation of solar panels is also being planned.

Extensive afforestation, planting grass or using paver blocks to cover all the empty space instead of concrete flooring are some measures which the college has decided to adopt in order to save water and prevent soil erosion leading to a healthy eco-friendly environment.

This best practice is not only a long drawn out one but a continuous one since saving our environment is a continuous process the benefits of which will be reaped by future generations as well.

Title: **Making the infrastructure replete with IT Facilities.**

Goal: To move hand in hand with the fast changing global scenario, it is essential to be aware of these changes, hence the use of IT is a must.

The context: Bringing in IT in all areas related to the college administration and its day to day working has been proposed by the college and many steps have already been taken in this direction.

Practice: Since 'the old order changeth to give place to new', now the efficiency which the use of IT has brought about in the different aspects of the college functioning is a reward in itself. From the students section to the administration cell, smooth functioning and efficient handling of all matters can be witnessed.

Evidence: To begin with the attendance is now registered through the biometric machine. The office staffs have been trained in using computer for handling the accounts. All information is exchanged via e-mails Tally courses are arranged for students to make them well versed in the use of computers.

E-news is published by the college in which all important events related to the staff/student activities are published. A mobile repairing workshop was held to train students in the use of mobile, students are now given computerized fee receipts in which their ID No-is printed and at the click of mouse their entire bio-data is available.

All examination record is now being prepared using the computer. The CCE sheets are also prepared by using computer. All the scholarships have been linked to the aadhaar card number and all information is on-line to avoid any duplicity.

Virtual Class room has been prepared to make the virtual lectures available to the students, according to the time-table provided by the Higher Education Department, (M.P.).

The installation of the biometric machine for attendance has enhanced the regularity and punctuality in the staff. Making scholarships online have brought about a lot of transparency in this area.

The Smart classroom cum labs have made the process of teaching/ learning easy specially in zoology classes where dissection is now made clear by using the visualizer.

Computerized fee receipt are linked to the applicant ID of the students when they first got registered on the M.P Higher Education site at the time of admission, this result in total transparency regarding the progress of the student.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Keeping in mind the vision of the college which is to bring excellence not only in the field of education but also in the area of administration the college decided to adopt e-governance.

For this the college started making efforts from the year 2012, the year from which online admissions were started by the higher education department M.P., to implement the government's decision a well-equipped

infrastructure, that is, computers with internet facilities were required the college decided to develop and upgrade the system for online admission, along with familiarising students with e-learning.

Examination records have been computerised, all the data related to examination, CCE, is sent online this helps in the better preservation of records along with maintenance of necessary secrecy in the examinations, to achieve this goal sincere, hard working and trust worthy computer operators work under strict supervision of examination committee comprising of senior faculty members, admit cards and mark sheets are also now available online. Scholarships and enrolment is also now handled online this not only saves time but also brings in a lot of transparency. Scholarships are linked to the Adhaar card making all information online to avoid any duplicity.

Attendance for the entire staff is now through the biometric machine, payments are made online, leave applications by the staff are sent online. Along with manually written service books, e-Service books are also being maintained as per the orders of, MP higher education. Cash books are written online, salary payments and other payments is also through e-payment.

In the administration section all correspondence is online, verification of documents for the guest faculty, invitations to them, verification for the B.Ed examination followed by the counselling is all online. The government has provided students with smart phones to help them in e-learning with Wi-Fi facility in the campus. The college also takes care of the C.M. helpline, the principal, being the L2 officer; all complaints are received and redressed online. Smart class room and virtual class room facility is also available to enhance the e-learning process. Computerised fee receipts linked to the applicant ID are issued to the students so that total transparency is maintained with respect to their progress.

Thus e-governance has not only been a priority but an area in which special thrust has been applied, which can now be witnessed in the form of efficiency, all-round development and smooth functioning in all the areas related to the teaching learning process.

5. CONCLUSION

Additional Information :

Our government Tilak P.G. College is the lead college of the district. It has 24 colleges under it , of which 10 are government and 14 private colleges. The Principal of the college has the DDO power of 5 more government colleges that are newly opened in the district and he is the administrative head of these newly opened colleges. The college is the nodal center for all the scholarships. It has a nodal officer for the redressal of grievances related to exam and enrolment of the students / candidates of the district. Being a lead college many activities related to youth festival, many competitive examination, sports activities are held here. Every month the Principal holds the meetings of the Principals regarding policy matters etc. The college has a well established IGNOU special study center. The college is the examination center for private and professional examination. It is the center for BEd verification and counseling for all the BEd colleges. Many Faculty members on the request of the collector went to the Bharat Nirman Coaching where they offered coaching and consultancy free of cost for competitive examination after college hours.

Concluding Remarks :

After the NAAC accreditation in 2007 in which our college was awarded grade 'B', the suggestions offered by the peer team were seriously reviewed with the aim of incorporating them to upgrade the college. Special attention was paid to the shortcomings and a resolution made to overcome them as soon as possible, since these shortcomings were looked upon as hurdles on the road to progress.

Thus in order to maintain its reputation of being the best in the field of higher education in the district, the Government Tilak P.G. College keeps on fulfilling its mission with its vision in mind. Being the lead college it has manifold duties, and responsibilities so, it teaches the staff and the students to be *'Workers and not Shirkers'* So that it can reach the milestones ahead and march from a glorious past towards a golden future.