

Annual Report 2017-18

This format outlines the annual reports to be published by all colleges in the Madhya Pradesh on their websites, by October 31st of each year. Part I is intended as a guide and colleges are free to alter the contents and format as they see fit. Part II, the Appendix (Institutional Performance Data and Financial Reports), is mandatory and colleges are required to report all data as per the attached format and instructions.

Important Information –

- Name of the college - Govt- Girls College, Katni (M.P.)
- Place of the college - Near Mission Chowk, Katni (M.P.)
- District - Katni
- Division - Jabalpur
- Year of establishment of college - 1967
- Name and Contact details(Mail id , Phone) of Principal -Dr. Sadhana Jain, Ph no- 07622230418, E Mail id-girlscollegetatni@yahoo.co.in
- Name , Post and Contact details of (mail id, Phone no.) of Reporting In charge -
- Dr. Sunita Masarm, Ph no-07622230418, E Mail id-girlscollegetatni@yahoo.co.in
- Date of report submission - 05.01.2018

Part I

- 1. The Principal's Report (2 pages)-** Highlights the key activities, events, and successes of the past year and briefly describes major new initiatives to be undertaken over the next year.

Highlights of the 2017-18

- College website was updated.
- One week programme for mahila shashaktikaran and betterment of students in collaboration with mahila shashaktikaran Deptt. katni (M.P.) was organised.
- Quiz competition was organised with interdepartment sharing.
- Annual and other sports related activities according to higher education calendar, yoga training, judo karate, Taekwondo with the help of sports deptt. were organised.
- various skill development programmes for the betterment of poor and backward class students were organised with the career guidance cell of the college.
- Annual function and prize distribution programme was organised in the college.
- plantation and cleanliness programme, avoid the use of polythene bags, maintain nasamukt campus.
- Innovations introduced during the year the institution are-Teaching-learning through OHP, PPT & Smart classrooms.

Major new initiatives to be undertaken over the next year (2017-18)

- The college has different committees, these committees maintain and organise different activities which makes all possible efforts in development of college.
- IQAC of the college continuously monitoring all the curricular and extra curricular activities, suggestions of the cell will apply upcoming year.
- promotion of NSS, NCC, Sports, Vivekananda Career cell activities will be increased.
- Efforts are made to strong Student parent cell & Alumni Association
- IT education will be promoted.

2. Overview (1 page)

(i) Vision, Mission and Objectives of the college

Vision

- Empowering the girls to become a worthy citizen of our Nation.

Mission

- To provide better education for every field with changing and advanced scenario of today's technological era.

Objective

- The college has a objective for students - to provide quality education to them. It is all the more significant for the college because the students, enrolled here, come from the weaker backward sections of the society living in and around katni.
- Technology based education (virtual class, smart class, OHP, PPT, Visualize etc.) is facilitated to student to prepare them for job opportunities.
- The college is well aware of the fact that academic education in present circumstances does not fulfill its purpose unless it is job-oriented. Therefore its vision is to prepare students as skilled workforce.
- Moral and ethical values are the identity of the nation. therefore the college has a vision to inculcate moral and ethical values in students.

(II) Brief introduction of the college (including the status (Govt. / Lead/ Constituent/

(III) Affiliated/ Private), Parent University, UGC recognition, CPE status, etc), location & campus area

- Status- Government
- parent university- Rani Durgawati University Jabalpur (M.P.)
- UGC Recognised- 12B 2(f)
- Location- Near Mission Chowk, Katni (M.P.)
- CPE Status- NA
- Campuss Area- 31108 sq. feet

(IV) History of the college with significant milestones

- Government Girls Katni was established in 1967 as a private college by "Katni siksha parishad." This College was taken over by the government of MadhyaPardesh on 1 October 1982. The college is affiliated to Rani Durgawati University, Jabalpur.
- Government Girls Katni is continuously striving towards achieving its goal of imparting value-based quality education to the student with rural background that constitute the major part of its student strength.
- The college is committed to overcome the problems and weaknes to assure its student's quality education because this is the only college for gilrs in katni Distt.

Significant Milestones

- Increase of students number every year.
- Different self-financial courses were introduced in each stream Atrs, Commerce & Science at UG and PG level.
- Percentage of passed students are about 95 to 98.
- Placement of students in different fields like- Police Deptt, School Eduacation,

ARTS DEPARTMENT

- Economics
- English
- Hindi
- History
- Political science
- sociology
- Geography

COMMERCE DEPARTMENT

- Commerce (plain)
- Commerce (Computer)

SCIENCE DEPARTMENT

- Botany
- Chemistry
- Home science
- Mathematics
- Physics
- Zoology
- Computer science
- Biotechnology
- Microbiology

Total No. of permanent faculty-

Total	Professors	Associate Professors	Asstt. professors
12	2	3	7

Other Faculty

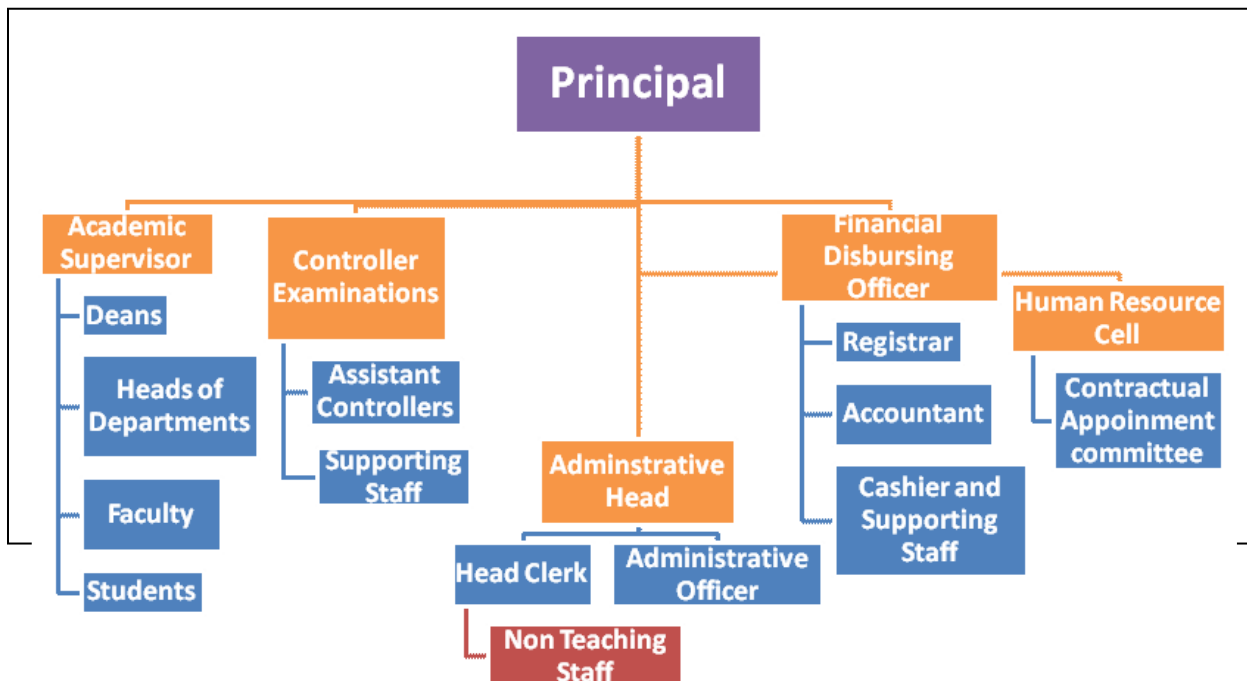
Total	Guest Faculty	Janbhagidari Teachers for self financial courses
33	05	28

3. Senior Management Team and Board of Governors (1 page)

Lists the members of the senior management team (Principal, Registrar, Deans etc.) and members of the Board of Governors including their designations and professional backgrounds.

Administrative Hierarchy

For example -:



4. Admission Statistics (1 page)

- The number of applicants at the UG and PG level who ranked the college as their 1st, 2nd and 3rd preference, the number of applications received for PhD courses, and the number of students admitted at each level as per the following format.

Applications	UG	PG	PhD
Applications that ranked the college as the 1 st preference			NA
Applications that ranked the college as the 2 nd preference			
Applications that ranked the college as the 3 rd preference			
Total number of applications received			
Number of students admitted			

Data Source: E-pravesh portal, records of the affiliating university

- A brief demographic profile of students admitted (in terms of gender, caste, whether from MP etc.)

Name of the Course	Gender	Category	% of students from the State	% of students from other states
B.A.	Female	sc,st,obc,gen	100	-
B.sc	Female	sc,st,obc,gen	100	-
B.Com	Female	sc,st,obc,gen	100	-
M.A.	Female	sc,st,obc,gen	100	-
M.com	Female	sc,st,obc,gen	100	-
M.sc	Female	sc,st,obc,gen	100	-

5. Academic Programs: Core Programs - UG & PG

Core programs at UG level

Stream	Name of the Core Program	Eligibility	Optional subjects
Arts	Bachelor of Arts	10+2 from a recognized Board OR 10+2 course from M.P. Board	Foundation course + a group of 3 optional subjects
Commerce	Bachelor of Commerce	10+2 from a recognized Board OR 10+2 course from M.P. Board	Foundation course + a group of 3 optional subjects
Science	Bachelor of Science	10+2 from a recognized Board OR 10+2 course from M.P. Board	Foundation course + a group of 3 optional subjects

Core Options at PG level

Faculty	Name of the Core Program	Eligibility	Subject Options
Arts	Master of Arts	3 year Degree course including Same Subject.	Hindi, Economics, Political Science, Sociology
Commerce	Master of Commerce	3 year Degree course including Same Subject.	M.Com in Accounting
Science	Master of Science	3 year Degree course including Same Subject.	M.Sc. in Botony, Chemistry, Physics, Zoology

M.Phil/ Ph.D. Programs

S.no.	Subject	Eligibility	No. of scholars registered
N.A.	N.A.	N.A.	N.A.
N.A.	N.A.	N.A.	N.A.
N.A.	N.A.	N.A.	N.A.
N.A.	N.A.	N.A.	N.A.
N.A.	N.A.	N.A.	N.A.
N.A.	N.A.	N.A.	N.A.
N.A.	N.A.	N.A.	N.A.

PG Diploma/ Diploma/ Certificate/ Self-financed/ Skill based Vocational/ Short term courses

Name of the	Department	Duration	Fees	Seats
-------------	------------	----------	------	-------

Course				
B.A.	Geography	3 year	3550	330
M.A.	Economics, Political Science Sociology	2 year	4470 4470 4470	60
B.Com.	Plain, Computer	3 year	3550 6550	260
M.Com	Accounting	2 year	4440	60
B.Sc.	Computer Science Biotechnology Microbiology	3 year	6580 6730 6730	240
M.Sc.	Botony, Chemistry, Physics Zoology	2 year	8000 8000 8000 8000	70

6. Academic Calendar 2017-18

Academic Work	First Year	Third/ Fifth Semester	Fourth/ Sixth Semester
Orientation Classes/Zero Classes/SWOT analysis	–	1st July to 08 July 2017 (07 Working days)	26 Decembar 2017 (1 Working day)
Teaching and Continuous Comprehensive Evaluation	01 July 2017 to 22 March 18	10 July to 02 Nov. 2017 (93 Working days)	27 Dec. 2017 to 18 Apr. 2018 (92 Working days)
CCE Schedule	Last Week of Sep. 2017 and Last week of Dec. 2017	Sep. 3 rd Week	March 2nd Week
Preparation Leave	22 March to 29 March 2018	02 Nov. to 09 Nov. 2017 (7 Working days)	19 Apr. to 21 Apr. 2018 (3 Working days)
Practical Exams (Graduation/Post Graduation)	05 March 2017 to 21 March 2018	Between 23 Oct. to 9 Nov. 2017	Between 02 Apr. to 18 Apr. 2018
Semester and ATKT Exams	(Annual Exam) 30 March to 15 May 2018	10 Nov. to 14 Dec. 2017	23 Apr. to 26 May. 2018
Declaration of Examination Results	15 Jun 2018	Up to 31 Dec. 2017	Up to 15 June 2018
Semester Break (for students)	15 Dec. To 23 Dec. 2017 and 28 May 18 To 15 Jun 18	15 Dec. to 23 Dec. 2017 (09 Days)	28 May to 30 June 2018 (34 Days)
Semester Break (for teachers)	15 Dec. To 23 Dec. 2017 and 28 May 18 To 15 Jun 18	15 Dec. to 23 Dec. 2017 (09 Days)	28 May to 15 June 2018 (19 Days)

7. The Student Experience (4 pages)

Briefly describes student life in the college:

- Infrastructural facilities available to students - Classrooms, Smart classrooms, laboratories and equipment, Common Research Lab, Hostel; Canteen; Garden; Students common room, Auditorium, Sports Complex & other facilities

At present the college has the following infrastructural facilities available to conduct its Curricular and co-curricular and extra-curricular activities.

Well lighted and ventilated spacious classrooms	-	34	
Computer lab	-		01
Conference room with audio visual equipments	-	NIL	
Laboratories (Physics, chemistry, botany, zoology, Computer science, microbiology, biotechnology, geography)	-		08
Computers	-		37
Printers	-		20
LCD Projectors	-		05
Interactive Boards	-	05	
Principal's cabin	-		01
Administrative office	-		01
Admission counter	-	03	
Examination cell (Fully automated) (Equipped with 1 computer, 1 printer and 1 photocopier and internet connectivity)	-		01
Semester cell (fully automated) (Equipped with 1 computer, printer and internet connectivity)	-		01
NAAC Cell (Equipped with 01 computer, printer and internet Connectivity)	-		01
UGC Cell (Equipped with 01 computer, printer and internet Connectivity)	-		01
IQAC Cell (Equipped with 01 computer, printer and internet Connectivity)	-		01
NSS Room (Equipped with 01 computer, printer and internet Connectivity)	-		01
NCC Room (Equipped with 01 computer, printer and internet Connectivity)	-		01
Department with independent rooms	-	06	
Girl's common room	-		01
Generator (As backup facility)	-		01
Library	-		01
Reading Room	-		01
Sports Department	-	01	
Canteen	-		01
Staff room for teachers	-		01
Gents toilet	-		01
Girl's toilet	-		01
Parking stand	-		01
Table-Tennis Room	-	01	
Judo Room	-		01
Gardens	-		01
Staff Quarters	-		NIL
Principals Bungalow	-		NIL
Sports Ground	-		01
NCC firing range	-		01
College campus is Wi-Fi	-		
		yes	

-
- Library as a learning resource- advisory committee, its composition, facilities & services (e & print), annual improvement initiatives

Yes, the committee has one converter and 08 members. The significant initiatives have been completed by the committee to render the library, student/user friendly are provision for reading space, provision of useful magazines and competition books and internet facility.

Convener- Smt. Sandhya Nigam

Members (All H.O.D's)

1. Dr. Veena singh
2. Mr. K.J. Sinha
3. Dr. Sunita Masram
4. Dr. R.K. Gupta
5. Mrs. Bandana Mishra
6. Mrs. Sunita Shrivastava
7. Dr. Sadhana Jain

Details of the Library-

- **Total area of the library (in sq. Meters) = 8.20x11.50**
- **Total seating capacity= 20-25 students**
- **working hours= 10.30 to 5.30 pm**

- Student support services:
 - ✓ IT enabled services

The institution publishes its prospectus in which the students find all significant information regarding courses, fees, schemes of scholarships, student's charter, availability of seats, examination system and internet assessment system faculty, administrative and supportive staff information etc. Rules for admission process are also available on the website of the college and on the department of higher education. Since 2012-13 sessions, the Department of Higher Education has started online admission procedure in which students register themselves on-line giving the choice of maximum nine colleges for admission. Detailed information regarding colleges, courses and seats are available on the portal of Department of higher Education. The institutions displays flex hoardings, banners and distribute pamphlets to publicise the courses, seats, facilities offered to students. print and electronic media are used to make students know about the entire information of the college.

college publishes magazine "**sambhavi**" in which students also publish their articles.

The institution assigns project work to final semester students as per the curriculum prescribed by the state Government and the University. Thus, the college has Art, Science and commerce Streams, the student visit different fields such as Hospital, bank,, industries. poultry farms, police departments, aeries, lac culture, mines beauty parlours, factories, water purification plants, soap industries, police departments, ITI, Medoa fields, schools etc.

These project assignments are helpful for students in their preparation for job or intreprenurship after completion of higher education.

The college has various policies and strategies which promote participation of students in extracurricular and co-curricular activities. The college has sports department, youth festival committee, NSS and NCC Units, Swami Vvbekand counseling cell. These committees follows the policies and strategies laid down by department of higher education Madhya Pradesh.

- **Academic:** At the time of the admission students are counseled on the selection of courses offered by the institution as per the rules of admission and their previous academic record. A help desk is formed to make academic counseling available to student who need it. Career counseling cell and Exa cell also counsel students in selection of courses.
- **Personal:** Grievance redressed is done by committees i.e. Anti-Ragging committee, Women Harassment Redressal cell and discipline committee. These committees cater to the personal matters of the students regarding indiscipline or ragging etc.
- **Teacher-Parent Scheme-** Serves the purpose of academic and personal counselling.
- **Career-** Swami Vivekanand Career Guidance cell is activate in the institution. It counsels students in job opportunities. The cell also organise career fairs to expose students to job opportunities in various sectors.

- ✓ Financial assistance (scholarships/ schemes for SC/ST/OBC/ minority, Group
- ✓ & Health Insurance Schemes)

- scholarships schemes for SC/ST/OBC/ minority provided to the students according to different scheme of Government.
- The college takes care of the health and hygiene of its student and staff. water purifiers are installed in the building. First Aid kits available in sports as well as NSS and NCC Departments of the college. Every year free medical check up of all the students is done in the college and the expense are borne by the janbhagidari committee
- In case of unfortunate accident and death the student's family is paid Rs. 50,000/- as compensation by the insurance company.

- ✓ Personal enhancements and development schemes- NCC, NSS, facilities for physically challenged and slow learners; Tutor Guardian scheme, Grievance Redressal cell, Entrepreneurship cell, Career guidance cell

NSS, NCC and Red cross unit have been working in the college to inculcate leadership qualities, personality development and social and National service. Volunteers and Cadets of NSS and NCC are sent to attend annual and other camps. Grievance Redressal cell, Anti-Ragging cell, Help centre, Health centre, Swami vivekanand career Guidance cell and placement cell, personality development cell and other personal enhancement and development schemes have been effectively functioning in the college. Different activities, camps, lectures, counseling sessions and workshops and trainings are organized regularly to benefit the students. Vivekanand Career guidance and placement cell have also been effectively working in the college. It organizes lectures of the successful persons on different job prospectus.

- Awards-

s.no	Name of student	Stream	Medal achieved
1	Ku. Vrishti Pandey	Home science	2 Gold medals
2	Ku. Priya Sachdev	Science	2 Gold medals
3	Ku. Ankita Tripathi		1 Gold medal
4	Ku. Priya Jain	Arts	1 Gold Medal

- ✓ Major student welfare initiatives over the past year

The students have been benefitted by all the schemes of government of Madhya Pradesh which are launched to financially support students of weaker sections and the financially poor students of the society.

- **Gaon ki Beti-** This is a scheme of the government of Madhya Pradesh. According to this Scheme a scholarship of Rs. 500/- per month given to a girl student who pass her 10+2 exam in first division from a school of rural region in M.P.
- **Pratibha Kiran-** This Scholarship is awarded by the Higher Education Department, Government of Madhya Pradesh to the girls student of urban region. A Scholarship of Rs 500/- per month given to the girl student below poverty line who passes 10+2 examination in first division from an urban region school in Madhya Pradesh.
- **Transportation allowances** to the girl student of rural regions.
- **Book bank scheme** for SC/ST Students.
- **Scholarship** to SC/ST/OBC students.

- Extension Activities

The college establishes link with the society through the extension services rendered through NSS, NCC and Red-Ribbon club etc. These extensions activities are mean to make the students sensitive towards the community. Every year a one day plantation camp and seven days annual camp is organized in a village adopted by the NSS unit of the college. Planting saplings, health check up of the villagers, Blood donation by the volunteers, cleaning the village and spreading awareness about hygiene and literacy etc. activities and works are done in the camp to encourage students to take up community service and to fulfill their duties towards the society and the humanity.

8. Student Achievements (5 pages)

Highlights the most significant academic and non-academic achievements of students over the past year. This can include major academic awards and scholarships received student research, and sports and other extracurricular activities. Focusses, in particular, on profiling top achievers and describing how resources provided by the college helped these students succeed.

ACADEMIC

- Merit

S.no	Name of the award/ medal/ meritorious scholarship	Name of the recipient	Class	Area of achievement
1	2 Gold Medals	Ku. Priya Sachdev	M.sc	Chemistry
2	2 Gold medals	Ku. VrishtiPandey	B.Hsc	Home science
3	1 Gold Medal	Ku. Priya Jain	M.com	Commerece
4	1 Gold Medal	Ku. Ankita Tripathi	M.sc	Botany

- Research scholarship/ award

S.no	Name of the scholarship award/	Name of the recipient	Class	Area of research
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

CULTURAL

- Participation

S.no	Name of the event	District Level	State Level	University	National Level
	sahityik vidha	05	02	02	-
	Rupakan vidha	04	02	02	-
	Sanskritik vidha	16	16	08	-

- Awards and Achievements

Name of the student	Class	Event	Award/Achievement
---------------------	-------	-------	-------------------

SPORTS

- Participation

S.no	Name of the event	Division Level	State Level	University/ National Level	International Level
1	Chess	01	-	-	-
2	Wrestling	07	-	01	-
3	Kho-Kho	02	-	-	-
4	Badminton	02	-	-	-
5	Athelatics	07	-	-	-
6	Football	14	01	01	-
7	Open athaletics	01	01	-	-
8	Karate Open	01	01	-	-

- Awards and Achievements

Name of the student	Class	Sport	Award/Achievement
Kavita Sharma	B.com Ist Year	Wrestling	Gold-First
Ankita Agrawal	BA III Sem	Athelatics	200 m First &100m Third
Muskan Gupta	B.com Ist Year	Chess	Distt level-Third
Sadhvi Nigam	B.com Ist Year	Badminton	Distt level-Third
Sadhvi Nigam	B.com Ist Year	Football	Distt level-First
Sadhvi Nigam	B.com Ist Year	Karate	Distt level-First
Sapna Verma	B.sc III Sem	Badminton	Distt level-fourth
Kanchan singh	B.com Ist Year	Wrestling	participation in div. level
Ujala Yadav	BA Ist Year	Wrestling	participation in div. level
Priya rai	BA V sem	Wrestling	participation in div. level
Anuradha Dubey	B.com V Sem	Wrestling	participation in div. level

9. Research Activities (4 pages)

Identifies major research themes, places these themes in their social and economic context, highlights major research achievements (publications, collaborations, intellectual property produced, external funding received etc.), and profiles top researchers. Lays out the research agenda and identifies themes for the coming year.

- Major research themes

S. No.	Department	Prioritized research area and expertise	Social/ economic context
1			

- Major/Minor research projects

S. No	Name of the Faculty	Year	Title of the project	Name of funding Agency/ Industry	Total grant received

- Papers presented in regional, national and international seminars/ conferences

S. No.	Name of the faculty	Regional/ State	National	International
1	Dr. Sadhana Jain	-	01	-

- Publications in national/ international journals

S.No.	Name of the	Name of the	Title of the	ISSN/ ISBN number
-------	-------------	-------------	--------------	-------------------

	faculty	journal	paper	/Impact factor
1	Dr. Sadhana Jain	Naveen shodh sansar	स्वास्थ्य पर कहर-खान पान का धीमा जहर पृक्र. 36 से 38	ISSN-2320- 8767/1.9411

- List of linkages/ Collaborations/ MOUs

<ul style="list-style-type: none"> • Spoken Tutorial by IIT Mumbai

- College Publications: Research Journal, Magazine, Newsletter

<ul style="list-style-type: none"> • The college publishes its college magazine "Shambhavi."

10. Human Resources (2 pages)

Highlights senior faculty and administrative appointments. Describes what new areas of activity (new courses, research areas, extracurricular activities etc.) and administrative improvements are enabled by these appointments.

1. Faculty and Administrative appointments: Teaching and Non-teaching

Positions	Teaching Faculty				Non Teaching Faculty	Technical Staff
	Prof	Promoted Prof	Assistant Prof	Guest Faculty		
Sanctioned by UGC/ University/ State Govt						
	1	-	16	5	16	5
<i>Filled</i>	1	1	10	5	14	5
Sanctioned by						

Management/ Janbhagidari Samiti/ Other authority	-	-		28	12	-
<i>Filled</i>				28	12	

2. Guest Faculty: subject-wise appointments

S.no.	Name of the Guest Faculty	Qualification	Subject
1	Dr. Supriya Agrawal	Ph.D	Home science
2	Dr. Praveen Dwivedi	Ph.D	Botany
3	Dr. Raj ratan Ukey	Ph.D & NET	History
4	Shri. Rahwar Raza Mansoori	M.phil	Maths
5	Shri Sunil Chakrawarti	M.Com., M.P.ED	Sports

3. Annual improvement in academic, research & administrative Initiatives

- The campus has been provided with Wi-Fi facility. The Automation process of the college office has been complete and now the admission, examination, scholarship and other administrative works are done online.

11.Events and Initiatives (5 pages)

Describes major events including seminars, conferences, competitions, student study trips etc. Focuses on what was achieved and learned, and how the college will follow up.

Describes significant academic, administrative, student support, fundraising, and other initiatives over the past year. The description of each initiative will be structured around the need for the initiative, how it was designed, what resources were used, what results were achieved, and which features of the initiative drove success.

- The campus has been covered with Wi-Fi facility to be used by all the student's of the college. Now the admission process, scholarship process and examination process have been made online. The entire office correspondence has been done online. the Automation of the office has accelerated the admission, scholarship and other process and resulted in saving a lot of time of the office staff and the students.

12. Institutional Development plan (4 pages)

Describes the college's activities over the past year under different schemes, discusses performance against strategic/institutional development plans and commitments over the previous year.

Last year many academic extra-curricular activities were organized in the college. The vivekanand career and placement cell organized many career oriented Training programme and a computer hardware and networking training programme of 15 days duration A job fair was also organized by Lead college in which approximately 500 students participated and were benefitted by the experts. The personality Development cell organized 12 lectures of eminent personalities to acquaint the students to groom their personality and communication skills. The NSS unit of the college rendered community service by participating in the Eye camp, Pulse polio campaign, anti-drug, water conservation, cleanliness and voter's awareness drives. class wise parent teacher association were formed. Students Grievance Redressal cell, prevention of Harassment of women cell were also formed to address the problems of students. the volunteers of NSS and Red cross donated blood in the NSS camp. to make the campus of the college eco-friendly a herbal garden was raised. CCE tests were given through innovative methods of testing like quiz, case studies, projects, presentations, etc. An industrial visit was organized for the students of the college.

Indicator*	Baseline Value	Target for [current year]	Value as on 30 th September [current year]

Role of Internal Quality Assurance Cell (IQAC) in academic audit and initiating quality assurance strategies and processes

IQAC monitors the activities of all the committees and promote the use of smart class to improve the quality of teaching.

13.Placement Report (3 pages)

Describes the college's placement cell activities, placement rate and salary statistics, and lists major employers and sectors of employment (disaggregated by gender and course studied). Profiles successful alumni and identifies emerging placement trends.

Activities of Placement Cell

S.no.	Name of the activity	Name of the Resource Person/ agency	Date & Duration
1	Preparation of various competitive exam	Shri Animesh Ghosh Resorce Person career Louncher katni	31.08.2017, 01 day
2	Participation of Student in Coaching classes for Police Service	Organized by District Women Impowerment katni	29.09.2017
3	Training for Sewing/Fashion Designing	Wamatech Computer And Desige Institute, katni	13.10.17 to 07.12.17 (42Hrs.)
4	Students Participation for Career Information and Opportunities	District Level Career fair Govt. PG Tilak College katni	08 th & 9 TH March 2018 (02 Days)
5	Participation of Students In Coaching for Civil Services	Bharat Nirman Coaching Organized by Collectorate katni	23.05.18

Placement Details

S.no.	No. of Students Selected	List of employers/companies	Salary Package
1	Ruchika Agrahari	MP Police Services	23000
2	Garima Bhatt	MP Police Services	23000
3	Arti Saiyam	MP Police Services	23000
4	Pooja Dwivedi	MP Revenue	25000
5	Pallavi Seth	Wamatech Computer	5000
6	Divya Soni	SBI Life Insurance Bargwan katni	8000

Alumni Profile

S.no.	Name of Alumni	Employment status	Name of the organisation

14. Innovations and Best Practices

<p>Innovations-</p> <ul style="list-style-type: none"> • Teaching learning using modern technique • students write thought of the day • recitation of national anthem and Madhya Pradesh gaan. • <p>Best practice-</p> <ul style="list-style-type: none"> • Implementation of advance technology • personality development program • competitive magazines and journals are present in reading room. • spoken English training program. • peer teaching. • good number of motivational program • "Spic MacKay" organizes santoor vadan, tabla vadan, classical dances (katthak and katthak-kali), folk dances such as Ghoomar and Kalbelia. • publication of college magazine • Self Defense training • Sports, social service through NSS & NCC • Plantation, energy conservation, cleanliness drive.

15. SWOC Analysis (strength , weaknesses, Opportunity and Challenges

<p>Strength-</p> <ul style="list-style-type: none"> • Physical resources- Science, arts and commerce departments well equipped library computer laboratory, NSS,NCC Vivekanand career guidance cell, sports department, proper water facility, generator, girls coomon-room, IT cell, LCD and projector, separate toilet facility for staff and students. • Human resources- Learned teaching staff, 2742 students, janbhagidari samiti members, pratibha bank and ALUMNI association members • Learning resources- well equipped library with Wi-Fi facility, Computer laboratory, smart class, visulaizer, LCD projector, OHP, NSS, NCC, sports, visiting professors. • <p>Weakness-</p> <ul style="list-style-type: none"> • Lack of space • Lack of permanent teaching staff • Lack of fluency in English of students <p>Opportunities-</p> <ul style="list-style-type: none"> • The college provides scholarship to the students from sociallu and educationally weaker section of the society.

16. Looking Ahead (3 pages) Future Plans

Lays out the college's priorities and goals over the coming year. Describes key initiatives planned, what each initiative is expected to achieve, and how it will contribute to the college's long term development.

Key Initiatives Planned/ implemented

S. No	Head (administrative/ academic, etc)	Nature of proposal	Expected Outcome
	Administrative		
01.	New Building for the College	MP Govt. Higher Education	Students Will be benefited
	Academic		
01.	Educational Visit	With the Help of world Bank Project	Students Will be benefited
02.	Self Employment Training	With the Help of world Bank Project	Students Will be benefited

17. Appendix: Institutional Performance Data and Financial Reports

Provides key data on the institution and its performance, including achievement against strategic plan targets and financial reports. This section is mandatory. All data fields must be completed, in the format and as per the instructions attached.

Part II

Appendix: Institutional Performance Data and Financial Reports (all part II data kindly fill in attached excel sheet)

1. Sanctioned seats and enrolment

(a) Sanctioned Seats					
	SC	ST	Other Reserved Categories	General	Total
Undergraduate	243	133	786	1050	2212
Postgraduate	13	16	59	111	198
PhD	-	-	-	-	-

Data Source: AISHE

(b) Enrolment							
		Undergraduate			Postgraduate		PhD
		Year 1	Year 2	Year 3	Year 1	Year 2	
SC	Male						
	Female	104	87	52	7	8	
ST	Male						
	Female	55	44	34	11	4	
Other Reserved Categories	Male						
	Female	340	255	192	30	26	
General	Male						
	Female	386	362	302	59	55	
Total	Male						
	Female	885	748	580	107	93	

Data Source: AISHE

Number of sanctioned seats by discipline group and enrolment in the 1st year as on September 30th [current year]				
Discipline Group	Undergraduate		Postgraduate	
	Sanctioned Seats	Enrolment	Sanctioned Seats	Enrolment
Arts	330	-	100	
Commerce	260	-	60	
Criminology and Forensic Science	-	-	-	
Cultural Studies	-	-	-	
Defence Studies	-	-	-	
Design	-	-	-	
Disability Studies	-	-	-	
Education	-	-	-	
Fashion Technology	-	-	-	
Fine Arts	-	-	-	
Fisheries Science	-	-	-	
Foreign Languages	-	-	-	
Gandhi an Studies	-	-	-	
Home Science	20	-	-	
Indian Languages	-	-	-	
IT & Computer	-	-	-	
Journalism and Mass Communication	-	-	-	
Law	-	-	-	
Library and Information Science	-	-	-	
Linguistics	-	-	-	
Management	-	-	-	
Marine Science and Oceanography	-	-	-	
Oriental Learning	-	-	-	
Physical Education	-	-	-	
Religious Studies	-	-	-	
Science	400	1066	90	
Social Science	-	-	-	
Social Work	-	-	-	

Women Studies	-	-	-	
---------------	---	---	---	--

Data Source: AISHE

2. Transition and on-time graduation

(a) Transition from the 1st year to the 2nd year (Undergraduate)				
		Number of students admitted to the 1 st year in [the previous academic year] (*)	Of (*), the number of students currently enrolled in the 2 nd year who:	
			Passed all subjects in the 1 st year	Were Allowed to Keep Terms
SC	Male			
	Female	104	87	
ST	Male			
	Female	55	44	
Other Reserved Categories	Male			
	Female	340	255	
General	Male			
	Female	386	362	
Total	Male			
	Female	885	748	

Data Source: AISHE, examination results declared by [affiliating university/autonomous college]

(a) Transition from the 1st year to the 2nd year (Postgraduate)				
		Number of students admitted to the 1 st year in [the previous academic year] (*)	Of (*), the number of students currently enrolled in the 2 nd year who:	
			Passed all subjects in the 1 st year	Were Allowed to Keep Terms
SC	Male			
	Female	7	6	
ST	Male			
	Female	11	4	
Other Reserved Categories	Male			
	Female	30	26	
General	Male			
	Female	59	55	
Total	Male			
	Female	107	91	

Data Source: AISHE, examination results declared by [affiliating university/autonomous college]

(b) On-time graduation (Undergraduate)

		Number of students admitted to the 1 st year in [year t-3] (*)	Of (*), the number of students who passed all final year examinations for the previous academic year
SC	Male		
	Female	104	87
ST	Male		
	Female	55	44
Other Reserved Categories	Male		
	Female	339	255
General	Male		
	Female	386	362
Total	Male		
	Female	884	748

Data Source: AISHE, examination results declared by [affiliating university/autonomous college]

(b) On-time graduation (Postgraduate)			
		Number of students admitted to the 1 st year in [year t-2] (*)	Of (*), the number of students who passed all final year examinations in the current year
SC	Male		
	Female	7	6
ST	Male		
	Female	11	4
Other Reserved Categories	Male		
	Female	30	26
General	Male		
	Female	59	55
Total	Male		
	Female	107	91

Data Source: AISHE, examination results declared by [affiliating university/autonomous college]

3. Faculty and administrative staff in position and training

(a) Faculty and administrative staff in position as on 30th September, [current year]		
	Reserved	Unreserve

		SC	ST	MP Residents	Females	Others	d
Assistant Professor	Sanctioned						
	Filled (Regular)						
	Filled (Contract)						
	Guest Lecturers						
Associate Professor	Sanctioned						
	Filled (Regular)						
	Filled (Contract)						
	Guest Lecturers						
Professor	Sanctioned						
	Filled (Regular)						
	Filled (Contract)						
	Guest Lecturers						
Admin. Staff (all)	Sanctioned						
	Filled (Regular)						
	Filled (Contract)						
Accountant	Sanctioned						
	Filled (Regular)						
	Filled (Contract)						

Data Source: AISHE

(b) Training of faculty and administrative staff between October 1st [previous year] to September 30th [current year]				
		Leadership and management training	Training in the area of academic specialisation	Other training
Assistant Professor	Number trained	01		
	Avg. number of days	03		
Associate Professor	Number trained	01		
	Avg. number of days	03		
Professor	Number trained	02		
	Avg. number of days	15		
Administrative Staff (all)	Number trained	06	N/A	
	Avg. number of days	34	N/A	
Accountant	Number trained	-	N/A	
	Avg. number of days	-	N/A	

Data Source: Compiled from training certificates submitted by faculty/administrative staff

(c) Faculty qualifications as on 30 th September, [Current Year]					
		PhD	Postgraduate	Undergraduate	Others
Assistant Professor	Regular	07	0	0	05
	Contract	08	20	-	-
	Guest Lecturers	-	-	-	-
Associate Professor	Regular	-	-	-	-
	Contract	-	-	-	-
	Guest Lecturers	-	-	-	-
Professor	Regular	02	-	-	-
	Contract	-	-	-	-
	Guest Lecturers	-	-	-	-

Data Source: AISHE

4. Student support services

(a) Financial support received (from all sources) by students in the college between October 1 st [previous year] to September 30 th [current year]							
		Undergraduate		Postgraduate		PhD	
		Number	Average Value (Rs.)	Number	Average Value (Rs.)	Number	Average Value (Rs.)
SC	Male	-	-	-	-	-	-
	Female	-	-	-	-	-	-
ST	Male	-	-	-	-	-	-
	Female	-	-	-	-	-	-
General	Male	-	-	-	-	-	-
	Female	-	-	-	-	-	-
Total	Male	-	-	-	-	-	-
	Female	-	-	-	-	-	-

Data Source: AISHE

(a) Financial support received, from the DHE, by students in the college between October 1 st [previous year] to September 30 th [current year]							
		Undergraduate		Postgraduate		PhD	
		Number	Average Value (Rs.)	Number	Average Value (Rs.)	Number	Average Value (Rs.)
SC	Male	-	-	-	-	-	-
	Female	-	-	-	-	-	-
ST	Male	-	-	-	-	-	-
	Female	-	-	-	-	-	-
General	Male	-	-	-	-	-	-
	Female	-	-	-	-	-	-

Total	Male	-	-	-	-	-	-
	Female	-	-	-	-	-	-

Data Source: College records, DHE

(b) Hostel occupancy as on 30 th September, [Current Year] (all hostels)		
Capacity	Number of residents	
Males:		
Females:		
SC	Male	-
	Female	-
ST	Male	-
	Female	-
General	Male	-
	Female	-
Total	Male	-
	Female	-

Data Source: Hostel register verified against fee receipts on record

(c) Hostel occupancy as on 30 th September, [Current Year] (girls only hostels opened after _____)	
Capacity	Number of residents
SC	-
ST	-
General	-
Total	-

Data Source: Hostel register verified against fee receipts on record

5. Examination Results

(a) Examination results for [previous academic year] (undergraduate)											
		SC		ST		Other Reserved Categories		General		Total	
		M	F	M	F	M	F	M	F	M	F
1 st year	Appeared		110		60		361		410		941
	1 st division		10		5		47		41		103
	2 nd Division		41		29		62		95		227
	3 rd Division		65		29		238		262		594
2 nd year	Appeared		95		49		261		369		774
	1 st division		9		8		32		52		101
	2 nd Division		17		41		72		105		235
	3 rd Division		35		45		98		158		336
3 rd year	Appeared		58		39		195		309		601
	1 st division		8		7		32		25		72
	2 nd		35		21		72		136		264

	Division										
	3 rd Division		18		39		95		152		304

Data Source: AISHE, Examination results declared by [affiliating university/autonomous college]

(a) Examination results for [previous academic year] (postgraduate)											
		SC		ST		Other Reserved Categories		General		Total	
		M	F	M	F	M	F	M	F	M	F
1st year	Appeared		10		12		32		31		85
	1 st division		5		6		12		15		38
	2 nd Division		5		6		8		41		60
	3 rd Division		2		3		7		10		22
2nd year	Appeared		18		7		62		58		145
	1 st division		3		2		18		24		47
	2 nd Division		4		3		11		34		52
	3 rd Division		5		2		3		10		20

Data Source: AISHE, Examination results declared by [affiliating university/autonomous college]

6. Placement and student tracking

(a) Placement and Tracking of Students who graduated in [previous academic year] (Undergraduate)						
		Number of students who graduated in [the previous academic year] (*)	Of (*), the number of students who were successfully tracked and are:			
			Employed/ Self-employed	In education/ training	Unemployed	Not in the labour force
SC	Male	-	-	-	-	-
	Female	-	-	-	-	-
ST	Male	-	-	-	-	-
	Female	-	-	-	-	-
General	Male	-	-	-	-	-
	Female	-	-	-	-	-
Total	Male	-	-	-	-	-
	Female	-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-

Data Source: Records of the college placement cell

(b) Placement and Tracking of Students who graduated in [previous academic year] (Postgraduate)						
		Number of students who graduated in [the previous academic year] (*)	Of (*), the number of students who were successfully tracked and are:			
			Employed / Self-employed	In education / training	Unemployed	Not in the labour force
SC	Male	-	-	-	-	-
	Female	-	-	-	-	-
ST	Male	-	-	-	-	-
	Female	-	-	-	-	-
General	Male	-	-	-	-	-
	Female	-	-	-	-	-
Total	Male	-	-	-	-	-
	Female	-	-	-	-	-

Data Source: Records of the college placement cell

7. PhDs Awarded

Number of PhDs awarded between October 1st [previous year] to September 30th [current year]	
Discipline Group	Number
Arts	-
Commerce	-
Criminology and Forensic Science	-
Cultural Studies	-
Defence Studies	-
Design	-
Disability Studies	-
Education	-
Fashion Technology	-
Fine Arts	-
Fisheries Science	-
Foreign Languages	-
Gandhian Studies	-
Home Science	-
Indian Languages	-
IT & Computer	-
Journalism and Mass Communication	-
Law	-
Library and Information Science	-
Linguistics	-
Management	-
Marine Science and Oceanography	-
Oriental Learning	-
Physical Education	-
Religious Studies	-
Science	-

Social Science	-
Social Work	-
Women Studies	-
Literature	-
Other	-
All disciplines	-

Data Source: AISHE

8. Research and consultancy

Revenue generated through externally funded research and consultancies over [previous financial year]		
Discipline Group	Number of active projects	Total Revenue Generated (Rs. lakhs)
Arts	-	-
Commerce	-	-
Criminology and Forensic Science	-	-
Cultural Studies	-	-
Defence Studies	-	-
Design	-	-
Disability Studies	-	-
Education	-	-
Fashion Technology	-	-
Fine Arts	-	-
Fisheries Science	-	-
Foreign Languages	-	-
Gandhi an Studies	-	-
Home Science	-	-
Indian Languages	-	-
IT & Computer	-	-
Journalism and Mass Communication	-	-
Law	-	-
Library and Information Science	-	-
Linguistics	-	-
Management	-	-
Marine Science and Oceanography	-	-
Oriental Learning	-	-
Others / Inter-disciplinary	-	-
Physical Education	-	-
Religious Studies	-	-
Science	-	-
Social Science	-	-
Social Work	-	-
Veterinary and Animal Sciences	-	-
Women Studies	-	-
All disciplines	-	-

Data Source: College/university records

Number of papers published in peer-reviewed journals between October 1 st [previous year] to September 30 th [current year]			
Discipline Group	Number of papers published		Number of published papers through cross-institute research collaboration
	International Journals	National Journals	
Arts	-	-	-
Commerce	-	-	-
Criminology and Forensic Science	-	-	-
Cultural Studies	-	-	-
Defence Studies	-	-	-
Design	-	-	-
Disability Studies	-	-	-
Education	-	-	-
Fashion Technology	-	-	-
Fine Arts	-	-	-
Fisheries Science	-	-	-
Foreign Languages	-	-	-
Gandhi an Studies	-	-	-
Home Science	-	-	-
Indian Languages	-	-	-
IT & Computer	-	-	-
Journalism and Mass Communication	-	-	-
Law	-	-	-
Library and Information Science	-	-	-
Linguistics	-	-	-
Management	-	-	-
Marine Science and Oceanography	-	-	-
Oriental Learning	-	-	-
Others / Inter-disciplinary	-	-	-
Physical Education	-	-	-
Religious Studies	-	-	-
Science	-	-	-
Social Science	-	-	-
Social Work	-	-	-
Women Studies	-	-	-
All disciplines			

Date Source: College records based on published papers submitted by faculty

9. NAAC accreditation and UGC autonomy

	Date of Application (LOI & SSR submitted)	Date on which accreditation was received	Grade	Valid till
1 st Cycle				
2 nd Cycle				
3 rd Cycle				

Date of submission of the Annual Quality Assurance Report for the current year: _____.

Does the college have currently valid UGC autonomy? _____. If yes, by order number _____, dated _____.

10. Institutional Trends

Variable	Baseline Value	[Year 1]	[Year 2]	[Year 3]	[Year 4]	Current Year
Percentage of sanctioned seats in the 1 st year filled (undergraduate, all categories)						
Percentage of sanctioned seats in the 1 st year filled (postgraduate, all categories)]		
Transition rate from the 1 st year to the 2 nd year (undergraduate, all categories)						
On-time graduation rate (undergraduate, all categories)						
Transition rate from the 1 st year to the 2 nd year (post graduate, all categories)						
On-time graduation rate (postgraduate, all categories)						
Regular faculty in position rate (all levels, reserved categories)						
Regular faculty in position rate (all levels, unreserved categories)						
Percentage of regular faculty with PhDs (all levels)						
Employment rate of graduates from the previous academic year (undergraduate, all categories)						
Employment rate of graduates from the previous academic year (postgraduate, all categories)						
Percentage of total revenue generated through externally funded research						
Number of papers published in peer-reviewed, international journals						

Source: Tables under section 1-8.

11. Financial Reports

Name and registration number of the auditor _____.

Number of audit observations recorded by the auditor _____.

Number of audit responses found satisfactory, as certified by the project directorate _____.

Certified audit reports as per the standard Chart of Accounts to be attached.

12. All India Survey of Higher Education

Date on which all applicable fields of the Data Collection Format for the All India Survey of Higher Education were completed and submitted- Date-...../01/18

Instructions

- All data is to be reported as on 30th September of the current year.
- Postgraduate courses refer to courses at the Masters and MPhil level.
- The number of sanctioned seats is the number of students the college is authorized, by the UGC/DHE/affiliating University, to admit in the first year of its degree programs.
- The number of sanctioned faculty posts is the number of faculty the college is authorized, by the UGC/DHE/affiliating University, to recruit on a full-time basis.
- Enrolment is defined as the number of students who have paid their admission fees for joining a degree program by September 30 of the respective academic year.
- Admission is defined as the number of students who have paid their admission fees for joining a degree program, in the first year, by September 30 of the respective academic year and who have never been enrolled in that degree program previously.
- Other Reserved Categories include all categories of students (for e.g. sports quota, extracurricular quota, residents of Jammu and Kashmir etc.) for whom a fixed percentage of sanctioned seats are reserved.
- Examination results are to be reported for examinations held in the previous academic year, and the results for which were declared by 30th September of the current year.
- Allowed to keep terms refers to students who did not pass all subjects in the previous year but were allowed to transition to the next year of their respective degree programs.
- Regular faculty refers to faculty employed on open-ended, full-time contracts as per UGC norms.
- Contract faculty refers to faculty employed on fixed term, full-time contracts as per UGC norms.
- Guest Lecturers refers to faculty employed on a per lecture or per day basis as per UGC norms.
- Data on scholarships is to be reported on all scholarships awarded between 1st October of the previous year and 30th September of the current year.
- A hostel seat is considered occupied if a student has been allotted a seat in the hostel and the student, to whom the seat was allotted, has paid the hostel fee for the current academic year.

- Examination results refers to the average score obtained by a student, in the respective academic year, across all exams that are used to assess whether the student has met the requirement of the degree program in which he/she is enrolled.
- Student tracking refers to having up to date contact information (mobile phone and/or email address) and status (employment, unemployed, in formal education or training, not in the labour market/other) for each student for up to six from the end of the academic year when the student passed out (graduated).
- Externally funded research and consultancies refer to research and/or development funded through consultancy contracts or partnerships with a sponsor or purchaser who is external to the institution.
- A peer-reviewed journal is one that subjects an author's research to review and evaluation by others who are experts in the same field, before the research is published.
- An international journal is one that has an International Standard Serial Number (ISSN) issued by the ISSN International Centre.
- A paper is said to be published through cross-institute research collaboration if the primary affiliation of at least two authors is to different colleges/institutions.
- The institutional performance indicators common across all institutions can be found in the PIP. Institution-specific performance indicators can be found in the MOU signed between the Institution and the Department of Higher Education.
- The standard Chart of Accounts refers to the standard format for audit reports as notified by the Department of Higher Education through its orders.