



# ANNUAL REPORT

2017-18

**Government College Jaitpur Distt. Shahdol (M.P.)**

## Annual Report 2016-17

This format outlines the annual reports to be published by all colleges in the Madhya Pradesh on their websites, by October 31<sup>st</sup> 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 - Government College Jaitpur Dist. Shahdol (M.P.)
- Place of the college - Village- Kamta, Post- Jaitpur, Tehsil- Jaitpur
- District - Shahdol
- Division - Shahdol
- Year of establishment of college - 1989
- Name and Contact details( Mail id , Phone ) of Principal – Mr Vikas Khare  
Email - vikaskhare\_sdl@yahoo.in  
Mob - 9755414882
- Name , Post and Contact details of ( mail id, Phone no.) of Reporting In charge –  
Mr Vikas Khare  
Email - vikaskhare\_sdl@yahoo.in  
Mob - 9755414882
- Date of report submission -

## Part I

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

After shifting in own Building in 2012 we tried to make possible with following efforts at the Institutional level.

- RECEPTION COUNTER was developed, which helps in to control over the unnecessary entries in College.
- CCTV Cameras are installed in the important corners and Class Rooms.
- IT based Principal Chamber, Library, Administrative wing was made enabled.
- Bio-Metric Attendance System installed and enabled for the first time in institute.
- Permanent Electricity Power Supply was made available for the first with our own Transformer and Electricity Poles.
- Annual Function was organized first time since Establishment.
- In Previous State Assembly Election under "Matdata Jagrukta Abhiyan" we presented the Theme Song in our College, Honorable Collector of Shahdol was the Chief Guest and he invited us to present the Theme Songs in their various programs. The result of that Song converted the 18% increase in Voting.
- Science Faculty was made available with Arts & PG Classes in Chemistry and Geography was also started.

**Transparent Examination Process** and keeping **Teaching-Learning** Process updated according to Institutional is our specialty.

Time to Time various programs under Vivekanand Carrier Guidance Scheme, NSS, Red Ribbon Club, Blood Donation Camps and Skill Development Programs are organized.

We achieved all these milestones as per "Guaranteed Project Silver Jubilee" and hope the same in coming days. Guaranteed Project Silver Jubilee was prepared by the Principal for all round development of College according to SWOT Analysis, Janbhagidari Samiti supported for its each plan.

For Administrative Wing "**Single Window System**" was planned and very soon we'll be able to get "**College Management Software**" started.

We development our resources according to the need and utilization was based on it thereafter.

## 2. Overview (1 page)

- (i) Vision, Mission and Objectives of the college

### Vision

*"To facilitate transformation of students into good human beings, responsible citizen & competent professionals and top most Achiever of India. Focusing on Assimilation generation & Dissemination of Knowledge."*

### Mission

*The Primary purpose of our College is to provide a Learning environment in which Student, Faculties and Staff can discover, examine critically, preserve and transmit the knowledge, wisdom and values that will help ensure the survival of future generation and improve the Quality of Life for All.*

*Government College Jaitpur provides quality Higher Education and Lifelong educational opportunities for this forest based backward Tribal Area.*

# Objectives

- ❖ *Build partnership with Digital and Computational Studies*
- ❖ *Continue to strengthen disaster preparedness, risk reduction, information security, records and data management*
- ❖ *Strengthen and expand internal and external communication, with a special focus on engaging the higher secondary level student.*
- ❖ *Import quality education to meet needs of profession and society and achieve excellence in teaching learning and educating.*
- ❖ *Attract and develop talent and committed human resource and provide an entrepreneurial leadership.*
- ❖ *Facilitate effective interactions among faculty and students and faster networking with alumni, industries, institutions social welfare and other stakeholders.*
- ❖ *Practice and promote high standards of professional ethics, transparency and accountability.*
- ❖ *To develop entrepreneurial behavior of theirs local agriculture and activity based business.*

(ii) Brief introduction of the college (including the status (Govt. / Lead/ Constituent/ Affiliated/ Private), Parent University, UGC recognition, CPE status, etc), location & campus area

Established in 1989, densely forest, Tribal area and Backwardness are the main features in our location. Affiliated to Awadhesh Pratap Singh University Rewa and listed in 2(f) according to UGC.

Having CPE status our location is included in Shahdol Lok Sabha and Jaitpur Vidhan Sabha.

(iii) History of the college with significant milestones

Although it is established in 1989, the College faced critical problems of Student Strength before 2006-07, but after availability of Examination Centre and Transparent Examination Process we overcome through this problem.

NSS Unit was opened and Science Faculty and PG Classes made our Rout to Success.

(iv) Faculties and major disciplines

UG Subjects -

**Arts**

- English
- Hindi
- Geography
- Economics
- Political Science
- Sociology

❖ UG Subjects-

**Science**

- Mathematics
- Physics
- Botany
- Zoology
- Chemistry

❖ PG Subjects -

**Arts**

- Geography

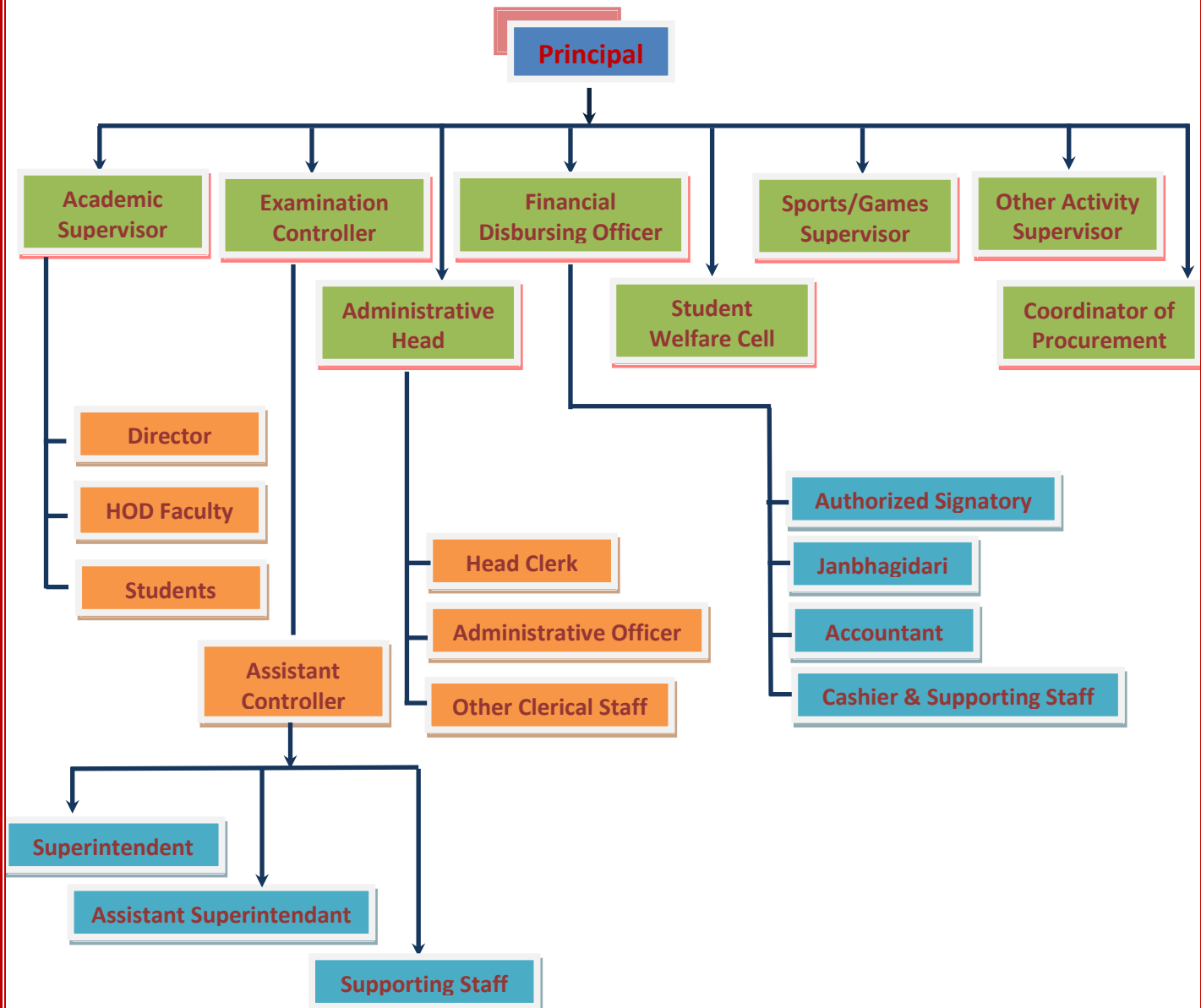
**Science**

- Chemistry

### 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



List of Chairperson/members of Statutory Bodies like Board of Governors/ Executive Committee/ Academic Council/ Janbhagidari Samiti, etc



#### 4. Admission Statistics (1 page)

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

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

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

- A brief demographic profile of students admitted

Name of the Course	Gender	Category	% of students from the State	% of students from other states
B.A.I <sup>st</sup> Year	Male	General	2.38	0
	Female		16.67	0
	Male	SC	2.38	0
	Female		2.38	0
	Male	ST	28.57	0
	Female		16.67	4.76
	Male	OBC	9.53	0
	Female		16.67	0
B.A.II <sup>nd</sup> Year	Male	General	3.70	0
	Female		3.70	0
	Male	SC	7.40	0
	Female		0	0
	Male	ST	33.33	0
	Female		25.93	0
	Male	OBC	3.70	0
	Female		22.23	0
B.A.III <sup>rd</sup> Year	Male	General	6.66	0
	Female		0	0
	Male	SC	0	0
	Female		6.66	0
	Male	ST	40.0	0
	Female		20.0	0
	Male	OBC	13.33	0
	Female		13.33	0

- A brief demographic profile of students admitted

Name of the Course	Gender	Category	% of students from the State	% of students from other states
B.Sc.I <sup>st</sup> Year (Biology)	Male	General	9.62	0
	Female		17.30	0
	Male	SC	11.53	0
	Female		5.76	0
	Male	ST	19.23	0
	Female		15.38	0
	Male	OBC	7.69	0
	Female		13.46	0
B.Sc.II <sup>nd</sup> Year (Biology)	Male	General	3.44	0
	Female		20.68	0
	Male	SC	6.89	0
	Female		3.44	0
	Male	ST	24.13	0
	Female		27.50	0
	Male	OBC	3.44	0
	Female		10.34	0
B.Sc.III <sup>rd</sup> Year (Biology)	Male	General	11.76	0
	Female		17.64	0
	Male	SC	17.64	5.88
	Female		0	0
	Male	ST	17.64	0
	Female		5.88	0
	Male	OBC	0	0
	Female		23.52	0

- A brief demographic profile of students admitted

Name of the Course	Gender	Category	% of students from the State	% of students from other states
B.Sc.I <sup>st</sup> Year (Mathematics)	Male	General	0	0
	Female		57.14	0
	Male	SC	0	0
	Female		0	0
	Male	ST	0	0
	Female		0	0
	Male	OBC	28.57	0
	Female		14.28	0
B.Sc.II <sup>nd</sup> Year (Mathematics)	Male	General	14.28	0
	Female		14.28	0
	Male	SC	0	0
	Female		0	0
	Male	ST	28.57	0
	Female		14.28	0
	Male	OBC	0	0
	Female		28.57	0
B.Sc.III <sup>rd</sup> Year (Mathematics)	Male	General	50	0
	Female		0	0
	Male	SC	0	0
	Female		0	0
	Male	ST	50	0
	Female		0	0
	Male	OBC	0	0
	Female		0	0

## 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 with relevant vocational course from M.P. Board	Foundation course + a group of 3 optional subjects
Science (Mathematics)	Bachelor of Science	10+2 from a recognized Board OR 10+2 with relevant vocational course from M.P. Board	FC + Mathematics, Physics, Chemistry
Science (Biology)	Bachelor of Science	10+2 from a recognized Board OR 10+2 with relevant vocational course from M.P. Board	FC + Botany, Zoology, Chemistry

### Core Options at PG level

Faculty	Name of the Core Program	Eligibility	Subject Options
<i>E.g. Arts</i>	<i>Master of Arts</i>	<i>3 year Degree course in any faculty/ Honours degree course in same subject</i>	<i>No. of subjects</i>
- Nil -			

**M.Phil/ Ph.D. Programs**

S.no.	Subject	Eligibility	No. of scholars registered
- Nil -			

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

Name of the Course	Department	Duration	Fees	Seats
- Nil -				

**6. Academic Calendar 20 -**

Academic Work	First/ Semester	Third/ Fifth	Second/ Fourth/ Sixth Semester
Orientation Classes/Zero Classes/SWOT analysis	-		-
Teaching and Continuous Comprehensive Evaluation	<ul style="list-style-type: none"> <li>● Assignment Based</li> <li>● Seminar</li> <li>● Test</li> <li>● Viva</li> <li>● Group Task</li> </ul>		<ul style="list-style-type: none"> <li>● Assignment Based</li> <li>● Seminar</li> <li>● Test</li> <li>● Viva</li> <li>● Group Task</li> </ul>
CCE Schedule	Last Week of September		Last week of March April
Preparation Leave	NA		NA
Practical Exams (Graduation/Post Graduation)	Mid of Semester Exam		Mid of Semester Exam
Semester and ATKT Exams	December-January		May-June
Declaration of Examination Results	March-April		July-August
Semester Break (for students)	NA		NA
Semester Break (for teachers)	NA		NA

## 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

Jaitpur Village is our location, 70 km away from District Headquarter. Jaitpur is totally Tribal & Backward area based on Forest & Agriculture. So our students are mostly from agriculture background.

From KG to PG these students totally depends on the Educational Facilities provided by State & Central Government.

Primary and Secondary Education mostly covers Arts & Science side by Government and Private Institutions.

Importance of Commerce Subject can be seen Globally, Nationally and regionally much has to be done in this field. Surrounding feeding Institutions are not having the facility of Commerce Subject. So it's urgent need to open Commerce in Higher Secondary Level, so that we can also promote the subject.

We can say that student life is very much contract depending on Geographical, Social and Forest based with limited options for Students Carrier are available and lastly totally depending on Government Strategy (State & Central Government)

### **Government Support Services**

- Gao Ki Beti Yojna
- Post Metric Scholarship
- Vikramadiya Yojna
- Awas Yojna
- Central Sector
- Mukhya Mantri Meghavi Yojana etc

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

Library with vacant post of Librarian our Book lifter totally manage the Library issues of our College.

- Student support services:
  - ✓ IT enabled services

Our Classrooms in each side (Arts & Science) are furnished with Computer & Internet with WiFi facility is available in Campus. We access Jaitpur#LIVE as Facebook Page with mostly 500 Likes and “Hamara Apna Jaitpur College” a Whatsapp Group for Staff & Student.

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

We can say that student life is very much contract depending on Geographical, Social and Forest based with limited options for Students Carrier are available and lastly totally depending on Government Strategy (State & Central Government)

#### **Government Support Services**

- Gao Ki Beti Yojna
- Post Metric Scholarship
- Vikramadiya Yojna
- Awas Yojna
- Central Sector
- Mukhya Mantri Meghavi Yojana etc



- ✓ Personal enhancement & development schemes- NCC, NSS, Facilities for physically challenged & slow learners; Tutor-Guardian Scheme, Grievance Redressal Cell, Entrepreneurship Cell, Remedial classes, Career Guidance Cell.

Vivekanand Carrier Program, NSS, Personality Development Program and "DIVYANGANA" a special program for disable are available in our College.

- ✓ Extracurricular activities: Calendar of activities (Sports, Youth Festival, cultural and literary events), Achievements, Awards

We manage this field according to the Academic Calendar made available by Higher Education Department. "Annual Day" is celebrated annually. We have a special National Level achievement, Our Principal & NSS In-charge participated as Contingent Leader in 2007 NSS RD Parade held in New Delhi.

Students also participate in Sports, Literary & Yuva Utsav program.

- ✓ Major student welfare initiatives over the past year



- Extension Activities

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**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. Focuses, 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
- Nil -				

- Research scholarship/ award

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

## CULTURAL

- Participation

S.no	Name of the event	District Level	State Level	University	National Level
- Nil -					

- Awards and Achievements

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

## SPORTS

- Participation

S.no	Name of the event	Division Level	State Level	University/ National Level	International Level
- Nil -					

- Awards and Achievements

Name of the student	Class	Sport	Award/Achievement
- Nil -			

### 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
- Nil -			

- Major/Minor research projects

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

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

S. No.	Name of the faculty	Regional/ State	National	International
- Nil -				

- Publications in national/ international journals

S.No.	Name of the faculty	Name of the journal	Title of the paper	ISSN/ ISBN number /Impact factor
- Nil -				

- List of linkages/ Collaborations/ MOUs

- Nil -
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- College Publications: Research Journal, Magazine, Newsletter

- Nil -

### 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	0	14	0	11	02
<i>Filled</i>	0	0	1	13	7	1
Sanctioned by Management/ Janbhagidari Samiti/ Other authority	0	0	0	0	0	0
<i>Filled</i>	0	0	0	0	0	0

#### 2. Guest Faculty: subject-wise appointments

S.no.	Name of the Guest Faculty	Qualification	Subject
1	Dr Anita Shukla	PHD	Zoology
2	Mr Narendra Khatik	M.Sc	Botany
3	Miss Anamika Agrawal	M.Phil	Chemistry
4	Mr Umakant Sahu	SET	Chemistry
5	Mr Jitendra Kushwaha	M.Phil	Mathematics
6	Mr Harshraj Shukla	M.Phil	Physics
7	Mrs Ritu Sahu	M.A	English
8	Dr Indu Kumari Vishwakarma	PHD	Hindi
9	Mr Akram Khan	MA	Political Science
10	Mr Amar Chaturvedi	NET	Sociology
11	Dr Ashok Sharma	PHD	Geography
12	Dr Dashrat Prasad Saket	PHD	Geography
13	Mr Prakash Chand Srivastava	M.Lib	Library

### 3. Annual improvement in academic, research & administrative Initiatives

We assure regular Teaching-Learning process with the help of CCTV & Biometric Attendance and available facilities to continuously improve our administrative issues.

#### 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.

With the special instruction and cooperation of Institutional Janbhagidari Samiti we developed all round development plan namely GPSJ in 2010 for our college. Although having limited administrative and Financial Powers we try to achieve our Goals of this Plan continuously.

We worked on the Plan and achieve the result oriented practices through limited resources & we have also achieved the targets although having only single Permanent Faculty since 1.5 decade.

#### 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.

Indicator*	Baseline Value	Target for [current year]	Value as on 30 <sup>th</sup> September [current year]
- Nil -			

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

It's our mission to keep trying to achieve our Goals with help of Higher Education Department, RUSA, UGC, AISHE all the available staff & sources are involved in it respectively.

### 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
- Nil -			

#### Placement Details

S.no.	No. of Students Selected	List of employers/companies	Salary Package
1		NA	

#### Alumni Profile

S.no.	Name of Alumni	Employment status	Name of the organisation
1	Gambhir Singh	Guest Teacher	Government School
2	Brijesh Singh	Guest Teacher	Government School
3	Shashikant Tripathi	Guest Teacher	Government School
4	Manish Singh	Guest Teacher	Government School
5	Sandeep Singh	Guest Teacher	Government School
6	Vishnu Yadav	Guest Teacher	Government School
7	Rajkumar Bargahi	Guest Teacher	Government School
8	Bano Begam	V.Principal	Private School
9	Suman Patel	Aganbadi Karyakarta	Aganbadi
10	Shabnam Bee	Asha Karyakarta	Aganbadi
11	Aslam Khan	Director	Private School
12	Vijaykanta Shukla	Prerak	Aganbadi
13	Pratibha Singh	Aganbadi Karyakarta	Aganbadi

14	Sufal Prasad Ahirwar	Samvida Sikshak	Government School
15	Santosh Baiga	Peon	Government School
16	Pappu Baiga	Patwari	Tehsil
17	Vipin Soni	Entrepreneur	Jewelers

#### **14. Innovations and Best Practices**

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

After 26 Years of its establishment we are having only incomplete building. It's understood that we are facing lack of most important resource. As we are having less number of classrooms, labs, library, sports equipment thereafter we are trying to utilize our limited resources in such an adverse situation to maximize our capacity of performance. We achieved various milestones with the help of GPSJ (2010) and also keep trying to create opportunities according to our necessities.

Major obstacle in student strength is ITI established just in front of our College which keeps our student numbers limited. To overcome this situation we are trying to start new courses of Skill Development & required as per local needs.

Biggest threat we are facing since establishment is that the college is opened with General Head in spite our location is totally Tribal declared area by Government.

To conclude we can state that though having various vast problems regarding infrastructure we always maintained positive approach in which Principal, Faculty members, Staff and Students and also the other Stakeholders are playing their roles according to their capacity.



### 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

### 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
<b>Undergraduate</b>	13	16	11	40	80
<b>Postgraduate</b>	Nil	Nil	Nil	Nil	Nil
<b>PhD</b>	Nil	Nil	Nil	Nil	Nil

Data Source: AISHE

<b>(b) Enrolment</b>							
		<b>Undergraduate</b>			<b>Postgraduate</b>		<b>PhD</b>
		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 1</b>	<b>Year 2</b>	
<b>SC</b>	Male	2	3	2	4	Nil	Nil
	Female	2	4	2	3	Nil	Nil
<b>ST</b>	Male	16	16	16	2	Nil	Nil
	Female	33	17	16	2	Nil	Nil
<b>Other Reserved Categories</b>	Male	16	7	4	2	Nil	Nil
	Female	17	11	11	1	Nil	Nil
<b>General</b>	Male	5	6	3	2	Nil	Nil
	Female	17	16	11	4	Nil	Nil
<b>Total</b>	Male	<b>39</b>	<b>32</b>	<b>25</b>	<b>10</b>	Nil	Nil
	Female	<b>69</b>	<b>48</b>	<b>40</b>	<b>10</b>	Nil	Nil

Data Source: AISHE

<b>Number of sanctioned seats by discipline group and enrolment in the 1<sup>st</sup> year as on September 30<sup>th</sup> [current year]</b>				
<b>Discipline Group</b>	<b>Undergraduate</b>		<b>Postgraduate</b>	
	<b>Sanctioned Seats</b>	<b>Enrolment</b>	<b>Sanctioned Seats</b>	<b>Enrolment</b>
Arts	80	35	40	7
Commerce	Nil	Nil	Nil	Nil
Criminology and Forensic Science	Nil	Nil	Nil	Nil
Cultural Studies	Nil	Nil	Nil	Nil
Defence Studies	Nil	Nil	Nil	Nil
Design	Nil	Nil	Nil	Nil
Disability Studies	Nil	Nil	Nil	Nil
Education	Nil	Nil	Nil	Nil

Fashion Technology	Nil	Nil	Nil	Nil
Fine Arts	Nil	Nil	Nil	Nil
Fisheries Science	Nil	Nil	Nil	Nil
Foreign Languages	Nil	Nil	Nil	Nil
Gandhian Studies	Nil	Nil	Nil	Nil
Home Science	Nil	Nil	Nil	Nil
Indian Languages	Nil	Nil	Nil	Nil
IT & Computer	Nil	Nil	Nil	Nil
Journalism and Mass Communication	Nil	Nil	Nil	Nil
Law	Nil	Nil	Nil	Nil
Library and Information Science	Nil	Nil	Nil	Nil
Linguistics	Nil	Nil	Nil	Nil
Management	Nil	Nil	Nil	Nil
Marine Science and Oceanography	Nil	Nil	Nil	Nil
Oriental Learning	Nil	Nil	Nil	Nil
Physical Education	Nil	Nil	Nil	Nil
Religious Studies	Nil	Nil	Nil	Nil
Science	160	75	40	8
Social Science	Nil	Nil	Nil	Nil
Social Work	Nil	Nil	Nil	Nil
Women Studies	Nil	Nil	Nil	Nil

Data Source: AISHE

2. Transition and on-time graduation

<b>(a) Transition from the 1<sup>st</sup> year to the 2<sup>nd</sup> year (Undergraduate)</b>				
		Number of students admitted to the 1 <sup>st</sup> year in [the previous academic year] (*)	Of (*), the number of students currently enrolled in the 2 <sup>nd</sup> year who:	
			Passed all subjects in the 1 <sup>st</sup> year	Were Allowed to Keep Terms
SC	Male	3	0	3
	Female	4	0	4
ST	Male	16	0	16
	Female	17	0	17
Other Reserved Categories	Male	7	0	7
	Female	11	0	11
General	Male	6	1	5
	Female	16	0	16
Total	Male	32	1	31
	Female	48	0	48

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

<b>(a) Transition from the 1<sup>st</sup> year to the 2<sup>nd</sup> year (Postgraduate)</b>				
		Number of students admitted to the 1 <sup>st</sup> year in [the previous academic year] (*)	Of (*), the number of students currently enrolled in the 2 <sup>nd</sup> year who:	
			Passed all subjects in the 1 <sup>st</sup> year	Were Allowed to Keep Terms
SC	Male	Nil	Nil	Nil
	Female	Nil	Nil	Nil
ST	Male	Nil	Nil	Nil
	Female	Nil	Nil	Nil

<b>Other Reserved Categories</b>	Male	Nil	Nil	Nil
	Female	Nil	Nil	Nil
<b>General</b>	Male	Nil	Nil	Nil
	Female	Nil	Nil	Nil
<b>Total</b>	Male	Nil	Nil	Nil
	Female	Nil	Nil	Nil

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

<b>(b) On-time graduation (Undergraduate)</b>			
		<b>Number of students admitted to the 1<sup>st</sup> year in [year t-3] (*)</b>	<b>Of (*), the number of students who passed all final year examinations for the previous academic year</b>
<b>SC</b>	Male	2	2
	Female	2	1
<b>ST</b>	Male	16	12
	Female	16	14
<b>Other Reserved Categories</b>	Male	4	3
	Female	11	9
<b>General</b>	Male	3	2
	Female	11	8
<b>Total</b>	Male	<b>25</b>	<b>19</b>
	Female	<b>40</b>	<b>32</b>

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

<b>(b) On-time graduation (Postgraduate)</b>			
		<b>Number of students admitted to the 1<sup>st</sup> year in [year t-2] (*)</b>	<b>Of (*), the number of students who passed all final year examinations in the current year</b>
<b>SC</b>	Male	Nil	Nil
	Female	Nil	Nil
<b>ST</b>	Male	Nil	Nil
	Female	Nil	Nil
<b>Other Reserved Categories</b>	Male	Nil	Nil
	Female	Nil	Nil
<b>General</b>	Male	Nil	Nil
	Female	Nil	Nil
<b>Total</b>	Male	Nil	Nil
	Female	Nil	Nil

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

3. Faculty and administrative staff in position and training

<b>(a) Faculty and administrative staff in position as on 30<sup>th</sup> September, [current year]</b>							
		<b>Reserved</b>					<b>Unreserved</b>
		<b>SC</b>	<b>ST</b>	<b>MP Residents</b>	<b>Females</b>	<b>Others</b>	
<b>Assistant Professor</b>	Sanctioned						
	Filled (Regular)	1	0	0	0	0	0
	Filled (Contract)	0	0	0	0	0	0
	Guest Lecturers	0	0	0	3	8	0
<b>Associate Professor</b>	Sanctioned						
	Filled (Regular)	0	0	0	0	0	0
	Filled (Contract)	0	0	0	0	0	0

	Guest Lecturers	0	0	0	0	0	0
<b>Professor</b>	Sanctioned						
	Filled (Regular)	0	0	0	0	0	0
	Filled (Contract)	0	0	0	0	0	0
	Guest Lecturers	0	0	0	0	0	0
<b>Admin. Staff (all)</b>	Sanctioned						
	Filled (Regular)	4	3	0	1	0	1
	Filled (Contract)	0	0	0	0	0	0
<b>Accountant</b>	Sanctioned	0	0	0	0	0	0
	Filled (Regular)	0	0	0	0	0	0
	Filled (Contract)	0	0	0	0	0	0

Data Source: AISHE

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

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

<b>(c) Faculty qualifications as on 30<sup>th</sup> September, [Current Year]</b>					
		<b>PhD</b>	<b>Postgraduate</b>	<b>Undergraduate</b>	<b>Others</b>
<b>Assistant Professor</b>	Regular	-	1	-	-
	Contract	-	-	-	-
	Guest Lecturers	4	1	-	6
<b>Associate Professor</b>	Regular	Nil	Nil	Nil	Nil
	Contract	Nil	Nil	Nil	Nil
	Guest Lecturers	Nil	Nil	Nil	Nil
<b>Professor</b>	Regular	Nil	Nil	Nil	Nil
	Contract	Nil	Nil	Nil	Nil
	Guest Lecturers	Nil	Nil	Nil	Nil

Data Source: AISHE

#### 4. Student support services

<b>(a) Financial support received (from all sources) by students in the college between October 1<sup>st</sup> [previous year] to September 30<sup>th</sup> [current year]</b>							
		<b>Undergraduate</b>		<b>Postgraduate</b>		<b>PhD</b>	
		<b>Number</b>	<b>Average Value (Rs.)</b>	<b>Number</b>	<b>Average Value (Rs.)</b>	<b>Number</b>	<b>Average Value (Rs.)</b>
<b>SC</b>	Male	11	77901.00	Nil	Nil	Nil	Nil
	Female	5	32409.00	Nil	Nil	Nil	Nil
<b>ST</b>	Male	35	258010.00	Nil	Nil	Nil	Nil
	Female	26	186157.00	Nil	Nil	Nil	Nil
<b>General</b>	Male	0	0	Nil	Nil	Nil	Nil
	Female	24	120000.00	Nil	Nil	Nil	Nil
<b>Total</b>	Male	49	335911.00	Nil	Nil	Nil	Nil
	Female	53	338566.00	Nil	Nil	Nil	Nil

Data Source: AISHE



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

Data Source: College records, DHE

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

Data Source: Hostel register verified against fee receipts on record

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

Data Source: Hostel register verified against fee receipts on record

5. Examination Results

<b>(a) Examination results for [previous academic year] (undergraduate)</b>											
<b>Arts</b>		<b>SC</b>		<b>ST</b>		<b>Other Reserved Categories</b>		<b>General</b>		<b>Total</b>	
		<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>
<b>1<sup>st</sup> year</b>	Appeared	1	0	8	8	3	5	1	5	13	18
	1 <sup>st</sup> division	0	0	1	0	0	0	0	0	1	0
	2 <sup>nd</sup> Division	1	0	7	8	3	5	1	5	12	18
3 <sup>rd</sup> Division	0	0	0	0	0	0	0	0	0	0	
<b>2<sup>nd</sup> year</b>	Appeared	2	0	7	7	0	6	1	1	10	14
	1 <sup>st</sup> division	0	0	0	0	0	0	0	0	0	0
2 <sup>nd</sup> Division	2	0	7	7	0	6	1	1	10	14	

	3 <sup>rd</sup> Division	0	0	0	0	0	0	0	0	0	0
<b>3<sup>rd</sup> year</b>	Appeared	0	1	6	3	2	2	0	0	8	6
	1 <sup>st</sup> division	0	1	6	3	1	2	0	0	7	6
	2 <sup>nd</sup> Division	0	0	0	0	1	0	0	0	1	0
3 <sup>rd</sup> Division	0	0	0	0	0	0	0	0	0	0	

<b>(b) Examination results for [previous academic year] (undergraduate)</b>											
<b>Science</b>		<b>SC</b>		<b>ST</b>		<b>Other Reserved Categories</b>		<b>General</b>		<b>Total</b>	
		M	F	M	F	M	F	M	F	M	F
<b>1<sup>st</sup> year</b>	Appeared	1	4	5	8	6	7	4	15	16	34
	1 <sup>st</sup> division	1	0	0	0	0	0	0	1	1	1
2 <sup>nd</sup> Division	0	4	5	8	6	7	4	14	15	33	
3 <sup>rd</sup> Division	0	0	0	0	0	0	0	0	0	0	
<b>1</b>	Appeared	2	1	8	8	1	4	2	6	12	20

	1 <sup>st</sup> division	1	1	5	6	1	2	1	4	8	13
	2 <sup>nd</sup> Division	1	0	3	2	0	2	1	2	4	7
	3 <sup>rd</sup> Division	0	0	0	0	0	0	0	0	0	0
3 <sup>rd</sup> year	Appeared	3	0	3	1	0	4	3	3	9	8
	1 <sup>st</sup> division	1	0	2	1	0	4	3	3	6	8
	2 <sup>nd</sup> Division	2	0	1	0	0	4	0	0	6	0
3 <sup>rd</sup> Division	0	0	0	0	0	0	0	0	0	0	

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

<b>(a) Examination results for [previous academic year] (postgraduate)</b>											
		SC		ST		Other Reserved Categories		General		Total	
		M	F	M	F	M	F	M	F	M	F
1 <sup>st</sup> year	Appeared	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
	1 <sup>st</sup> division	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
	2 <sup>nd</sup> Division	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
	3 <sup>rd</sup> Division	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
2 <sup>nd</sup> year	Appeared	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
	1 <sup>st</sup> division	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
	2 <sup>nd</sup> Division	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

	3 <sup>rd</sup> Division	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
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Data Source: AISHE, Examination results declared by [affiliating university/autonomous college]

6. Placement and student tracking

<b>(a) Placement and Tracking of Students who graduated in [previous academic year] (Undergraduate)</b>						
		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	Nil	Nil	Nil	Nil	Nil
	Female	Nil	Nil	Nil	Nil	Nil
ST	Male	Nil	Nil	Nil	Nil	Nil
	Female	Nil	Nil	Nil	Nil	Nil
General	Male	Nil	Nil	Nil	Nil	Nil
	Female	Nil	Nil	Nil	Nil	Nil
Total	Male	Nil	Nil	Nil	Nil	Nil
	Female	Nil	Nil	Nil	Nil	Nil

Data Source: Records of the college placement cell

<b>(b) Placement and Tracking of Students who graduated in [previous academic year] (Postgraduate)</b>						
		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	Nil	Nil	Nil	Nil	Nil

	Female	Nil	Nil	Nil	Nil	Nil
<b>ST</b>	Male	Nil	Nil	Nil	Nil	Nil
	Female	Nil	Nil	Nil	Nil	Nil
<b>General</b>	Male	Nil	Nil	Nil	Nil	Nil
	Female	Nil	Nil	Nil	Nil	Nil
<b>Total</b>	Male	Nil	Nil	Nil	Nil	Nil
	Female	Nil	Nil	Nil	Nil	Nil

Data Source: Records of the college placement cell

#### 7. PhDs Awarded

<b>Number of PhDs awarded between October 1<sup>st</sup> [previous year] to September 30<sup>th</sup> [current year]</b>	
<b>Discipline Group</b>	<b>Number</b>
Arts	Nil
Commerce	Nil
Criminology and Forensic Science	Nil
Cultural Studies	Nil
Defence Studies	Nil
Design	Nil
Disability Studies	Nil
Education	Nil
Fashion Technology	Nil
Fine Arts	Nil
Fisheries Science	Nil
Foreign Languages	Nil
Gandhian Studies	Nil
Home Science	Nil
Indian Languages	Nil
IT & Computer	Nil

Journalism and Mass Communication	Nil
Law	Nil
Library and Information Science	Nil
Linguistics	Nil
Management	Nil
Marine Science and Oceanography	Nil
Oriental Learning	Nil
Physical Education	Nil
Religious Studies	Nil
Science	Nil
Social Science	Nil
Social Work	Nil
Women Studies	Nil
Literature	Nil
Other	Nil
<b>All disciplines</b>	Nil

Data Source: AISHE

8. Research and consultancy

<b>Revenue generated through externally funded research and consultancies over [previous financial year]</b>		
<b>Discipline Group</b>	<b>Number of active projects</b>	<b>Total Revenue Generated (Rs. lakhs)</b>
Arts	Nil	Nil
Commerce	Nil	Nil
Criminology and Forensic Science	Nil	Nil
Cultural Studies	Nil	Nil

Defence Studies	Nil	Nil
Design	Nil	Nil
Disability Studies	Nil	Nil
Education	Nil	Nil
Fashion Technology	Nil	Nil
Fine Arts	Nil	Nil
Fisheries Science	Nil	Nil
Foreign Languages	Nil	Nil
Gandhian Studies	Nil	Nil
Home Science	Nil	Nil
Indian Languages	Nil	Nil
IT & Computer	Nil	Nil
Journalism and Mass Communication	Nil	Nil
Law	Nil	Nil
Library and Information Science	Nil	Nil
Linguistics	Nil	Nil
Management	Nil	Nil
Marine Science and Oceanography	Nil	Nil
Oriental Learning	Nil	Nil
Others / Inter-disciplinary	Nil	Nil
Physical Education	Nil	Nil
Religious Studies	Nil	Nil
Science	Nil	Nil
Social Science	Nil	Nil
Social Work	Nil	Nil
Veterinary and Animal Sciences	Nil	Nil



Women Studies	Nil	Nil
<b>All disciplines</b>	Nil	Nil

Data Source: College/university records

<b>Number of papers published in peer-reviewed journals between October 1<sup>st</sup> [previous year] to September 30<sup>th</sup> [current year]</b>			
<b>Discipline Group</b>	<b>Number of papers published</b>		<b>Number of published papers through cross-institute research collaboration</b>
	<b>International Journals</b>	<b>National Journals</b>	
Arts	Nil	Nil	Nil
Commerce	Nil	Nil	Nil
Criminology and Forensic Science	Nil	Nil	Nil
Cultural Studies	Nil	Nil	Nil
Defence Studies	Nil	Nil	Nil
Design	Nil	Nil	Nil
Disability Studies	Nil	Nil	Nil
Education	Nil	Nil	Nil
Fashion Technology	Nil	Nil	Nil
Fine Arts	Nil	Nil	Nil
Fisheries Science	Nil	Nil	Nil
Foreign Languages	Nil	Nil	Nil
Gandhian Studies	Nil	Nil	Nil
Home Science	Nil	Nil	Nil
Indian Languages	Nil	Nil	Nil
IT & Computer	Nil	Nil	Nil
Journalism and Mass Communication	Nil	Nil	Nil
Law	Nil	Nil	Nil

Library and Information Science	Nil	Nil	Nil
Linguistics	Nil	Nil	Nil
Management	Nil	Nil	Nil
Marine Science and Oceanography	Nil	Nil	Nil
Oriental Learning	Nil	Nil	Nil
Others / Inter-disciplinary	Nil	Nil	Nil
Physical Education	Nil	Nil	Nil
Religious Studies	Nil	Nil	Nil
Science	Nil	Nil	Nil
Social Science	Nil	Nil	Nil
Social Work	Nil	Nil	Nil
Women Studies	Nil	Nil	Nil
<b>All disciplines</b>	Nil	Nil	Nil

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
<b>1<sup>st</sup> Cycle</b>	Nil	Nil	Nil	Nil
<b>2<sup>nd</sup> Cycle</b>	Nil	Nil	Nil	Nil
<b>3<sup>rd</sup> Cycle</b>	Nil	Nil	Nil	Nil

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 <sup>st</sup> year filled (undergraduate, all categories)	240					31%
Percentage of sanctioned seats in the 1 <sup>st</sup> year filled (postgraduate, all categories)	Nil	Nil	Nil	Nil	Nil	Nil
Transition rate from the 1 <sup>st</sup> year to the 2 <sup>nd</sup> year (undergraduate, all categories)	74					59.45%
On-time graduation rate (undergraduate, all categories)	74					29.72%
Transition rate from the 1 <sup>st</sup> year to the 2 <sup>nd</sup> year (post graduate, all categories)	Nil	Nil	Nil	Nil	Nil	Nil
On-time graduation rate (postgraduate, all categories)	Nil	Nil	Nil	Nil	Nil	Nil
Regular faculty in position rate (all levels, reserved categories)	01	01	01	01	01	01
Regular faculty in position rate (all levels, unreserved categories)	Nil	Nil	Nil	Nil	Nil	Nil
Percentage of regular faculty with PhDs (all levels)	Nil	Nil	Nil	Nil	Nil	Nil
Employment rate of graduates from the previous academic year (undergraduate, all categories)	2.5%	3%	3.5%	4%	4.5%	5%
Employment rate of graduates from the previous academic year	Nil	Nil	Nil	Nil	Nil	Nil

(postgraduate, all categories)						
Percentage of total revenue generated through externally funded research	Nil	Nil	Nil	Nil	Nil	Nil
Number of papers published in peer-reviewed, international journals	Nil	Nil	Nil	Nil	Nil	Nil

Source: Tables under section 1-8.

### 11. Financial Reports

Name and registration number of the auditor - AGMP Gwalior

Number of audit observations recorded by the auditor - 03

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 \_\_\_\_\_

### Instructions

- All data is to be reported as on 30<sup>th</sup> 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 30<sup>th</sup> 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 1<sup>st</sup> October of the previous year and 30<sup>th</sup> 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.