

## 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 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, Tirodi Balaghaat(MP)**
- Place of the college - **Tirodi**
- District - **Balaghat**
- Division - **Jabalpur**
- Year of establishment of college - **2013**
- Name and Contact details( Mail id , Phone ) of Principal - **Dr. R. K. Ramariya, Email Id: [rkramarya@gmail.com](mailto:rkramarya@gmail.com). Mobile No. 9893993403.**
- Name , Post and Contact details of ( mail id, Phone no.) of Reporting In charge
- **Dr. R. K. Ramariya, Email Id: [rkramarya@gmail.com](mailto:rkramarya@gmail.com). Mobile No. 9893993403.**
- Date of report submission – **11.09.2018**

### 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.

Its new college established in the year 2013-14 with faculty of arts.  
The college is running in the building of Govt. Higher Secondary Girls School, Tirodi, provided by district administration.  
The new building for Government college, Tirodi is in progress and next session as 2019-20 we will have our own building to run the courses in Arts and Science with Bio and Maths.

### 2. Overview (1 page)

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

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

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(iii) History of the college with significant milestones

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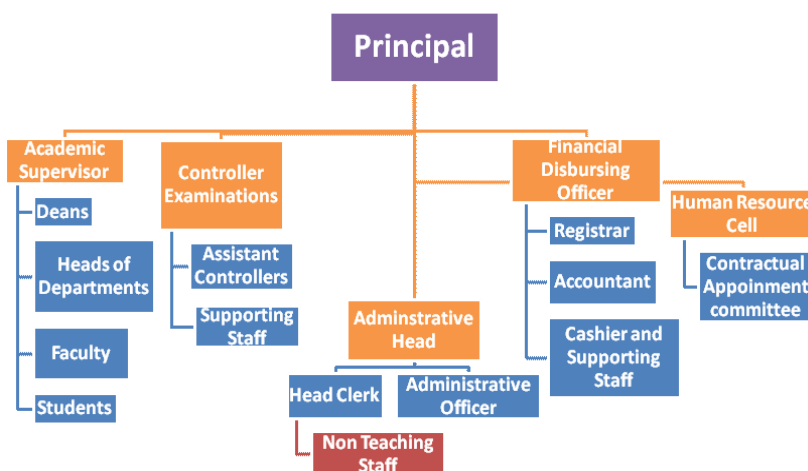
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### 3. Senior Management Team and Board of Governors (1 page)

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 -:



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.

Applications	UG	PG	PhD
Applications that ranked the college as the 1 <sup>st</sup> preference			NA

Applications that ranked the college as the 2 <sup>nd</sup> preference			
Applications that ranked the college as the 3 <sup>rd</sup> 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

## 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



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

Name of the Course	Department	Duration	Fees	Seats

**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			
CCE Schedule			
Preparation Leave			
Practical Exams (Graduation/Post Graduation)			
Semester and ATKT Exams			
Declaration of Examination Results			
Semester Break (for students)			
Semester Break (for teachers)			

**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



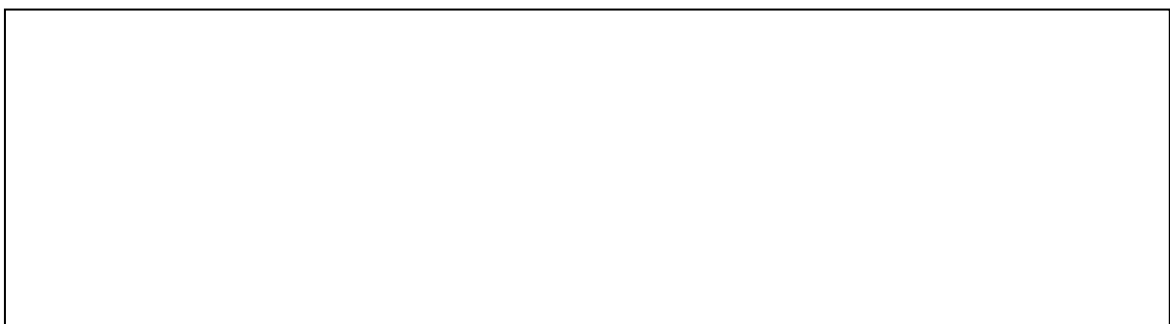
- Library as a learning resource- advisory committee, its composition, facilities & services (e & print), annual improvement initiatives



- Student support services:
  - ✓ IT enabled services



&



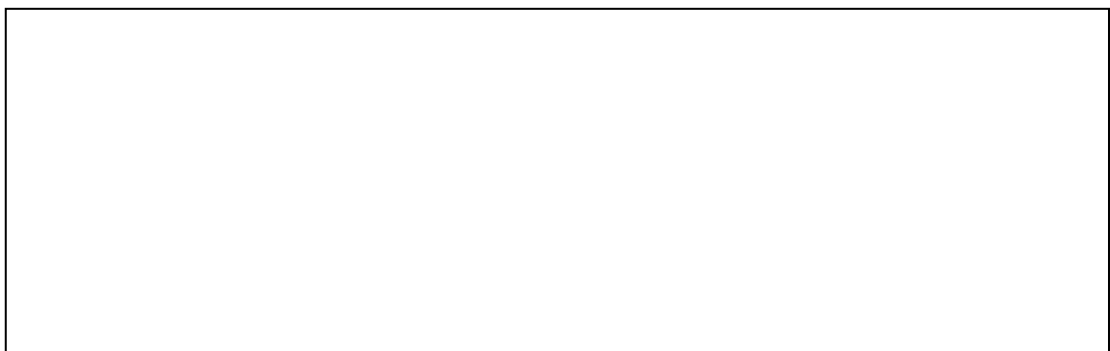
- ✓ Personal enhancement & development schemes- NCC, NSS, Facilities for physically challenged & slow learners; Tutor-Guardian Scheme, Grievance Redressal Cell, Entrepreneurship Cell, Remedial classes, Career Guidance Cell.



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



- ✓ Major student welfare initiatives over the past year





- Extension Activities

### 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


- 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

- 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

- Awards and Achievements

Name of the student	Class	Sport	Award/Achievement

**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

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

- 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

- Publications in national/ international journals

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

- List of linkages/ Collaborations/ MOUs

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- College Publications: Research Journal, Magazine, Newsletter

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### 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						
<i>Filled</i>						
Sanctioned by Management/ Janbhagidari Samiti/ Other authority						
<i>Filled</i>						

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

S.no.	Name of the Guest Faculty	Qualification	Subject


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

**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.

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

**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

**Placement Details**

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

**Alumni Profile**

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

#### 14. Innovations and Best Practices

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

#### 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	Nature of proposal	Expected Outcome
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	(administrative/ academic, etc)		

### 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					
Postgraduate					
PhD					

Data Source: AISHE

(b) Enrolment							
		Undergraduate			Postgraduate		PhD
		Year 1	Year 2	Year 3	Year 1	Year 2	
SC	Male						
	Female						
ST	Male						
	Female						
Other Reserved Categories	Male						
	Female						

General	Male						
	Female						
Total	Male						
	Female						

Data Source: AISHE

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]				
Discipline Group	Undergraduate		Postgraduate	
	Sanctioned Seats	Enrolment	Sanctioned Seats	Enrolment
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				

Data Source: AISHE

2. Transition and on-time graduation

(a) Transition from the 1 <sup>st</sup> year to the 2 <sup>nd</sup> year (Undergraduate)
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		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			
	Female			
ST	Male			
	Female			
Other Reserved Categories	Male			
	Female			
General	Male			
	Female			
Total	Male			
	Female			

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

(a) Transition from the 1 <sup>st</sup> year to the 2 <sup>nd</sup> year (Postgraduate)				
		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			
	Female			
ST	Male			
	Female			
Other Reserved Categories	Male			
	Female			
General	Male			
	Female			
Total	Male			
	Female			

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

(b) On-time graduation (Undergraduate)			
		Number of students admitted to the 1 <sup>st</sup> year in [year t-3] (*)	Of (*), the number of students who passed all final year examinations for the previous academic year
SC	Male		
	Female		
ST	Male		
	Female		

Other Reserved Categories	Male		
	Female		
General	Male		
	Female		
Total	Male		
	Female		

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

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

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>							
		Reserved					Unreserved
		SC	ST	MP Residents	Females	Others	
Assistant Professor	Sanctioned						
	Filled (Regular)						
	Filled (Contract)						
	Guest Lecturers						
Associate Professor	Sanctioned						
	Filled (Regular)						
	Filled						

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

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			
	Avg. number of days			
<b>Associate Professor</b>	Number trained			
	Avg. number of days			
<b>Professor</b>	Number trained			
	Avg. number of days			
<b>Administrative Staff (all)</b>	Number trained		N/A	
	Avg. number of days		N/A	
<b>Accountant</b>	Number trained		N/A	
	Avg. number of days		N/A	

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</b>	Regular				

Professor	Contract				
	Guest Lecturers				
Associate Professor	Regular				
	Contract				
Professor	Guest Lecturers				
	Regular				
Professor	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 <sup>st</sup> [previous year] to September 30 <sup>th</sup> [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 <sup>st</sup> [previous year] to September 30 <sup>th</sup> [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



	Division										
	3 <sup>rd</sup> Division										

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
<b>1<sup>st</sup> year</b>	Appeared										
	1 <sup>st</sup> division										
	2 <sup>nd</sup> Division										
	3 <sup>rd</sup> Division										
<b>2<sup>nd</sup> year</b>	Appeared										
	1 <sup>st</sup> division										
	2 <sup>nd</sup> Division										
	3 <sup>rd</sup> Division										

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

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					
	Female					
ST	Male					
	Female					
General	Male					
	Female					
Total	Male					
	Female					

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	
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	
<b>All disciplines</b>	

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		
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		
Others / Inter-disciplinary		

Physical Education		
Religious Studies		
Science		
Social Science		
Social Work		
Veterinary and Animal Sciences		
Women Studies		
<b>All disciplines</b>		

Data Source: College/university records

Number of papers published in peer-reviewed journals between October 1 <sup>st</sup> [previous year] to September 30 <sup>th</sup> [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			
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			
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 <sup>st</sup> Cycle				
2 <sup>nd</sup> Cycle				
3 <sup>rd</sup> 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 <sup>st</sup> year filled (undergraduate, all categories)						
Percentage of sanctioned seats in the 1 <sup>st</sup> year filled (postgraduate, all categories)				]		
Transition rate from the 1 <sup>st</sup> year to the 2 <sup>nd</sup> year (undergraduate, all categories)						
On-time graduation rate (undergraduate, all categories)						
Transition rate from the 1 <sup>st</sup> year to the 2 <sup>nd</sup> 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 \_\_\_\_\_

#### 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.