

**Government Arts And Commerce**  
**College - Keolari Dist-Seoni (M.P.)**

**ANNUAL REPORT**  
**2016-17**

**Submitted to:**

**Dy. Project Director**  
**RUSA, Higher Education Department**  
**Bhopal (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 - **Govt Arts & Commerce college Keolari**
- Place of the college - Keolari
- District - **Seoni**
- Division - **Jabalpur**
- Year of establishment of college - **1984**
- Name and Contact details( Mail id , Phone ) of Principal – **Shri Mahendra Singh Baghel**  
**M. 9407014264, Email – mahendrasinghbaghel19@gmail.com**
- Name , Post and Contact details of ( mail id, Phone no.)  
of Reporting In charge - **Dr. S.N. Dehariya**  
**M. - 9424648584 Email – gc\_keolari@rediffmail.com**
- Date of report submission - **09-01-2018**

## 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.

Govt Arts & Commerce College, Keolari was established in 1984. It is situated in Tehsil Head Quarter & Gram Panchayat Of Keolari at Seoni Distt. In M.P. Seoni Distt Also Known as "Mogli Land". It also has the biggest dam of Asia – Built by soil that is "Bheemgadh Dam" (Sanjay sarovar). Keolari village situated On the State Highway 11-A Seoni to Mandla (M.P.) Between Panch National Park & Kanha National Park. This village is Nearby Bainganga River & 52 K.M. Away from Seoni Distt. Head Quarter. At Present The college Caters to the local & Specialty near by Vilege Students. It is Completely Rular area. Most of the students of this college come from rural families & their main occupation is agrobased. This is an only college under this tahsil.

The college is maintaining the right academic environment to achieve its vision & mission. Our qualified & Dedicated Faculties, our office staff although few number work efficiently and try for success of the college inspite of main hurdles.

This college was established in higher secondary school building. It shifted to its present building in 2005. The college has a vast campus spread over 17 acre.

The college has Post Graduate Clases in Art (Janbhagidari – Self Finance) and Under Graduate departments with Arts, Commerce faculties bu govt. College is affiliated to RDVV Jabalpur (MP) since 1996. College provides many facilities to students & staff including good classrooms, library, reading rooms, computer labs, girls common room, drinking water & toilets facilities. N.S.S. activities are also conducted in the college.

The institution has a curriculum designed by Deptt. of Higher Education, Bhopal & RDVV Jabalpur (MP). The institution follows all standards for the effective implementation of the curriculum. Co-curricular activities are also conducted regularly according to govetment orders. debates, job oriented projects – skill development program and help to develop the personality of students. They take part in the extracurricular activities like Youth Festival, Annual Function, Sports etc. which aims at the development of the character and values which help and build them to be responsible citizens of the nation. The strength of student is 657 in the year 2016-17.

Institution has made innovative efforts helpful in achieving academic excellence, moral and ethical values such as social justice, eco-consciousness, sense of equality are inculcated in the minds of students through community oriented extension services carried out by the institution. To promote research, the college encourages faculty members to take part in research, seminars and conferences. The institute has adapted best practices such as remedial coaching, reading room & comman room facilities for students. NSS unit help in empowerment of youth through imparting holistic education to make them responsible citizen of the society.

## **2. Overview (1 page)**

Vision, Mission and Objectives of the college

### **Vision :**

To have higher NAAC grade through imparting subject knowledge to all the students from various sections of the society with value based education to enable develop students those who are responsible citizens and capabilities of professionalism and scientific attitude.

### **Mission :**

The Mission Statement of The College is are as Follows.

1. TO Provide Quality higher education to its students.

2. Motivate Students to given Knowledge Through Various Academic and extracurricular activities
3. Equip The Students especially the weaker sections for an upward movement to serve as good citizen.
4. To provide academic programs based on local /regional /National global needs.
5. To prepare students to meet the challenges of present scenario.
6. Developing contemporary infrastructure.

**Objectives -**

1. Provide better education facilities to students
2. Provide govt sponsored scholarship schemes to students.
3. Provide better employment opportunities to students.
4. provide co-curricular, curricular & extra curricular activities for personality development among students.

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

Govt Arts & Commerce College, Keolari was established in 1984. It is situated in Tehsil Head Quarter & Gram Panchayat Of Keolari at Seoni Distt. In M.P. Seoni Distt Also Known as “Mogli Land”. It also has the biggest dam of Asia – Built by soil that is “Bheemgadh Dam” (Sanjay sarovar). Keolari village situated On the State Highway 11-A Seoni to Mandla (M.P.) Between Panch National Park & Kanha National Park. This village is Nearby Bainganga River & 52 K.M. Away from Seoni Distt. Head Quarter. At Present The college Caters to the local & Specialty near by Village Students. It is Completely Rular area. Most of the students of this college come from rural families & their main occupation is agrobased. This is an only college under this tahsil. The college has its own buliding which has total 17 arces Land. College has kho-kho, kabbdi, table tennis facilities to students.

This college was established in higher secondary school building. It shifted to its present building in 2005. The college has a vast campus spread over 17 acre.

The college has Post Graduate Clases in Art (Janbhagidari – Self Finance) and Under Graduate departments with Arts, Commerce faculties bu govt. College is affiliated to RDVV Jabalpur (MP) since 1996. College provides many facilities to students & staff including good classrooms, library, reading rooms, computer labs, girls common room, drinking water & toilets facilities. N.S.S. activities are also conducted in the college.

**(ii) History of the college with significant milestones**

Govt Arts & Commerce College, Keolari was established in 1984. It is situated in the locality of ugli road Keolari. The college has Post Graduate departments in Art

and Under Graduate departments with Arts, Commerce faculties. College is affiliated to RDVV Jabalpur (MP) since 1996.

The college organised different programmes in past years :-

Year	Date	Activity (Workshop)
2015-16	10-07-2015	Educational Extension Day
	27-07-2015	Women Harsment
	21-06-2015	World Yoga Day
	11-07-2015	World Population Day
	07-07-2015	Environmental Day
	12-08-2015	Youth Festival
	07-09-2015	Communication Skill
	04-09-2015	Soft Toys Training
	07-12-2015	Consumer Protection Day
	16-12-2015	Botique Training Program
	08-03-2016	Women Day
	30-03-2016	English Lan. Seminar
2016-17	10-07-2016	Educational Extension Day
	27-07-2016	Women Harsment
	12-08-2016	Youth Festival
	07-09-2016	Communication Skill
	08-03-2016	Women Day
	01-12-2017	World AIDS Day
	28-07-2016	Hepetitus Day

(iii) Faculties and major disciplines

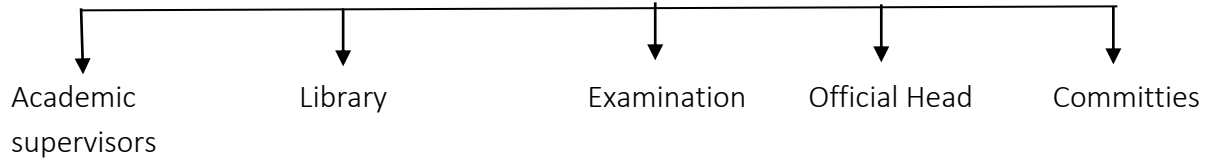
S.N	Disciplines	classes	subjects
1	Arts	B.A	Hindi Lit. English lit, Political Sc., History, Economics, Sociology.
2	Arts	M.A.	Political Sc. Economics History
3	Commerce	B.Com	Management Group Account Group Applied Economics

### 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

Principal (Shri M.S. Baghel)



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

### Academic supervisors (Head of Departments)

Economics	-	Dr. S.N. Dehariya
Hindi Lit.	-	Dr. R.K. Thakur
History	-	Shri S.S. Baghel
Commerce	-	Shri M.S. Baghel

### Library

Librarian	-	Guest faculty
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### Examination

Controller Examination	-	Shri M.S. Baghel
Assistant Supertendent	-	Shri S.S. Baghel
Assistant Supertendent	-	Dr. S.N. Dehariya
Assistant Supertendent	-	Dr. R.K. Thakur

### Official Head

Head Clerk	-	Nil
Assistant Grade II	-	Nil
Assistant Grade III	-	Shri R.K. Choubey
Peon	-	Shri Beniram baghel
Peon	-	Shri Jagram dhurve
Sweper	-	Shri Ramkumar Raksel
Watchman	-	Shri Sahasram Pal

### Committies :-

S.N	Name of Committies	Head
1	Purchasing Committee	Shri M.S. Baghel

2	Poverty Scholarship committee	Shri S.S. Baghel
3	Students Welfare fund	Dr. S.N. Dehariya
4	Scholarship, Gaon Ki Beti	Shri S.S. Baghel
5	Awagaman yojna Committee	Dr. S.N. Dehariya
6	Magazine Committee	Dr. R.K. Thakur
7	UGC Committee	Shri S.S. Baghel
8	Anti-ragging & Discipline Committee	Shri S.S. Baghel
9	Students Union Committee	Shri S.S. Baghel
10	Library Advisory Committee	Shri S.S. Baghel
11	NSS Committee	Dr. R.K. Thakur
12	Red Ribben	Dr. R.K. Thakur
13	Sports Committee	Dr. S.N. Dehariya
14	Youth Festival Committee	Dr. R.K. Thakur
15	Grievances Redressal Cell	Shri S.S. Baghel
16	Committee for Guest Faculty	Dr. S.N. Dehariya
17	Career Counseling Cell	Shri S.S. Baghel
18	Semester Cell	Dr. R.K. Thakur
19	Teachers-students Guardian Cell	Shri S.S. Baghel
20	Amalgamated Fund Committee	Dr. S.N. Dehariya
21	Cultural Committee	Dr. R.K. Thakur
22	Janbhagidari Samiti	Dr. S.N. Dehariya
23	NAAC Committee	Dr. S.N. Dehariya
24	Write off Committee	Dr. S.N. Dehariya
25	College Development cell	Shri S.S. Baghel
26	IQAC Committee	Shri S.S. Baghel
27	Physical Verification Committee	Dr. S.N. Dehariya

#### 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	592	65	NA
Applications that ranked the college as the 2 <sup>nd</sup> preference	36	0	
Applications that ranked the college as the 3 <sup>rd</sup> preference	23	0	
Total number of applications received	651	65	

Number of students admitted	592	65	
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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	100	NIL
	FEMALE	ST	100	NIL
	FEMALE	OBC	100	NIL
	FEMALE	General	100	NIL
	FEMALE	Others	100	NIL
B.COM	FEMALE	SC	100	NIL
	FEMALE	ST	100	NIL
	FEMALE	OBC	100	NIL
	FEMALE	General	100	NIL
	FEMALE	Others	100	NIL
MA	FEMALE	SC	100	NIL
	FEMALE	ST	100	NIL
	FEMALE	OBC	100	NIL
	FEMALE	General	100	NIL
	FEMALE	Others	100	NIL
	FEMALE	Others	100	NIL



## 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 + Any Three Subject of the following :- Hindi Lit. English lit, Urdu Lit. Political Sc. Geography, History, Economics, Sociology, Home Sc
Commerce	Bachelor of Commerce	10+2 from a recognized Board with Commerce OR 10+2 with relevant vocational course from M.P. Board	Management Group Account Group Computer Application Advertisement Group

### Core Options at PG level

Faculty	Name of the Core Program	Eligibility	Subject Options
M.A.	Master of Arts	Graduation from a recognized University	Political Sc. Economics History

### 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 2016-17

Academic Work	First/ Third/ Fifth Semester	Second/ Fourth/ Sixth Semester
Orientation Classes/Zero Classes/SWOT analysis	1 july to 11 july	-
Teaching and Continuous Comprehensive Evaluation	13 july to 7 Nov.	1 jan to 23 April
CCE Schedule	Sept. Second week	March Second week
Preparation Leave	14 Nov. to 16 Nov	24 April to 26 April
Practical Exams (Graduation/Post Graduation)	15 Oct. to 5 Nov.	25 March to 11 April
Semester and ATKT Exams	17 Nov to 21 Dec.	27 April to 26 May
Declaration of Examination Results	31 Dec.	15 June
Semester Break (for students)	22 Dec. to 31 Dec.	27 May to 30 June
Semester Break (for teachers)	22 Dec to 31 Dec.	27 May to 15 June

## 7. The Student Experience

Briefly describes student life in the college:

### Infrastructural facilities available to students -

- Classrooms, Smart classrooms, Library and reading room facility.
  - Working for the betterment of the students and quality education.
  - Value aided education through co curricular activities.
  - Scholarships such as Gown ki beti, Awas yojna, Minority, Awagaman etc. are available for the students.
  - Career guidance, skill development, AIDS awareness rally, Voter awareness rally etc. are organized by the college for the awareness of the students.
  - Extra classes for weak students.
  - There is no case of ragging in the college.
  - For clean & green campus, initiatives are taken for plantation and cleanliness.
  - Qualified faculty members.
  - Internet Broad Band connectivity.
  - College is catering the education needs of rural and tribal areas.
  - Transparent and prompt disbursal of all financial assistances.
- 
- Library as a learning resource- advisory committee, its composition, facilities & services (e & print), annual improvement initiatives

The college library work as a learning resource for teachers & students. The library committee has one convener and four members. The significant initiatives have been implemented by the committee to render the library, student/user friendly. There are provision of reading space, provision of useful magazines and competition books. Xerox machine is available for photocopy.

Total area of the library (in Sq. Mts.) - 300  
 Total seating capacity - 20  
 Working hours - On working days from 10.30am to 5.30pm.

Library holdings	2015-16
	Number
Text books	18000
Reference Books	230
Journals/ Periodicals	04

The library staff supports the students and teachers by fulfilling their requirement of books, newspapers, journals, magazines and research needs. All major newspapers are subscribed in the library. Syllabus of all academic programmes and old question papers are stored. The feedback from the users is analyzed and used for effective implementation of library services.

#### **Student support services : IT enabled services**

The college have sufficient number of computers with latest configuration. Actual number of computers are 20

The college also have Wi-Fi facility to students.

Five Number of nodes/ computers with Internet facility are available to students. The computer and internet facility is made available to the faculty and students in the campus.

The institution facilitates extensive use of computer-aided teaching /learning materials in the form of power point presentations by the faculty and the students for their project work .

#### **Personal enhancement & development schemes**

NSS, Facilities for physically challenged & slow learners; Tutor-Guardian Scheme, Grievance Redressal Cell, Entrepreneurship Cell, Remedial classes, Career Guidance Cell.

The college have NSS unit which is affileted to RDVV Jablpur. Total 100 Boys are enrolled. 7 days special camp from 13 Feb. to 19 Feb. organised by college.

The college organised different training programme to students. Carrier counselling cell of the college provide infromation about employment. The college provided different orientation programmes such as :- environment protection, clean India, self security etc.

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

The college follow sports calendar given by higher education department M.P. Different sports events like :- kho kho, kabadi, cricket, athelitics, badminnoton etc. are organised by college.

Youth Festival & Cultural and literary events are also organised by college. Students participated in singing compitition, sports quiz, group dance, general knowlege quiz.

College Organised different training programme given below :-

Zardosi Work & Tai & Dai Training Programme from Jan. to March 2017

NSS Camp from 13 Feb to 19 Feb 2017

Blood Donation Camp On 23 Jan. 2017

Clean Environment Programme from 01 Aug To 15 Aug 16

Carrier & Personality Development Programme from Every Month Three Days.

### **Major student welfare initiatives over the past year**

College provied diffrent Scholarship Schemes to Students.

Details of diffrent schemes given below

#### 1. Post Metric Scholarship

S.N.	Category	No of Students
1	OBC	231

2	ST	130
3	SC	71

2. Gawn Ki Beti Yojna

S.N.	Category	No of Students
1	GEN	98
2	OBC	13
3	ST	25
4	SC	18

3. Pratibha kiran Yojna

Nil
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4. Minorities Scholarship

S.N.	Category	No of Students
1	Muslim	01
2	Jain	01

5. Awagaman Yojna

S.N.	Category	No of Students
1.	Gen	187
2.	OBC	
3.	ST	64
4.	SC	32

The college also provided facilities of **Book Bank Scheme** for SC/ST Students. Free Stationary to SC/ST students also available.

- **Extension Activities**

7 days NSS camp of 50 students in the month of Feb. 2017

Blood donation camp at Block Medical hospital Keolari.

Madhya Nisedh relly for awarness.

Green india, clean india relly for awarness.

## 8. **Student Achievements**

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.

The college is well known for its quality education. The students got their merit position in university result. The given list shows the students which have got service in different departments :-

S.N.	Name of Student	Nature of Job
01	Akansha Baghel	M.P. Police S.I.
02	Satrupa Baghel	M.P. Police
03	Mithlesh Baghel	M.P. Police
04	Anand Uikey	Indian Army
05	Nitesh Chandrawanshi	Indian Army
06	Shubham Sarma	Indian Railway

#### ACADEMIC

- Merit

S.no	Name of the award/ medal/ meritorious scholarship	Name of the recipient	Class	Area of achievement
1	Nil	Nil	Nil	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
1	Youth Festival (Singing)	Yes	No	Yes	-
2	Dance	Yes	No	No	-
3	Poster Comped	Yes	No	No	-

- Awards and Achievements

Name of the student	Class	Event	Award/Achievement
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Nil	Nil	Nil	Nil
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## SPORTS

- Participation

S.no	Name of the event	Division Level	State Level	University/ National Level	International Level
1	Kho-Kho	Yes	No	-	-
2	Kushti	Yes	No	-	-
3	Atheletics	Yes	No	-	-

- Awards and Achievements

Name of the student	Class	Sport	Award/Achievement
Nil	Nil	Nil	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
<i>Nil</i>			

- Major/Minor research projects

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

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

S. No.	Name of the faculty	Regional/ State	National	International
1	Dr. R.K. Thakur	Yes	Yes	-
2	Dr. S.N. Dehariya	Yes	Yes	-

- Publications in national/ international journals

S.No.	Name of the faculty	Name of the journal	Title of the paper	ISSN/ ISBN number /Impact factor
1	Dr. R.K. Thakur	Rachna	Shahitya Mai sakaratmak pahal	ISSN – 24495061
2	Dr. R.K. Thakur	Impact Of industrial pollution on Environment	Paryavaran aur sanshriti	ISSN – 979838530443

- List of linkages/ Collaborations/ MOUs

Nil

- 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	-	-	08	06	09	0
<i>Filled</i>	-	-	08	06	09	0
Sanctioned by Management/ Janbhagidari	-	-	-	03	00	0
Samiti/ Other authority	-	-	-	02	03	0
<i>Filled</i>	-	-	--	05	03	0

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



S.no.	Name of the Guest Faculty	Qualification	Subject
1	Smt. Poonam Dhurve	M.A. English, M.Phil	English
2	Shri Pankaj Sende	M.A. Net	Sociology
3	Dr. Ramkumar Nayak	M.A. Net, Ph.D	Pol.SC.
4	Shri Pankaj Gaharvar	M.A. Net	Pol.SC.
5	Shri Dasai Lal Maneshwar	M.A. Net	Commerce
6	Dr. Laxmi Bhande	M.A. Net, Ph.D	History
7	Shri Asfak Ahmad Ragrej	M.lib, Net	Librarian

### 3. Guest Faculty: subject-wise appointments (Janbhagidari)

S.no.	Name of the Guest Faculty	Qualification	Subject
1	Shri Rajkumar Vishkarma	M.A. History	History
2	Smt. Rachana Rai	M.A. Economics	Economics
3	Smat. Rasiya Khan	M.A. Pol.Sc. M.Phil	Political Sc.
4	Shri sunil Chourasiya	M.Sc. Com.	Computer
5	Shri Hemram Marskole	M.A. Geography	Udmita

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

Better education facilities.

Organised national Seminar.

Wi-Fi Campus for students.

Teaching through power point presentation.

### 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.

Events	No. of students selected			
	2016-17	Level of selection		
		District	University	State

Debate	1	✓	-	-
Quiz	1	✓	-	-
Poster	1	✓	-	-
Painting	1	✓	-	-
Colaz		✓	-	-
Ekal gayan (sugam)	1	✓	-	-
Ekal gayan (shashrtriya)		✓	-	-
Natak		✓	-	-

College level programmes listed below :-

World Environment Day - 5 June 2016

International Yoga Day - 21 June 2016

Environmental Protection Day - 8 July 2016

Consumer Protection Lecturer - 12 Sep 2016

World Food Day - 16 Oct. 2016

Human Rights Day - 10 Dec 2016, Lecturer 13.12.2016

Personality Development Workshop – 02.02.2017

Carrier Fair – 26.02.2017

Youth Day – 12.01.2017

Finance Awareness – 21.12.2016

Mobile & Net baking – 04.10.2016

Campus selection security guard –

Army Selection Guidance – 14.09.2016

Carrier In LIC – 09.09.2016

Word AIDS Day – 01.12.2016

## 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]
Cultural programmes	20 %	Maximum Students
Sports Activities	20 %	Maximum Students
Seminar	20 %	Maximum Students
Personality Development programme	20 %	Maximum Students
Carrier Fair	20 %	Maximum Students

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

The Institution have a formally stated quality policy. As per the instructions of the department of the higher education M.P. Govt. internal quality assurance cell (IQAC) has been formed. According to this policy the state govt. observed 2011-12 as quality year and 2012-13 as quality extension year. It emphasizes self evaluation by teachers conducting zero classes at beginning of the session, language improvement promoting awareness for protection of environment etc. As per the instruction of higher authorities it is driven and reviewed time to time.

The internal organizational structure consists of the principal being the Head of the institution and all the administrative and financial powers are exercised by him. Principal forms different committees such as purchasing committee, sports committee, cultural committee, time table committee, physical verification committee etc. to execute the works and to advise and suggest him. There is also a Janbhagidari Samiti, a body of local representatives formed by the govt. that plays a vital role in development of the institution. It is headed by a Chairman and the Principal acts as a secretary. IQAC (Internal Quality Assurance Cell) headed by the Principal is also an important constituent in the organization. Departmental Heads and In-charge of various wings are also a part of the decision making process. However, the Principal is the final authority in the decision making process and he is also guided by the Higher authorities.

Implementing a time table and monitoring the classes, efforts to ensure maximum attendance of students in the class, use of audio-visual aids and information technology, continuous comprehensive evaluation(CCE) and project work etc.

Activities of NSS, Red Ribbon, personality development and many departments aimed at creating social, political, cultural and scientific awareness.

The head of the institution ensures availability of adequate information for the top management and stakeholders through circulation of notices, display of notices, press notes and meetings. The monthly reports of various units are also played a vital role in reviewing the activities of the institution.

Through the Vivekanand Career Counselling Cell, college invites the expertises of different fields to awake the students.

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## **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	Army Recruitment	1. Rtd. Karnal Jaya Jobiya Distt. Military Welfare Officer 2. D.S. Bopche Rtd. Army Officer	14.09.2016

#### Placement Details

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

#### Alumni Profile

S.N.	Name of Alumni	Name of the Organisation
1	Dr. Ramkumar Nayak (NET, P.Hd Qualified)	Guest Faculty (Govt College)
2	Rajkumar Vishkarma	Guest Faculty JB (Govt College)
3	Smt. Rasiya Khan (M.Phil)	Guest Faculty JB (Govt College)
4	Smt. Rachana Rai	Guest Faculty JB (Govt College)
5	Mahendra Nag	Guest Faculty JB (Govt College)
6	Sunil Chourasiya	Guest Faculty JB (Govt College)
7	Rafeek Khan	Patrakar
8	Sachin Adhadiya	EX. Chairman Janbhagidari Samity
9	Ravi Baghel	EX. Chairman Janbhagidari Samity
10	Neeraj Jain	Chairman Janbhagidari Samity
11	Nitin Baghel	Janpad sadsya
12	Raghav Janghela	Computer Operator
13	Shiv Choudhari	Businessman
14	Pavan Yadav	Janpad sadsya
15	Ranjana Thakur	Janpad Panchayat Chairman

## 13. Innovations and Best Practices

### Innovations

Innovations introduced by the institution are

- More & more use and access to internet & computer
- technology has been promoted
- Time bound distribution of scholarships
- Wi-Fi is working in the college campus and it covers whole college campus. Student use Wi-Fi for their smart phone, tablets and laptops.
- Career counselling cell playing a more responsible role by organizing career related counselling and training programmes.
- Personality development training

### Best Practices

celebration of youth festival with lot of literary and cultural activities sports event by sports department.

- Drinking water facility for student as well as teachers & Students.
  - Internal quality Assurance cell.
  - Provision of different types of scholarship for student.
  - Student has to select a job-related project work in any one of her/his opted subjects.
  - Every student is allotted a teacher-guide by the concerned Head of the Department.
- Judo Karate Practice For girls for self defence.
- Computer Literacy & Training through Computer Lab.

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

### SWOC Analysis

#### **Strength :-**

1. Reputation of only Rural institution of Tahsil.
2. Working for the betterment of the students and quality education.
3. Value aided education through co-curricular activities.
4. National seminars for promotion of research aptitude among students and teachers.
5. Scholarships such as Gawn ki beti, Awas yojna, Minority, Awagaman etc. are available for the students.
6. Career guidance, skill development, Rojgar mela, AIDS awareness rally, Voter awareness rally etc. are organized by the college for the awareness of the students.
7. Extra classes for weak students.
8. There is no case of ragging in the college.
9. For clean & green campus, initiatives are taken for plantation and cleanliness.
10. Qualified faculty members.
11. Internet Broad Band connectivity.
12. College is catering the education needs of rural and tribal areas.
13. Transparent and prompt disbursal of all financial assistances.

#### **Weakness :-**

1. Building infrastructure is inadequate.
2. Shortage of regular teaching staff and official staff.
3. Laboratories are still needed to well equipped.
4. Need of expansion of departmental library.
5. College is not a recognized research centre.
6. Smart Classroom, Furniture and Green campus are not sufficient.
7. The Post Of Sport Teacher Is not sanctioned.
8. The Post Of Library Is Vacant From 06.06.2003.
9. Lack Of Science Faculty.
10. Lack Of Communication Skill in English.

#### **Opportunities :-**

1. UG Departments for science students.
2. College should be recognized as a research centre.

3. College should have more self finance courses.
4. Library should have more reference books and research Journals.
5. Opening of study centre for different professional courses through IGNOU, Bhoj.

**Challenges :-**

1. To develop sufficient infrastructure in terms of building & staff.
2. To get sufficient government grant.
3. Competition with private colleges.
4. Prohibition from tobacco chewing and smoking.
5. Extension of higher education among the tribal and weaker section.
6. To open new courses through JBS & Govt.
7. To develop the Communication Skill in English.
8. To develop an employability for students.

**15.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
1	Construction of Class Room, Smart Class Room, Seminar hall, Boundrywall, Sports Ground.	infrastructure Development	Quality Education & Increase access
2	Extension of Library & Reading Room	infrastructure Development	Quality Education & Increase access
3	Coaching for Comp. Exam	Classes/Seminar/Workshop	Students have Better job opportunities
4	Remedial Classes	Extra Classes	Benefited for ST,SC,OBC Students
5	Personality Development Classes	Classes/Seminar/Workshop	Students have Better job opportunities
6	Skill Development Program & Cources	Classes/Workshop/course	Students have Better job opportunities

7	Computer & Language skill development	Classes/Workshop	Students have Better job opportunities
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### **16.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.