

Annual Report Sep. – 2016-17

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

Important Information –

- Name of the college – Govt College Jeerapur
- Place of the college - Jeerapur
- District - Rajgarh
- Division - Bhopal
- Year of establishment of college - 1989
- Name and Contact details(Mail id , Phone) of Principal – Dr. G. D. Singh,
E-Mail ID- dr.gdsingh120@gmail.com, Mob No.- 9993338293
- Name , Post and Contact details of (mail id, Phone no.) of Reporting In charge – Dr. Pankaja Singh Prof. Mob. No. - 9425007334, Mail ID – pankajasingh@gmail.com
- Date of report submission –

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.

[The college feels hopeful enough for an all-round development of the students and also towards a better equipped and efficient infrastructure as the MPHEd has gone for inviting IDP. Even the new president's arrival in JBS will facilitate the expected developments. The campus has gone more eco-friendly and enriched by feel good factor due to additional plantation. The completion of boundary wall of the college with a magnificent entrance gate has added to a finish and protection.

2. Overview (1 page)

(i) Vision, Mission and Objectives of the college

Since the college is established and administered by state government it abides by the government's policy and adheres to syllabi prescribed by the affiliating university.

Coming to the institutional vision, mission and objectives, the institution has its own peculiarities and uniqueness. The college mostly caters for the educational needs of the students from the surrounding villages whose mother-tongue is a local dialect of Hindi. The college, therefore, caters for the needs of the rural students who are not able to migrate to the big cities for their higher educational needs. However, the vision of the institution is to create a class of intellectually, morally and spiritually sound and committed citizens, who will become human resource of high calibre, to fulfil the needs of society and the country at large.

Mission of the college is to accord priority to the education of the marginalized sections of the society like S.C., S.T., OBC and especially girl students that constitute a larger segment of the total student enrolment. Aim of the institution is to create student friendly-teaching-learning-environment so as to promote awareness among the students regarding various ecological and environmental issues.

Vision :

To create a class of intellectually, morally and spiritually sound and committed citizens, who will become resources of high calibre, to cater for the needs of society and the country as a whole in accordance with our motto.

Mission of the College:

To ensure excellence among students irrespective of gender disparity.

To cater for the educational and career needs of students from the marginalized sections of the society and to enable them to face the challenges of the modern world with confidence.

To include innovations in education and the curriculum so as to promote academic advancement leading to national development.

To promote awareness on ecological and environmental issues.

To create research environment which can lead to better academic climate.

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

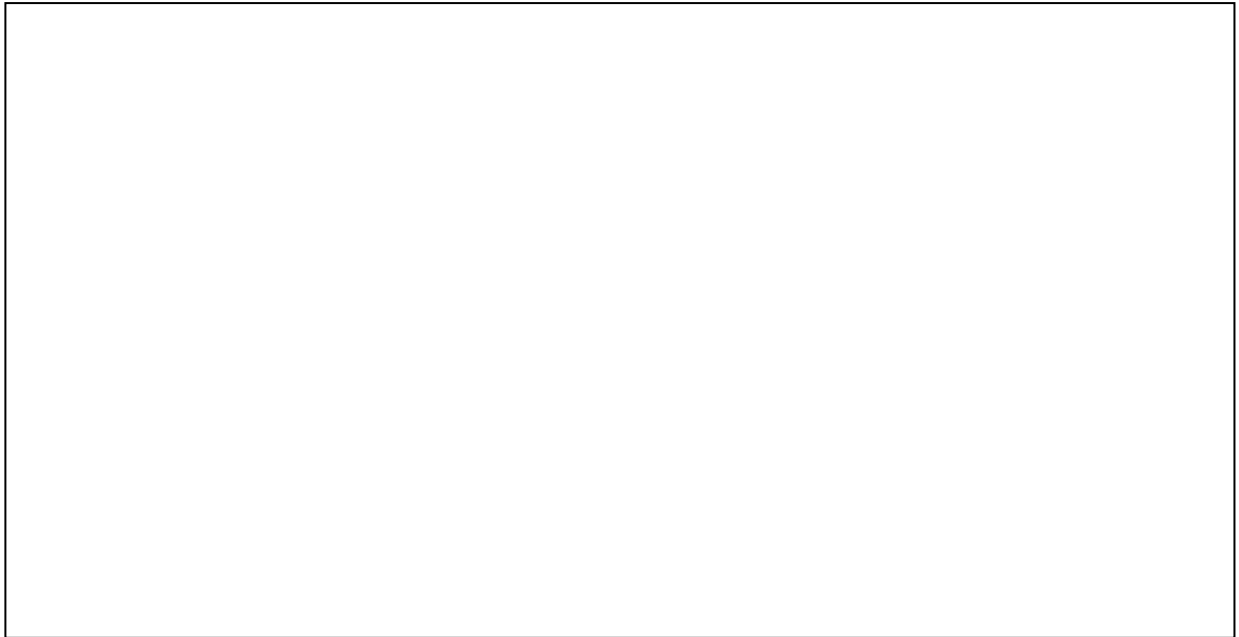
Govt. College Jeerapur was established as a Govt. College in the backward dist. of Rajgarh in 1989. Initially the college was run in a rented building in 1989 but now it enjoys a New building of its own constructed in the year 2001. This college is affiliated to the Barkatullah university Bhopal. Total land area of the college is 4.06 hectare which is sufficient for the present needs of the college infrastructure having enough space for extension of the building and playground, hostels and staff quarters etc.

- (iii) History of the college with significant milestones

Govt. College Jeerapur was established in 1989 and shifted to its own building in the year 2001 currently 2055 are studying in graduate and post graduate classes.

Despite the fact that this college is located in rural area the results and other academic achievements have added feathers to the cap of the principal.

(iv) Faculties and major disciplines

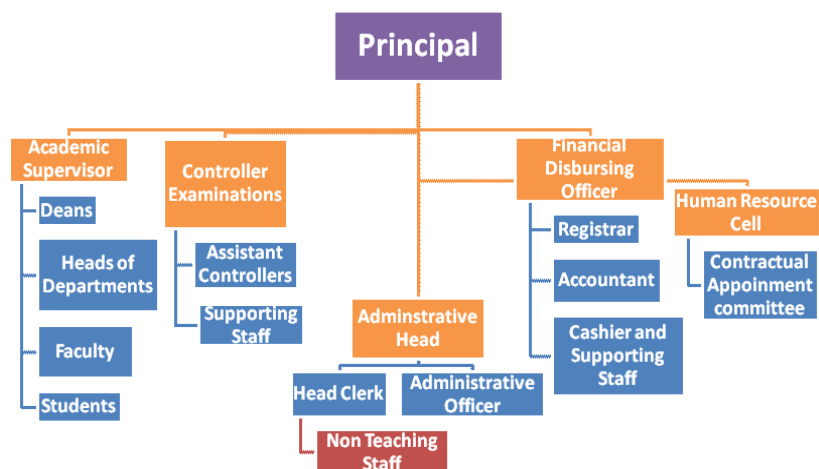


3. Senior Management Team and Board of Governors (1 page)

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 1st, 2nd and 3rd preference, the number of applications received for PhD courses, and the number of students admitted at each level as per the following format.

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

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

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

Name of the Course	Gender		Category				% of students from the State	% of students from other states
	Male	Female	SC	ST	OBC	Others		
B.A.	430	434	164	08	637	55	99	1
B.Sc. BIO	266	298	110	02	387	65	99	1
B.Sc. MATHS	147	112	20	01	154	84	100	0
B.Com	63	15	9	0	51	18	100	0
M.A. ECO.	22	15	8	02	19	08	99	1
M.A. POL. SC.	31	26	22	00	29	06	99	1

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	Bachelor of Science	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
Commerce	Bachelor of Commerce	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

Core Options at PG level

Faculty	Name of the Core Program	Eligibility	Subject Options
Arts	Master of Arts	3 year Degree course in any faculty/ Honors degree course in same subject	Economics Political Science

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. gggggggg Academic Calendar 2017 -18

Academic Work	First year & Third/ Fifth Semester	Fourth/ Sixth Semester
Orientation Classes/Zero Classes/SWOT analysis	01 july to 08 july 2017 07 working days	26 dec. 2017 01 working days
Teaching and Continuous Comprehensive Evaluation	10 july to 02 nov 2017 93 working days	27 dec. To 18 apr. 2018 92 working days
CCE Schedule	sep. 3 rd week	march 2 nd week
Preparation Leave	02 nov. To 14 dec 2017 total 07 days	19 apl . to 21 apr 2018
Practical Exams (Graduation/Post Graduation)	between 23 oct to 09 nov 2017	between 02 apr. to 18 apr 2018
Semester and ATKT Exams	10 nov to 14 dec 2017	23 apr. To 26 may 2017
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

There are in all 15 Classrooms in the college including one multi activity hall. There are 05 fully equipped laboratories. There is one separate girls common room with independent toilet facilities. Besides this there is separate Canteen and Sports room and outdoor sports ground which is under constructions. A principal chamber, office, Staff room and Computer Section are also available.

Infrastructural growth with the increasing number of students being admitted to various classes, the expansion of the infrastructural facilities has become inevitable and there is need for more furniture in the classrooms. There is no hostel facility, principal-bungalow, and residential quarters for the faculty, office staff and other menial staff.

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

In recent years the physical infrastructure of the college has not been able to keep pace with the hike in student's enrolment .To solve the problem, the college has resorted to effective and optimum use of its available infra-structure. The technological intervention is need of the day to make quality education accessible for students in remote areas especially in the context of paucity of human resources and infra-structure. The efforts have also been made to ensure the infra- structure facilities meeting with the special needs of differently-abled students. Library is a learning resource for the institution. Various initiatives have been taken by the institution to make the library user friendly. In near future ICT tools are proposed do be deployed to provide access to the library collection. Library remains open on all working days from 10 AM to 05 PM. At present, the library is being run by the Professor in charge of library as the post of librarian is vacant since Aug 2012 for the maintenance of infrastructure and existing facilities, the college has three sources of funding:

1. State Government
2. UGC grant
3. Jan Bhagidari Funds

- Student support services:
 - ✓ IT enabled services

The college has its own website wherein all the relevant information is regularly updated for the benefit of the students. It enables them to make choice at the stage of admission. Once admitted various support services/facilities are provided by the institution and they are targetted to specific needs of different categories of students. &

The college caters to the academic needs of the students, hailing from rural areas, or those belonging to backward and downtrodden classes or non creamy layers of the society. The college provides financial assistance, in the form of scholarships [as mentioned above] to these students, which is received mainly from the State Govt. Almost 80% students of the college are benefitted from these scholarships.

Various categories of students are identified and segregated during the online admission-process itself, The students of economically weaker sections are also identified during the process of admission. The college maintains a detailed record of the same. These students are provided every possible help during their term of study in the college.

Numbers of scholarships are instituted in colleges, under various schemes of state and central governments, to empower the students of downtrodden class with the clear intentions to let them flourish in the competitive world with privileged class.

Details, about the scholarships are displayed on the notice board of the college and uploaded on the website also. The same is also conveyed through the guardian-tutor to its wards. Students are required to apply for the scholarships under different heads. The scholarships are disbursed, after strict scrutiny of application by the members of committees of different schemes, constituted for this purpose.

The college management has a committee to facilitate the disbursement of State Government sponsored scholarships to such students
Some staff members bear all the expenses of study of economically deprived but meritorious students on their own.

- ✓ 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.

NSS unit, , is functioning in the college making genuine endeavour to interact with the community for a definite social improvement, particularly targeting communities who are socially and economically backward.

NSS volunteers go to the villages and visit door to door to make them aware towards the hygiene and cleanliness.

Various activity clubs are constituted in the college e.g. Red Ribbon Club that spreads health awareness in the society.

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

The college administration is determined to encourage the students for participating in various extracurricular activities, and the very idea —participation in a competition matters, and not the victory is nurtured among students through constant motivation.

The necessary facilities are provided and adequate funds are envisaged for the purpose. The sports and cultural committees supervise the extracurricular activities

At the college level, the attendance is taken care of such students who participate in Sports, Cultural and Literary activities at the university level and above. As far as flexibility in examinations is concerned, the university takes care that these dates do not clash with the competitions. At the college level flexibility is provided to such students as well as the students in NSS camps in the internal examinations (CCEs).

- ✓ Major student welfare initiatives over the past year

College is determined to ensure social justice through Government-sponsored students' welfare schemes, which are listed here under

SCHOLARSHIP:

Numbers of scholarships are instituted in colleges, under various schemes of state and central governments, to empower the students of downtrodden class with the clear intentions to let them flourish in the competitive world with privileged class.

Details, about the scholarships are displayed on the notice board of the college and uploaded on the website also. The same is also conveyed through the guardian-tutor to its wards. Students are required to apply for the scholarships under different heads. The scholarships are disbursed, after strict scrutiny of application by the members of committees of different schemes, constituted for this purpose.

COUNSELING and PLACEMENT SERVICE:

Vivekanand Career Guidance Cell provides the students formally and informally by extending its services in career guidance, organizes lectures on career planning, and invites different companies for campus recruitment.

GRIEVANCE REDRESSAL CELL:

The institution has NATIONAL SERVICE SCHEME unit for the holistic development of the students. The students participate in all the activities of community development through seven days camp and regular activities that include awareness programs about health and hygiene, AIDS \HIV programs, cleanliness program, plantation, composting pit, Environment day, Traffic day, Blood Donation, Pulse Polio etc. In seven days camp the student get an experience regarding the practical problems, how to work with unity and teach people about community programs and various schemes of the central and state governments.

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 highlighting the profiles of top achievers and describing how resources provided by the college helped these students.

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
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
1	Cricket	2015-16	2015-16	NIL	NIL

- 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
	NIL	NIL	NIL
<i>NO research</i>			

- 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
1	Dr.Arun Singh	NIL	03	NIL

S. No.	Name of the faculty	Regional/ State	National	International
1	Dr.Arun Singh	NIL	03	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
1	Dr. Arun Singh	Papers Enclosed	03	Peer reviewed

- 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						
<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
1	Dr Hansraj Patidar	Ph.d	Economics
2	Dr. G.L. Rawal	Ph.d	Political Sc.
3	Smt Nutan Panwar	M.A.	Geography
4	Shri Rajendra Panwar	M.Phil	Enviroment
5	Dr. Akhalak Mansuri	Ph.d	Mathematics
6	Dr. Priyanka Ahirwar	Ph.d	Zoology
7	Shri Govind Songara	M.Phil	Librerian
8	Shri Sachin Sharma	M.Phil	Botany
9	Shri Balwant Sing Dangi	M.Sc.	Chemistry
10	Shri Aashish Gupta	M.Phil	Udhyamita
11	Shri Anupam Aacharya	M.Sc.	Computer

3. Annual improvement in academic, research & administrative Initiatives

Nil

11. Events and Initiatives (5 pages)

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

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

The institute makes special efforts to inculcate environmental awareness among the faculty and students with the belief that environmental awareness will lead to conservation of environmental action. For developing ecological consciousness amongst students a wide range of activities such as organizing campaigns, poster exhibitions and workshops are organized by the Institute. Some of the Student and staff member are motivated to check the misuse of energy. Low electricity consuming devices such as CFL, LED, energy efficient star marked equipments etc. are used in the campus to save electricity. Believing in the dictum 'energy saved is energy produced, awareness campaigns have been conducted to inculcate among the students and the staff the habit of energy conservation by following simple methods, such as switch off the electrical equipments when not in use.

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 th September [current year]
Nil			

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

The cell for the internal quality assurance has been setup in the college. Normally in the beginning of the session the meeting of the cell is held for which the principal holds the office of the chairperson. With a view to ensure the academic development of college, various policies are formulated and a follow up is pursued.

The cell aims to bring about improvements in the areas of academics and research, teaching and learning, cultural, literary, sports and many other extra-curricular activities. There is thrust on the development of infrastructure also. At regular intervals meetings of different heads of the departments, finance/purchase committee, Semester Committee, Literary and Cultural Committee, Grievance Redressed Cell, Students' Union, Alumni Association etc. are also conducted. The IQAC is also concerned about promoting and ensuring placements through the Career and Placement Cell, and skill development committee. Motivation is also given for enhancing a better academically congenial climate.

14. Innovations and Best Practices

The college is instrumental in promoting environmental awareness by organizing a wide range of activities such as poster exhibition; hygiene campaign, keep your campus clean workshops etc. Various steps have been taken to make the campus eco-friendly such as plantation, waste management etc. A drive against the eradication of social evils such as Alcoholism, Drug addiction, gender discrimination, female foeticide decreasing sex – ratio etc. is also undertaken and many campaigns are also launched. The optimum participation of the students under the guidance of the staff is ensured. We also aim at inculcating a positive attitude in the budding talents. In collaboration with the N.S.S. unit of the college the success of prevalent programs of national importance are also taken care of. This is done by promoting an atmosphere of good hygienic conditions, compatibility with eco-friendly and computer-friendly gadgets. Entrepreneurship development programmes are also organised to help students to procure better jobs as per their calibre and abilities. "Energy saved is energy produced", believing in this dictum, the college also makes endeavours to popularise and promote the conservation of energy among the students. The importance of dress code is also discussed so as to create a feeling of equality among the students ranging from different strata of the society. The whole effort of the college is to ensure the training of independently acting & independently thinking individuals who see in the service of the community their highest life problem. Thereby the institution aims at incorporating a better academic, cultural, and eco-friendly climate.

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

Weakness:-

- Shortage of regular faculty owing to 80% vacant posts. In the absence of permanent faculty, some departments are being run totally by the guest faculty.
- Considering the magnitude of the student Strength some additional teaching posts are required to be sanctioned.
- Non availability of efficient and Supportive staff (technical and ministerial).
- Acute shortage of class rooms and laboratory spaces to accommodate the existing student strength.
- Lack of a sufficient separate library building keeping in view the increasing on of books.
- No independent departments and departmental library are available for PG departments in the Faculty of Arts.
- Need for a bigger computer lab.
- Non availability of hostel especially for girls coming from remote areas.

Challenges:-

- Filling up vacant regular posts and getting more posts sanctioned from the government to cope with the student strength in each subject.
- Availability of qualified teachers for guest faculty working against vacant posts with in-efficient remuneration.
- To sustain the interest of the students in traditional programmes vis-à-vis their calibre.
- Procuring optimum participation of students in co-curricular and extra-curricular activities especially those coming from remote rural areas.
- Non efficient electricity supply.
- Not availability of internet connectivity.

Strengths:-

- Consistently growing strength of Girls which constitutes positively greater proportion of the total enrolment.
- Strategic role of the college in providing opportunity of higher education to marginalized sections of the society.
- High growth potential in spite of the distant location from district headquarters.
- Qualified and committed teaching faculty
- One self-finance programme in commerce is successfully being run i.e. Bachelor of Commerce .
- Well equipped departmental UG laboratories in faculty of science
- A well furnished Computer Laboratory with 07 computers equipped with latest configurations
- Career Guidance Cell conducting skill-development and other career Counseling programmes.
- Internal Quality Assurance Cell
- Efficiently working NSS unit.
- Transparent and prompt disbursal of all types of scholarships
- 05 station Gymnasium to develop physical fitness and strength for students and staffs.
- Girls common room equipped with separate toilet facility.
- Availability of big sports ground for organizing out-door events.

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
1	RUSA	Construction of seminar hall	For conducting seminars, group discussion
2	RUSA and JANBHAGIDARI FUND	Development of Playground	For developing good sports persons
3	RUSA/UGC	Development of Computer lab	For IT enabled teaching and technology teaching
4	RUSA	Construction of New Hostel	For providing good education facility and environment to rural students
5	RUSA	Construction of New Administrative rooms	For providing good work space of office staff
5	Government aid	Construction of boundary wall	For providing safety to the institute and students
6	RUSA/UGC	Up gradation of Laboratories	For practical enabled teaching

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	NIL				

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 st year as on September 30 th [current year]				
Discipline Group	Undergraduate		Postgraduate	
	Sanctioned Seats	Enrolment	Sanctioned Seats	Enrolment
Arts				
Commerce				
Science				

Data Source: AISHE

2. Transition and on-time graduation

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

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

(a) Transition from the 1st year to the 2nd year (Postgraduate)				
		Number of students admitted to the 1 st year in [the previous academic year] (*)	Of (*), the number of students currently enrolled in the 2 nd year who:	
			Passed all subjects in the 1 st year	Were Allowed to Keep Terms
SC	Male			
	Female			
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 st year in [year t-3] (*)	Of (*), the number of students who passed all final year examinations for the previous academic year
SC	Male		
	Female		
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 (Postgraduate)
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		Number of students admitted to the 1 st year in [year t-2] (*)	Of (*), the number of students who passed all final year examinations in the current year
SC	Male		
	Female		
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

(a) Faculty and administrative staff in position as on 30 th September, [current year]							
		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						
Professor	Sanctioned						
	Filled (Regular)						
	Filled (Contract)						
	Guest Lecturers						
Admin.	Sanctioned						

Staff (all)	Filled (Regular)						
	Filled (Contract)						
Accountant	Sanctioned						
	Filled (Regular)						
	Filled (Contract)						

Data Source: AISHE

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

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

(c) Faculty qualifications as on 30th September, [Current Year]					
		PhD	Postgraduate	Undergraduate	Others
Assistant Professor	Regular	04	NIL	NIL	
	Contract				
	Guest Lecturers	02			
Associate Professor	Regular				
	Contract				
	Guest Lecturers				
Professor	Regular				
	Contract				

	Guest Lecturers				

Data Source: AISHE

4. Student support services

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

Data Source: AISHE

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

Data Source: College records, DHE

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

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

Data Source: Hostel register verified against fee receipts on record

5. Examination Results

(a) Examination results for [previous academic year] (undergraduate)											
		SC		ST		Other Reserved Categories		General		Total	
		M	F	M	F	M	F	M	F	M	F
1st year	Appeared										
	1 st division										
	2 nd Division										
	3 rd Division										
2nd year	Appeared										
	1 st division										
	2 nd Division										
	3 rd Division										
3rd year	Appeared										
	1 st division										
	2 nd Division										
	3 rd Division										

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

(a) Examination results for [previous academic year] (postgraduate)					
	SC	ST	Other Reserved Categories	General	Total

		M	F	M	F	M	F	M	F	M	F
1 st year	Appeared										
	1 st division										
	2 nd Division										
	3 rd Division										
2 nd year	Appeared										
	1 st division										
	2 nd Division										
	3 rd Division										

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

6. Placement and student tracking

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

Data Source: Records of the college placement cell

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

SC	Male					
	Female					
ST	Male					
	Female					
General	Male					
	Female					
Total	Male					
	Female					

Data Source: Records of the college placement cell

7. PhDs Awarded

Number of PhDs awarded between October 1 st [previous year] to September 30 th [current year]	
Discipline Group	Number
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
All disciplines	NIL

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		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
Others / Inter-disciplinary		NIL
Physical Education		NIL
Religious Studies		NIL
Science		NIL
Social Science		NIL
Social Work		NIL
Veterinary and Animal Sciences		NIL
Women Studies		NIL
All disciplines		NIL

Data Source: College/university records

Number of papers published in peer-reviewed journals between October 1 st [previous year] to September 30 th [current year]			
Discipline Group	Number of papers published		Number of published papers through cross-institute research collaboration
	International Journals	National Journals	
Arts			
Commerce			
Criminology and Forensic Science			
Cultural Studies			
Defence Studies			
Design			
Disability Studies			
Education			
Fashion Technology			
Fine Arts			
Fisheries Science			
Foreign Languages			
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)	Date on which accreditation was received	Grade	Valid till

	submitted)			
1 st Cycle				
2 nd Cycle				
3 rd Cycle				

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

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

10. Institutional Trends

Variable	Baseline Value	[Year 1]	[Year 2]	[Year 3]	[Year 4]	Current Year
Percentage of sanctioned seats in the 1 st year filled (undergraduate, all categories)						
Percentage of sanctioned seats in the 1 st year filled (postgraduate, all categories)						
Transition rate from the 1 st year to the 2 nd year (undergraduate, all categories)						
On-time graduation rate (undergraduate, all categories)						
Transition rate from the 1 st year to the 2 nd year (post graduate, all categories)						
On-time graduation rate (postgraduate, all categories)						
Regular faculty in position rate (all levels, reserved categories)						

Regular faculty in position rate (all levels, unreserved categories)						
Percentage of regular faculty with PhDs (all levels)						
Employment rate of graduates from the previous academic year (undergraduate, all categories)						
Employment rate of graduates from the previous academic year (postgraduate, all categories)						
Percentage of total revenue generated through externally funded research						
Number of papers published in peer-reviewed, international journals						

Source: Tables under section 1-8.

11. Financial Reports

Name and registration number of the auditor _____.

Number of audit observations recorded by the auditor _____.

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

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

12. All India Survey of Higher Education

Date on which all applicable fields of the Data Collection Format for the All India Survey of Higher Education were completed and submitted _____

Instructions

- All data is to be reported as on 30th September of the current year.
- Postgraduate courses refer to courses at the Masters and MPhil level.
- The number of sanctioned seats is the number of students the college is authorized, by the UGC/DHE/affiliating University, to admit in the first year of its degree programs.
- The number of sanctioned faculty posts is the number of faculty the college is authorized, by the UGC/DHE/affiliating University, to recruit on a full-time basis.
- Enrolment is defined as the number of students who have paid their admission fees for joining a degree program by September 30 of the respective academic year.

- Admission is defined as the number of students who have paid their admission fees for joining a degree program, in the first year, by September 30 of the respective academic year and who have never been enrolled in that degree program previously.
- Other Reserved Categories include all categories of students (for e.g. sports quota, extracurricular quota, residents of Jammu and Kashmir etc.) for whom a fixed percentage of sanctioned seats are reserved.
- Examination results are to be reported for examinations held in the previous academic year, and the results for which were declared by 30th September of the current year.
- Allowed to keep terms refers to students who did not pass all subjects in the previous year but were allowed to transition to the next year of their respective degree programs.
- Regular faculty refers to faculty employed on open-ended, full-time contracts as per UGC norms.
- Contract faculty refers to faculty employed on fixed term, full-time contracts as per UGC norms.
- Guest Lecturers refers to faculty employed on a per lecture or per day basis as per UGC norms.
- Data on scholarships is to be reported on all scholarships awarded between 1st October of the previous year and 30th September of the current year.
- A hostel seat is considered occupied if a student has been allotted a seat in the hostel and the student, to whom the seat was allotted, has paid the hostel fee for the current academic year.
- Examination results refers to the average score obtained by a student, in the respective academic year, across all exams that are used to assess whether the student has met the requirement of the degree program in which he/she is enrolled.
- Student tracking refers to having up to date contact information (mobile phone and/or email address) and status (employment, unemployed, in formal education or training, not in the labour market/other) for each student for up to six from the end of the academic year when the student passed out (graduated).
- Externally funded research and consultancies refer to research and/or development funded through consultancy contracts or partnerships with a sponsor or purchaser who is external to the institution.
- A peer-reviewed journal is one that subjects an author's research to review and evaluation by others who are experts in the same field, before the research is published.
- An international journal is one that has an International Standard Serial Number (ISSN) issued by the ISSN International Centre.
- A paper is said to be published through cross-institute research collaboration if the primary affiliation of at least two authors is to different colleges/institutions.
- The institutional performance indicators common across all institutions can be found in the PIP. Institution-specific performance indicators can be found in the MOU signed between the Institution and the Department of Higher Education.
- The standard Chart of Accounts refers to the standard format for audit reports as notified by the Department of Higher Education through its orders.