

Manual for Uploading the Annual Report

1. Login to www.mphighereducation.nic.in portal

Click here to login

2. After Login click on Profile as shown in following snap shot.

Click here

3. After that click on Home in the following screen.

click here

receive

4. Click on "Annual Report" in the following screen.

Click on Annual Report.

5. Select the Academic Year, Fill Title and Select to upload file (Annual Report PDF file) and then click on "Upload Report".
6. After that "upload Successful message will appear on screen and uploaded file will be shown as in the following screen. After viewing with view button Click on "Lock" button against the report. Annual report will be then shown on the portal.

Annual Report 2017-18

This format outlines the annual reports to be published by all colleges participating in the Madhya Pradesh Higher Education Quality Improvement Project 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.

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.

Government college Tirodi has arts faculty only. Next year government will introduce science faculty with pmc and cbz.

2. Overview (1 page)

Briefly introduces the college, its history and mission, courses offered, areas of focus etc.

The college started in 2014. One batch graduated last year. The strength of the student was poor in first year in 2014-15 but increased in later year. Last year in 2016-17 there were 70 student admitted.

Land and fund for college building was sanctioned and last year the construction work was started. The work is in progress.

College has a library with 3000 books.

The college is presently running in Govt.Higher Secondary school's building with satisfactory furniture for students.

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.

Nil

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	17	-	-
Applications that ranked the college as the 2 nd preference	46	-	-
Applications that ranked the college as the 3 rd preference	70	-	-
Total number of applications received	70	-	-
Number of students admitted	70	-	-

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.)

5. The Student Experience (4 pages)

Briefly describes student life in the college, the facilities available to students (accommodation, meals, libraries, sporting facilities etc.), and student support services (financial aid, medical facilities, counselling services, mentoring programs etc.). Highlights, in particular, major student welfare initiatives over the past year.

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6. Student Achievements (5 pages)

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

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7. 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.

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8. 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.

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9. 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.

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10. Institutional Development under RUSA and MPHEQIP (4 pages)

Describes the college's activities over the past year under both schemes, discusses performance against strategic/institutional development plans and commitments over the previous year, identifying successes and key constraints; discusses how the college's institutional performance indicators under MPHEQIP are linked to its plans and commitments and presents data on the performance indicators in the format below; and outlines the college's plans and commitments under these schemes for the current year.

Indicator*	Baseline Value	Target for [current	Value as on 30 th
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		year]	September [current year]
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* Institutional performance indicators contained in the PIP and in the MOU for MPHEQIP signed between the college and the DHE

11. 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.

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12. Looking Ahead (3 pages)

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.

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13. 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.

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Part II

Appendix: Institutional Performance Data and Financial Reports

1. Sanctioned seats and enrolment

(a) Sanctioned Seats					
	SC	ST	Other Reserved Categories	General	Total
Undergraduate	13	16	11	40	80
Postgraduate	NIL	NIL	NIL	NIL	NIL
PhD	NIL	NIL	NIL	NIL	NIL

Data Source: AISHE

(b) Enrolment							
		Undergraduate			Postgraduate		PhD
		Year 1	Year 2	Year 3	Year 1	Year 2	
SC	Male	8	-	1	-	-	-
	Female	14	8	2	-	-	-
ST	Male	11	7	1	-	-	-
	Female	6	4	6	-	-	-
Other Reserved Categories	Male	14	3	3	-	-	-
	Female	18	15	17	-	-	-
General	Male	-	-	-	-	-	-
	Female	1	-	1	-	-	-
Total	Male	33	10	5	-	-	-
	Female	39	27	26	-	-	-

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
Agriculture				
Arts	80	72	-	-
Commerce				
Criminology and Forensic Science				
Cultural Studies				
Defence Studies				
Design				
Disability Studies				
Education				
Engineering and Technology				

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				
Medical Science				
Oriental Learning				
Physical Education				
Religious Studies				
Science				
Social Science				
Social Work				
Veterinary and Animal Sciences				
Women Studies				

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	6	5	1
	Female	14	1	1
ST	Male	9	7	2
	Female	6	4	2
Other Reserved Categories	Male	9	7	2
	Female	15	13	2
General	Male	-	-	-
	Female	1	1	-
Total	Male	24	19	5
	Female	36	19	5

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

(a) Transition from the 1 st year to the 2 nd year (Postgraduate)		
	Number of students admitted	Of (*), the number of students currently enrolled in the 2 nd year who:

		to the 1 st year in [the previous academic year] (*)	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	6	5
	Female	14	13
ST	Male	10	8
	Female	6	4
Other Reserved Categories	Male	9	7
	Female	15	13
General	Male	NIL	NIL
	Female	1	1
Total	Male	25	20
	Female	36	31

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

(b) On-time graduation (Postgraduate)			
		Number of students admitted to the 1 st	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					
		SC	ST	MP Residents	Females	Others	
Assistant Professor	Sanctioned						
	Filled (Regular)	1	-	1	-	-	-
	Filled (Contract)						
	Guest Lecturers	5	1	7	2	1	-
Associate Professor	Sanctioned						
	Filled (Regular)						
	Filled (Contract)						
	Guest Lecturers						
Professor	Sanctioned						
	Filled (Regular)						
	Filled (Contract)						
	Guest Lecturers						
Admin. Staff (all)	Sanctioned						
	Filled (Regular)						
	Filled (Contract)						
Accountant	Sanctioned						
	Filled (Regular)						
	Filled (Contract)						

Data Source: AISHE

(b) Training of faculty and administrative staff between October 1 st [previous year] to September 30 th [current year]				
		Leadership and management training	Training in the area of academic specialisation	Other training
Assistant Professor	Number trained	-	-	-
	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 30 th September, [Current Year]					
		PhD	Postgraduate	Undergraduate	Others
Assistant Professor	Regular	-	-	-	
	Contract	-	-	-	
	Guest Lecturers	-	-	-	
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 th [previous year] to September 30 [current year]							
		Undergraduate		Postgraduate		PhD	
		Number	Average Value (Rs.)	Number	Average Value (Rs.)	Number	Average Value (Rs.)
SC	Male	8	2579				
	Female	14	2579				
ST	Male	11	2579				
	Female	6	2579				
General	Male						
	Female	1	2694				
Total	Male	19	2579				
	Female	21	2617				

Data Source: AISHE

(a) Financial support received, from the DHE, by students in the college between October 1 st th [previous year] to September 30 [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	-	-	-	-	-	-

	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	Of (*), the number of students who were successfully tracked and are:							
		Employed / Self-employed	In education	Unemployed	Not in the labour force				
SC	Male	--	-	-	-	-	-	-	-
	Female	-	-	-	-	-	-	-	-
ST	Male	--	-	-	-	-	-	-	-
	Female	-	-	-	-	-	-	-	-
General	Male	--	-	-	-	-	-	-	-
	Female	-	-	-	-	-	-	-	-
Total	Male	--	-	-	-	-	-	-	-
	Female	-	-	-	-	-	-	-	-

Data Source: Records of the college placement cell

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

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

Data Source: Records of the college placement cell

7. PhDs Awarded

Number of PhDs awarded between October 1 st [previous year] to September 30 th [current year]	
Discipline Group	Number
Agriculture	-
Arts	-
Commerce	-
Criminology and Forensic Science	-
Cultural Studies	-
Defence Studies	-
Design	-
Disability Studies	-
Education	-
Engineering and Technology	-
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	-
Medical Science	-
Oriental Learning	-
Physical Education	-
Religious Studies	-
Science	-
Social Science	-
Social Work	-
Veterinary and Animal Sciences	-
Women Studies	-
All disciplines	-

Data Source: AISHE

8. Research and consultancy

Revenue generated through externally funded research and consultancies over [previous financial year]		
Discipline Group	Number of active projects	Total Revenue Generated (Rs. lakhs)
Agriculture	-	-
Arts	-	--
Commerce	-	-
Criminology and Forensic Science	-	--
Cultural Studies	-	-
Defence Studies	-	-
Design	-	-
Disability Studies	-	--
Education	-	-

Engineering and Technology	-	--
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	-	-
Medical Science	-	-
Oriental Learning	-	--
Others / Inter-disciplinary	-	-
Physical Education	-	--
Religious Studies	-	-
Science	-	-
Social Science	-	-
Social Work	-	--
Veterinary and Animal Sciences	-	-
Women Studies	-	--
All disciplines	-	-

Data Source: College/university records

Number of papers published in peer-reviewed journals between October 1 st [previous year] to September 30 th [current year]			
Discipline Group	Number of papers published		Number of published papers through cross-institute research collaboration
	International Journals	National Journals	
Agriculture	-	-	-
Arts	-	--	--
Commerce	-	-	-

Criminology and Forensic Science	-	-	
Cultural Studies	-	--	
Defence Studies	-	-	
Design	-	--	
Disability Studies	-	-	
Education	-	-	
Engineering and Technology	-	-	
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	-	-	
Medical Science	-	--	
Oriental Learning	-	-	
Others / Inter-disciplinary	-	-	
Physical Education	-	-	
Religious Studies	-	--	
Science	-	-	
Social Science	-	-	
Social Work	-	-	
Veterinary and Animal Sciences	-	--	-
Women Studies	-	-	-
All disciplines	-	-	-

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

9. NAAC accreditation and UGC autonomy

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

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

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

10. Institutional Trends

Variable	Baseline Value	[Year 1]	[Year 2]	[Year 3]	[Year 4]	Current Year
Percentage of sanctioned seats in the 1 st year filled (undergraduate, all categories)	2014-15	45	43	76	...	76
Percentage of sanctioned seats in the 1 st year filled (postgraduate, all categories)	na	na	na	na	na	na
Transition rate from the 1 st year to the 2 nd year (undergraduate, all categories)	2014-15	39	44	80	...	80
On-time graduation rate (undergraduate, all categories)	2014-15	39		39
Transition rate from the 1 st year to the 2 nd year (post graduate, all categories)	na	na	na	na	na	na
On-time graduation rate (postgraduate, all categories)	na	na	na	na	na	na
Regular faculty in position rate (all levels, reserved categories)	2014-15	1	1	1	...	1
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 078496

Number of audit observations recorded by the auditor _____4

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

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 1-Mar-17

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_{th} 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 a 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.