

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2015-16

#### I. Details of the Institution

1.1 Name of the Institution

Govt J.M.P. College Takhatpur

1.2 Address Line 1

Principal

Address Line 2

Govt. J.M.P. College Takhatpur  
Dist- Bilaspur

City/Town

Takhatpur

State

Chhattisgarh

Pin Code

495330

Institution e-mail address

princilaplgjmntakhatpur@gmail.com

Contact Nos.

07753-264643

Name of the Head of the Institution:

Dr.(Smt.) S.N. Lader

Tel. No. with STD Code:

07752-233585

Mobile: 9993407184

Name of the IQAC Co-ordinator: Dr. Rajeev Sharma

Mobile: 9893759608

IQAC e-mail address: principlapljgmpatakhatpur@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) CHCOGN17608

OR

1.4 NAAC Executive Committee No. & Date: EC(SC)/05/A&A/105 dated March 03,2015  
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address: www.govtjmpcollegetkp.com

Web-link of the AQAR: www://wwwgovt.j.m.p. college

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.38	2015	2020
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 01/12/2012

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ ' \_\_\_\_\_ (DD/MM/YYYY)  
 ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	NA		
University with Potential for Excellence	NA	UGC-CPE	NA
DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC-Innovative PG programmes	NA	Any other ( <i>Specify</i> )	UGC-GAG
UGC-COP Programmes	NA		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	07
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	NA
2.4 No. of Management representatives	NA
2.5 No. of Alumni	NA
2.6 No. of any other stakeholder and community representatives	NA
2.7 No. of Employers/ Industrialists	NA
2.8 No. of other External Experts	02
2.9 Total No. of members	10
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Plantation done by the college and botanical garden was developed.
- Question Book was prepared and exams were conducted.
- Lecture series were conducted by professors of different colleges.
- Campus ambassador was appointed as instructed by election commission of India and SWEEP program was organized.
- Officers of SBI gave information regarding Buddy App for banking solution.
- Workshop was organized in the college on 08-03-2016 under the guidance 'Rajya Yojna Ayog' in the title "Youth Policy"

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Books and science equipment will be purchased for providing facilities to students.	Books purchased of Rs.23000/-
To celebrate important days as instructed by the Govt. and by the Self-motivation.	1- Constitution Day celebrated on 26/11/2015 2- Essay and speech competition were conducted regarding Gandhian Thought 3- Swami Vivekanand Jayanti Celebrated on 12/01/2016
Internal sessional examination will be conducted as per academic schedule.	Internal Examinations were conducted as per schedule.
Skill development programme will be organised.	Programme " <b>Hunar Se Tarakki</b> " was organized by NSDC and AISECT on 19/10/2015

\* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

Discussed and approved.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	05	Nil	Nil	Nil
UG	04	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
<b>Total</b>	09	Nil	Nil	Nil
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options : **Core**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	09

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	11	-	-	02

2.2 No. of permanent faculty with Ph.D.

08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	3	-	1	-	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

-
-
-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	17	01
Presented papers	-	17	01
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Unit Tests are conducted as per the university time table.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Since the college is affiliated to Bilaspur University, examinations are conducted as per the directions of the university.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

-
-
-

2.10 Average percentage of attendance of students

92%

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	166	-	1.92	89.10	08.97	93.97
B.Com.	18	-	-	81.25	18.75	88.88
B.Sc.	43	-	18.91	81.08	-	86.04
B.C.A.	10	-	50.00	50.00	-	100.00
M.A. Hindi	21	-	14.28	85.71	-	100.00
M.A. Pol. Sc.	14	-	10.00	90.00	-	74.42
M.A. History	15	-	-	53.84	46.15	86.00
M.A. Economics	06	-	-	100.00	-	66.66
M.A. Sociology	06	-	-	100.00	-	83.33

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- (i) The teachers are encouraged to teach through another technique.
- (ii) The teachers prepare their syllabus for the entire session and followed it.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	06	-	-
Technical Staff	02	01	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Nil

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

01

01

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level - State level -

National level - International level -

3.22 No. of students participated in NCC events:

University level - State level -

National level - International level -

3.23 No. of Awards won in NSS:

University level - State level -

National level - International level -

3.24 No. of Awards won in NCC:

University level - State level -

National level - International level -

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other	<input type="text" value="-"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- SWEEP program was organized in the college for the students.
- Plantation was done in the college campus from time to time.
- Lectures conducted on career guidance by Shri Prince Dubey and Shri Subhash Chawla through PPT

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11.4 Acer	-	Govt. & UGC	11.4 Acer
Class rooms	10	-		10
Laboratories	05	-		05
Seminar Halls	01	-		01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	1535338.00	-		1535338.00
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

All main activities regarding students and staff administration are already covered by State Govt. for computerization and most part of it is computerized.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15871	793500	516	146926	16387	8112926
Reference Books	480	240000	-	-	480	240000
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	19	14	02	-	01	02	-	-
Added	-	-	-	-	-	-	-	-
Total	19	14	02	-	01	02	-	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

All the non-academic programmes in the college for the students are done through PPT.

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	-
iii) Equipments	0.2
iv) Others	-
<b>Total :</b>	0.2

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- We follow the syllabus provided by the University.
- We make available guidance to the weak and needy

#### 5.2 Efforts made by the institution for tracking the progression

- Sample question papers are provided to the student to prepare for their exams.
- Students are guided to participate in co-curricular activities.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
993	158	-	-

#### (b) No. of students outside the state

-
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#### (c) No. of international students

-
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Men	No	%	Women	No	%
	-	-		-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
132	327	95	529	-	1083	135	381	108	527	-	1151

Demand ratio 1:2.13

Dropout %

1:0.34

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- (i) Employment guidance cell is in the college, students are prepared for competitive examinations.
- (ii) Teachers give counselling to students for their further studies and career.

No. of students beneficiaries

550
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### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

### 5.6 Details of student counselling and career guidance

We have career guidance and counselling cell in our college.

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

### 5.8 Details of gender sensitization programmes

-

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	--	--
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_None\_\_\_\_\_

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision :** The aim of the college is continuous labour to achieve its goal.

**Mission :** The role of students in determining a strong nation.

#### 6.2 Does the Institution has a management Information System

- 1-
  - 1) Staff council meetings are arranged for time to time by the principal.
  - 2) IQAC meetings are arranged by the convenor.
  - 3) Periodic meetings are also conducted by the various communities for taking decision of the college.
- 2- 1) Daily day-end admission status sent to the lead college.
- 3- Students Records:
  - 1) Attendance register files of the students is maintained.
  - 2) Fee record is maintained by the office.
- 4- Evolution & Examination Procedures:
  - 1) Exams are conducted by universities.
  - 2) Evolution is also done by the university.
- 5- Others:

Digitization of records of office is being done from years.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

Our syllabus is arranged and issued by the University.

##### 6.3.2 Teaching and Learning

- 1) Teaching plans are followed and academic calendar's are prepared by Higher Education Department.
- 2) Advanced method of teaching is followed by projectors over head projectors and side projectors. Smart boards are used for teaching purpose.
- 3) Unit tests and preliminary exam are conducted as per Higher Education Department's instructions.
- 4) Students are encouraged for research activities in history.
- 5) Extra classes are taken if course is incomplete.

### 6.3.3 Examination and Evaluation

Monthly tests conducted for each program.

### 6.3.4 Research and Development

Guidance to the teachers by the Principal for improving API through participation in conference and through publishing activities and research work.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- 1) Library - Nil
- 2) Various experiments demonstrated in science department.

### 6.3.6 Human Resource Management

- 1) HRD is working in th college to develop various resources.
- 2) Social and cultural activities are conducted by the college to develop human resources.
- 3) Gymkhana is also there for the physical fitness of the students.
- 4) Teaching staff successfully completed refresher courses and workshops.

### 6.3.7 Faculty and Staff recruitment

- 1) Recruitment is done by the C.G. Govt.
- 2) Temporary teaching and no teaching staff is recruited by the Janbhagidari committee on institution level.

### 6.3.8 Industry Interaction / Collaboration

Nil

### 6.3.9 Admission of Students

- 1) Various committees are formed for the admission of different classes.
- 2) Rules and regulations are published in the brochure of college. All the rules mentioned are followed as per Govt. instructions.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	-

-
---

6.5 Total corpus fund generated

-
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6.6 Whether annual financial audit has been done

Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	-	-
Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

-
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6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Nil
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6.11 Activities and support from the Alumni Association

-
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6.12 Activities and support from the Parent – Teacher Association

Nil

6.13 Development programmes for support staff

-

6.14 Initiatives taken by the institution to make the campus eco-friendly

- 1) Tree plantation is done in college every year.
- 2) Mini garden is being developed in the campus.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Committees are formed and they are responsible for the overall functioning of the institute.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of action is implemented and achieved the goals accordingly.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- 1) Competitive exams are conducted for the final year students for the preparation of the future career.
- 2) Regular lectures are arranged for the overall development of the students personality.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Every year three plantation is done in the college campus to create eco-friendly environment.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Sr.No.	Question	Explanation
1	Three identified strengths for SWOT analysis.	1. Efficient teaching staff. 2. Availability of well-developed infrastructure. 3. Availability of play-ground in campus.
2	Three identified weakness for SWOT analysis.	1. Students come from backward villages. 2. Students are weak in Hindi and English language. 3. Inadequate lab facilities for science students.
3	Two identified opportunities from SWOT analysis.	1. Establishment of Language Lab will be helpful to improve the strength of students. 2. Purchase of more equipment's will improve the lab facility.
4	Two identified challenges/threats from SWOT analysis.	1. Students are interested in studying science but seats are limited by the Govt. 2. To improve the quality of the students is a challenge in this small college.

## 8. Plans of institution for next year

1. The college website to be updated.
2. Seminars and workshops will be organized of teachers and students.

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\*\*\_\_\_\_\_

## Annexure I

### **Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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