CHHATARPUR (M.P.)
PIN-471001

SELF STUDY REPORT

Submitted to
National Assessment and Accreditation Council
An Autonomous Institution of the University Grants Commission
P.O. Box. No. 1075, Nagarbhavi, Bangalore-560010, India

Nov. 2014
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From Principal's Desk

Preparing self-study Report is an unending process where the college access its own strength, weakness, opportunities and challenges to fulfill its commitment to the society and the nation. A large number of data and informations of a growing institution like ours are required to be put in place in the NAAC format. Every effort has been made to prepare the self study Reports that reflects a realistic view of the institution. I am grateful that all the members of the staff have actively extended co-operation in preparing this self study report.

The visit of the peer team of NAAC has always been a boon and eye opener for every institution who support and bolster our effort in realizing academic heights.

I, along with my staff members look forward to meet the academic savants in the peer team and benefit from their co-operation and valuable suggestions.

(Dr. Lt. K. R)
Principal
Govt. Maharaja Autonomous College
District Chhatarpur MP
Executive Summary

Govt. Maharaja College, Chhatarpur is one of the oldest institutions of higher education in Madhya Pradesh. It has the rare distinction of having completed one hundred years of its inception in 1985-86. Its Centenary celebration was marked by the gracious presence of the then President of India, Late. Sardar Gyani Jail Singh ji. This college has been serving the cause of education right from the times of the erstwhile princely state of Chhatarpur. The college can now feel proud of having produced a large number of distinguished persons such as Hon’ble Banchu, Ex-Governor of M.P. who have made significant contribution in various social, educational and administrative fields. The present many-sided achievement of the college is fully in keeping with the expectations of Colonel Thomson who had remarked in 1885. “This institution will make a mark in the academic field in times to come.”

The vision & mission of the college is to motivate the students for socially relevant employment oriented courses & to provide them with research and research extension programmes. It aims to function as a centre of academic excellence, to achieve excellent results in the examination, to establish as a community service Centre, to help students in development their personality by drawing out their latent talents. The goals and objectives of the college are to impart professional and value oriented education to the students so that they may be able to face the challenges of life and may be self-reliant. The college is committed to the all-round development of the students. It provides Intellectual, Academic & Social Training to the students. The college organized cultural, sports and social event during the academic session. The special features of extra-curricular activities are Youth festival, Annual social gathering, NCC & NSS camps. Special remedial & tutorial classes are arranged for the disadvantaged students.

The college has started some courses on the basis of need assessment & keeping the local requirements in the mind. Such courses are Bundeli Literature, at the post graduate level, Industrial Microbiology, Electronics, Computer science, Computer Application at the under graduate level. The board of studies ensures the currency and relevance of the programme offerings on the basis of National & Local requirements. The job oriented courses are made a part of syllabus by due consideration of the experts.
The college is a Govt. Institution and as such, appointment of teachers are made by the Department of Higher Education on the basis of an all India open competition conducted by the M.P. public Service Commission from time to time. The mode of selection is strictly in accordance with U.G.C. norms observing the current reservation policy of the government.

Admission of the students, are conducted as per Govt. rule on line. But admission committees also take into consideration the instructions and guidelines of the government with regard to the reservation of seats for various categories of students. The students whose performance is excellent in the games, NCC and NSS do get due weightage in admission.

The college organizes various cultural and extra-curricular activities from time to time a significant sports event of the college which has gained national recognition is, “All India S.N. Banerjee Football Tournament” which is organized every year in the college stadium. This National level tournament which has become the town’s cultural identity, lasts for about a week amid much funfare and activity. What is remarkable about this tournament is that the teachers, students and citizens of Chhatarpur all join hands in celebrating this football festival. This joint venture is a testimony of the cultural harmony that exists in this city. ‘Yuva Utsava’ is another important cultural event which is organized every year to develop the hidden potential of the students. The students of this college have represented several times at the university and inter-university level cultural competitions and also won prizes. The participation of the teachers and students in conductive feature of this college.

The college has introduced ‘Tutor-Guardian Scheme’ which aims at solving the problems of the students and guiding them at every step in their day-to-day lives.

NCC and NSS units of the college are marking all out efforts to inculcate the spirit of discipline and social service among the students. Camps are organization as parts of the practical training for the cadets of these organized. The college magazine giving complete picture of the college activities, is published every year to encourage creative writing among the students.

In 1948 this college was upgraded as Degree College with recognition in Arts, Science and Commerce faculties. Dr. J.K. Das Gupta Ph.D. (London) took over as the first Principal of Degree College on 15-07-1949. B.T. Classes were started in 1955. Later B.T. Course was converted B.Ed. and M.Ed. degree course was started as the postgraduate level. Till then, Maharaja Degree College was a constituent colleges of Agra University.
In 1957 the affiliation of the college was shifted to the University of saugor and further extension of P.G. Classes took place in the following order.

1. Political - 1959
2. History - 1961
3. Commerce - 1961
4. Botany - 1964
5. Geography - 1968
6. Physics - 1970
7. Zoology - 1970
8. Sociology - 1981
9. Philosophy - 1983
10. Geology - 1990

At U.G. level all the subjects mention above are taught along in the following subjects music & fine arts Maharaja College Chhatarpur is a recognized research centre in all the subjects mentioned above. It has a well-established library, rich laboratories and a good reference section. Having a long standing of a century, Maharaja P.G. College, Chhatarpur, is one of the well-known research centers of MP, the college has a well qualified teaching staff including adequate research facilities with competent research guides. Some of the professors of this college have done significant research work in their respective subjects. Major and minor research projects sanctioned by the U.G.C. are in progress. Thus Maharaja College Chhatarpur has rendered valuable service to society.

Located in an extensive area of 24.85 acre. Maharaja college has a well-developed campus, including a good hostel a rich library, well-equipped laboratories, NCC training, canteen and above all, well-maintained stadium, Gymnasium and Auditorium. In addition to this, the college has 16 teacher quarters and its own water supply system, in short Maharaja College Chhatarpur is a self-sufficient institution in all respects.

The college is being managed as per the system prevailing in Govt. Colleges of the state. Principal is chief controlling authority of the college and is supported by an administrative officer. In addition to this one Nodal officer is also there to make report and co-ordination among different officers of the district administration. One post of
Registrar is also there to assist the Principal in the exercise of financial powers. As far as the academic administration is concerned it is controlled by the Head of the department, who is senior most teacher of the department concerned. However, the management of science departments in supported by the laboratory staff in which lab technicians, lab attendants and lab boys work together and discharge their duties.

The student friendly library in the campus provides access to internet and reading room facilities for staff and students. General facilities are available in the campus.

Keeping pace with the fast changing world the institution has adopted innovative practices to fulfill the growing academic needs of the students and staff which include establishment IQAC to ensure quality assurance on a continuous basis within the academic and administrative system.

The college provides calendar to the students. The teacher prepare annual progress of courses, make periodical academic review and discuss different issues in staff council and staff association meetings which are held on regular basis.

In order to achieve academic excellence the college promotes use of technology in the form of LCD, OHP, Audio visual support system, educational CDs computer and internet.

The college demonstrates a paradigm of excellent opportunity to serve the poor and downtrodden who form the bulk of student population by making quality higher education reach out to them at minimum cost.

Our institution is aware of the challenges and has done everything to meet the challenges by elevating the academic standard of the students at par with the students of neighboring colleges and states. Effects are being made to professionalize general Arts, Science, and Commerce courses to provide direct employment opportunity. The need of teaching system to be fully learner centric has been taking care off.

We still have a few challenges to meet like our quest for achieving center for excellence, opening of PG courses, introduction of a few more self-financing job oriented courses to make the students achieve their professional requirements. Keeping in view the growing students from outside we need to have one more girl’s hostel and two more boys hostel. Full Wi-Fi campus, smart class rooms, modernized laboratories are urgent needs which we are working towards to fulfill.
1. Profile of the Affiliated / Constituent College

1. Name and Address of the College:

| Name: GOVT. MAHARAJA PG COLLEGE, CHHATARPUR (M.P.) |
|-----------------|-----------------|-----------------|-----------------|-----------------|
| Address: Police Line Road, NH-75                      |
| City: Chhatarpur                                      |
| Pin: 471001                                           |
| State: Madhya Pradesh                                 |
| Website: [www.maharajacollege.in](http://www.maharajacollege.in) |

2. For Communication:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Name</th>
<th>Telephone with STD code</th>
<th>Mobile</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Dr. L.L. Kori</td>
<td>O: 07682-246508 R:</td>
<td>9425881060</td>
<td>07682246622</td>
<td><a href="mailto:hegmcha@mp.gov.in">hegmcha@mp.gov.in</a></td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Dr. L.C. Chaurasia</td>
<td>O: 07682-246508 R:</td>
<td>9425342021</td>
<td>07682246622</td>
<td><a href="mailto:proficchaurasia@gmail.com">proficchaurasia@gmail.com</a></td>
</tr>
<tr>
<td>IRAC Co-ordinator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steering Committee Co-ordinator</td>
<td>Dr. Mamta Bajpai</td>
<td>O: 07682-246508 R:</td>
<td>9425144716</td>
<td>07682246622</td>
<td><a href="mailto:mamta_bajpai15@rediffmail.com">mamta_bajpai15@rediffmail.com</a></td>
</tr>
<tr>
<td>Co-ordinator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Status of the Institution: **Autonomous**

Affiliated College
Constituent College
Any other (specify)

4. Type of Institution:

a. By Gender
   i. For Men
   ii. For Women
   iii. Co-education

b. By Shift
   i. Regular
   ii. Day
   iii. Evening

5. It is a recognized minority institution?

Yes
No

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.
6. Sources of funding:
- Government  
- Grant-in-aid  
- Self-financing  
- Any other

7. a. Date of establishment of the college: 15.07.1949 (dd/mm/yyyy)
b. University to which the college is affiliated /or which governs the college (If it is a constituent college) : Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.)
c. Details of UGC recognition:

<table>
<thead>
<tr>
<th>Under Section</th>
<th>Date, Month &amp; Year (dd-mm-yyyy)</th>
<th>Remarks (If any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. 2 (f)</td>
<td>17.04.1973</td>
<td>-</td>
</tr>
<tr>
<td>ii. 12 (B)</td>
<td>17.04.1973</td>
<td>-</td>
</tr>
</tbody>
</table>

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

<table>
<thead>
<tr>
<th>Under Section / clause</th>
<th>Recognition/Approval details</th>
<th>Day, Month and Year (dd-mm-yyyy)</th>
<th>Validity</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>UGC Autonomous college</td>
<td>14.06.2011</td>
<td>2006-14</td>
<td>We have applied to UGC from the continuity of Autonomous</td>
</tr>
<tr>
<td>ii.</td>
<td>D. Pharmacy, PCI</td>
<td>11.04.2014</td>
<td>2005-14</td>
<td>Due to the poor percentage to the presence of the student pharmacy could not be sustained</td>
</tr>
<tr>
<td>iii.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>iv.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges? 
- Yes [✓]  
- No [ ]

If yes, has the College applied for availing the autonomous status? 
- Yes [✓]  
- No [ ]

9. Is the college recognized? 

a. by UGC as a College with Potential for Excellence (CPE)? 
- Yes [✓]  
- No [ ]
If yes, date of recognition: 31.05.2014 (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes  No

If yes, Name of the agency ……Nil………… and

Date of recognition: ……Nil…………… (dd/mm/yyyy)

10. Location of the campus and area in sq. mts:

<table>
<thead>
<tr>
<th>Location *</th>
<th>Police Line Road, NH-75</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus area in sq. mts.</td>
<td>24.85 Acres</td>
</tr>
<tr>
<td>Built up area in sq. mts.</td>
<td>154952.61 sq mts:</td>
</tr>
</tbody>
</table>

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities
- Sports facilities
  - play ground ✓
  - swimming pool ✓
  - gymnasium ✓
- Hostel
  * Boys’ hostel
    i. Number of hostels          01
    ii. Number of inmates
    iii. Facilities (mention available facilities) SC & ST Boys & Girls are residing in the Govt. Hostels. (Tie up)
  * Girls’ hostel
    i. Number of hostels
    ii. Number of inmates
    iii. Facilities (mention available facilities)
  * Working women’s hostel
    i. Number of inmates
    ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) 16 LIG Flats
- Cafeteria — Canteen
- Health centre – District Hospital is located near the college (approximately 200 mts. First aid is available within college campus.

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance……..

Health centre staff –

<table>
<thead>
<tr>
<th>Qualified doctor</th>
<th>Full time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualified Nurse</td>
<td>Full time</td>
<td>Part-time</td>
</tr>
</tbody>
</table>

- Facilities like banking, post office, book shops
- Transport facilities to cater to the needs of students and staff
- Animal house
- Biological waste disposal
- Generator or other facility for management/regulation of electricity and voltage ✓
- Solid waste management facility
- Waste water management
- Water harvesting

12. Details of programmes offered by the college (Give data for current academic year)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Programme Level</th>
<th>Name of the Programme/Course</th>
<th>Duratio n</th>
<th>Entry Qualificati on</th>
<th>Medium of instruction</th>
<th>Sanctioned/ approved Student strength</th>
<th>No. of students admitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under-Graduate</td>
<td>BA/Bsc/Bcom Bsc with Comp sc.</td>
<td>3 yrs</td>
<td>Higher Secondary</td>
<td>Hindi</td>
<td>4000</td>
<td>3687</td>
<td></td>
</tr>
<tr>
<td>Post-Graduate</td>
<td>MA/Msc/Mcom</td>
<td>2 yrs</td>
<td>Graduation</td>
<td>Hindi/Eng.</td>
<td>40@</td>
<td>857</td>
<td></td>
</tr>
<tr>
<td>Integrated Programmes</td>
<td>PG</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
<td>Subject 10</td>
<td>Minimu m 2 yrs</td>
<td>PG</td>
<td>Hindi/Eng.</td>
<td>6 under 1 guide</td>
<td>17 awarded &amp; last four years 17 Registered at present</td>
<td></td>
</tr>
<tr>
<td>M.Phil.</td>
<td>Nil</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Ph.D</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Certificate courses</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
13. Does the college offer self-financed Programmes?
   Yes □ No □
   If yes, how many? Two

14. New programmes introduced in the college during the last five years if any?
   Yes □ No □

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Departments (eg. Physics, Botany, History etc.)</th>
<th>UG</th>
<th>PG</th>
<th>Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>Botany, Physics, Microbiology, Chemistry, Maths, Computer, Zoology</td>
<td>08</td>
<td>06</td>
<td>03</td>
</tr>
<tr>
<td>Arts</td>
<td>History, Sociology, Political science, Philosophy, Economics, Geography, Music, Fine art</td>
<td>08</td>
<td>09</td>
<td>07</td>
</tr>
<tr>
<td>Commerce</td>
<td>Commerce</td>
<td>01</td>
<td>01</td>
<td>-</td>
</tr>
<tr>
<td>Any Other (Specify)</td>
<td>*</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)
   a. annual system □
   b. semester system □ 06
   c. trimester system □

17. Number of Programmes with
   a. Choice Based Credit System □
   b. Inter/Multidisciplinary Approach □ 03
   c. Any other (specify and provide details) □

6. Does the college offer UG and/or PG programmes in Teacher Education?
   Yes □ No □
a. Year of Introduction of the programme(s) ………………… (dd/mm/yyyy) and number of batches that completed the programme

b. NCTE recognition details (if applicable)
Notification No.: ………………………………………
Date: …………………………… (dd/mm/yyyy)
Validity:…………………………

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?
Yes ☐ No ☐

19. Does the college offer UG or PG programme in Physical Education?
Yes ☐ No ☑
If yes,
a. Year of Introduction of the programme(s) ………………… (dd/mm/yyyy) and number of batches that completed the programme

b. NCTE recognition details (if applicable)
Notification No.: ………………………………………
Date: …………………………… (dd/mm/yyyy)
Validity:…………………………

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?
Yes ☐ No ☐

20. Number of teaching and non-teaching positions in the Institution

<table>
<thead>
<tr>
<th>Positions</th>
<th>Teaching faculty</th>
<th>Non-teaching staff</th>
<th>Technical staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Professor</td>
<td>Associate Professor</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Sanctioned by the UGC / University / State Government Recruited</td>
<td>-</td>
<td>03</td>
<td>-</td>
</tr>
<tr>
<td>Yet to recruit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanctioned by the Management/ society or other authorized bodies Recruited</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yet to recruit</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

*M-Male  *F-Female
21. Qualifications of the teaching staff:

<table>
<thead>
<tr>
<th>Highest qualification</th>
<th>Professor</th>
<th>Associate Professor</th>
<th>Assistant Professor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Permanent teachers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D.Sc./D.Litt.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>-</td>
<td>03</td>
<td>33</td>
<td>20</td>
</tr>
<tr>
<td>M.Phil.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>PG</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Temporary teachers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
<td>-</td>
<td>-</td>
<td>12</td>
<td>02</td>
</tr>
<tr>
<td>M.Phil.</td>
<td>-</td>
<td>-</td>
<td>08</td>
<td>03</td>
</tr>
<tr>
<td>PG</td>
<td>-</td>
<td>-</td>
<td>01</td>
<td>01</td>
</tr>
<tr>
<td>Part-time teachers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>M.Phil.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>PG</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

22. Number of Visiting Faculty /Guest Faculty engaged with the College: 26

23. Furnish the number of the students admitted to the college during the last four academic years:

<table>
<thead>
<tr>
<th>Categories</th>
<th>Year 2009-10</th>
<th>Year 2010-11</th>
<th>Year 2011-12</th>
<th>Year 2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>SC</td>
<td>1005</td>
<td>413</td>
<td>835</td>
<td>245</td>
</tr>
<tr>
<td>ST</td>
<td>22</td>
<td>10</td>
<td>40</td>
<td>08</td>
</tr>
<tr>
<td>OBC</td>
<td>586</td>
<td>427</td>
<td>935</td>
<td>596</td>
</tr>
<tr>
<td>General</td>
<td>677</td>
<td>478</td>
<td>814</td>
<td>781</td>
</tr>
<tr>
<td>Others</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tbody>
</table>

24. Details on students enrollment in the college during the current academic year: 2013-14

<table>
<thead>
<tr>
<th>Type of students</th>
<th>UG</th>
<th>PG</th>
<th>M. Phil.</th>
<th>Ph.D.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students from the same state where the college is located</td>
<td>3476</td>
<td>828</td>
<td>-</td>
<td>17</td>
<td>4321</td>
</tr>
<tr>
<td>Students from other states of India</td>
<td>211</td>
<td>29</td>
<td>-</td>
<td>-</td>
<td>240</td>
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<tr>
<td>NRI students</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Foreign students</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>Total</td>
<td>3687</td>
<td>857</td>
<td>-</td>
<td>17</td>
<td>4561</td>
</tr>
</tbody>
</table>

25. Dropout rate in UG and PG (average of the last two batches)

<table>
<thead>
<tr>
<th>Type of course</th>
<th>UG</th>
<th>PG</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5%</td>
<td>2%</td>
</tr>
</tbody>
</table>
26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component

(b) Excluding the salary component

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes  ☐  No  ☑

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes  ☐  No  ☐

b) Name of the University which has granted such registration.

28. Provide Teacher-student ratio for each of the programme/course offered

<table>
<thead>
<tr>
<th>Ratio</th>
<th>UG</th>
<th>PG</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>51.1</td>
<td>12.14</td>
</tr>
</tbody>
</table>

29. Is the college applying for

Accreditation:  Cycle 1 ☐  Cycle 2  ☑  Cycle 3 ☐  Cycle 4  ☐

Re-Assessment:  ☐

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: 29/01/2009 (dd/mm/yyyy)  Accreditation Outcome/Result...B 2.31 CGPA
Cycle 2:  ……………… (dd/mm/yyyy)  Accreditation Outcome/Result…….....
Cycle 3:  ……………… (dd/mm/yyyy)  Accreditation Outcome/Result…….....
* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.

31. Number of working days during the last academic year.

180

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

180

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC 23.07.2009

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) 2009-2010 Submitted to NAAC 29.10.2014
AQAR (ii) 2010-2011 Submitted to NAAC 29.10.2014
AQAR (iii) 2011-2012 Submitted to NAAC 29.10.2014
AQAR (iv) 2012-2013 Submitted to NAAC 29.10.2014

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)
2. Criteria - wise Inputs

**Criterion I: Curricular Aspects**

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

- The college envisions the need to provide access and spread quality education and other skill-based education including information communication technology among the predominantly backward community of the region serving the cause of social Justice, fostering core competencies among the students to face the new challenges of the ever changing world. The college also ensure the proliferation of scientific temper among the students. The mission of the college is to have programmes that ensure the young minds and prepare them to face new challenges in their personal and professional life with dignity. The mission of the college aims at implementing the college’s vision through concrete plan programme.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

- The subject-wise course curricula are designed by the respective Boards of Studies based on the needs of the learners and local needs. The existing curricula are reviewed annually at the beginning of each academic session and the course is updated in every three years to incorporate the required changes. Also, the mid-term review and modification are made as and when needed. The mechanism for formulating the curricula contents for new programmes is need based.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

- The college involves experts from Universities, Research Institutions and other civil societies for the design and development of the curriculum for improving teaching practices.
1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

- Students are provided with the course of studies which outlines the course schedules in every subject and paper prior to the commencement of classes for the academic session.

- Every course is divided into five units. The whole course is to be completed within 180 working days. As allotted by the Govt. the college has academic calendar which is prepared after due consideration with all head of the departments which is approved by the Academic Council.

- The institutional mission and goals are reflected in academic calendar. Introduction of interdisciplinary subjects like environmental studies, IT, Population Study and providing due weightage for participation of youth in NCC, NSS and other extension activities reflect our vision in our Academic Programme.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

- The college involves experts from Universities, Research institution and other civil societies for the design and development of the curricula. The stakeholder’s involvement gives new dimension and facilitates, the adoption of new courses to generate higher employability among the students.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.)

- The subject wise course curricula are designed by the respective Boards of Students based on the needs of the learners and local needs. The existing curricula are reviewed annually at the beginning of each academic session and the course is updated in every three years to incorporate the
required changes. Also, the mid-term review and modification are made as and when needed. The mechanism for formulating the curricula for new programmes is need based.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating University) by it? If ‘yes’, give details on the process (‘Needs Assessment’, design, development and planning) and the courses for which the curriculum has been developed.

- The institution developed and managed B-Pharma from 2009 to 2012. At present there is no such course in the college.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

- The goals and objectives of the college are to impart professional and value oriented education to the students so that they may be able to face the challenges of life and may be self-reliant. The college is committed to the all-round development of the students. It provides Intellectual, Academic & Social Training to the students. The college organizes cultural, sports and social events during the academic session. The special features of extracurricular activities are youth festival, annual social gathering, NCC & NSS camps. Special bridge & tutorial classes are arranged for the disadvantaged students.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

- We are planning to introduce M.Phil, P.G. Classes in music and Fine Arts.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If ‘yes’, give details.

- No.
1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- Range of Core / Elective options offered by the University and those opted by the college

➢ The core options are compulsory and these are usually combined with Elective options. Students reading three years degree course in Arts and Science leading to Bachelor Degree shall have to choose three elective subjects - Philosophy, Geology, Chemistry, Mathematics, Statistics, Biology, Physics are offered as elective subject. For biology students, Minor elective is Mathematics and for Physical Science Students, Biology is the minor elective.

- Choice Based Credit System and range of subject options

➢ No.

- Courses offered in modular form

➢ At Present majority of the courses are offered in modular forms.

- Credit transfer and accumulation facility

➢ The accumulation facility is available only to those students who migrate from other Autonomous Colleges of the State.

- Lateral and vertical mobility within and across programmes and courses

➢ Our Lateral and vertical mobility is confined to courses only. The subjects include: Indian Society and Culture, Computer Application, Environmental Science, NCC.

- Enrichment courses

➢ Nil
1.2.4 Does the institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

➢ The self-financing programmes in the college are:

B.Sc. with Industrial Microbiology
B.Sc. with Computer Application
B.Sc. with Computer Science
B.A. with Computer Application
B.Com. with Computer Application

For getting admission for self financed programme the student has to apply online. The fee structure is as per government rules. The qualified teachers are invited as guest faculty and from Jan bhagidari.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

➢ This is Bundelkhand and Bundeli language is very popular in this region. We have introduced Bundeli Bhasha in the Deptt. of Hindi. This course is introduced as optional paper in P.G. classes. This will help to introduce the Bundeli Literature & Bundeli writers & culture in this region. We are trying to save the heritage in this way.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

➢ The college does not provides the flexibility of combining the conventional and distance mode of education for students to make use of the combination of course they are interested in. The college offers only conventional education.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?
The college has started some course on the basis of need assessment & keeping the local requirements in the mind. Such course is Bundli literature at the Post graduate level, Industrial Microbiology, Electronics, Computer Science, Computer Application at the Under graduate level.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

The curriculum is reviewed annually at the beginning of each session as per subject specific academic needs, market requirements; career-oriented subjects are incorporated to make it socially relevant and knowledge intensive, it is updated every three years to cater to the requirements of the stakeholders. However, midterm review and modifications are also made as and when required.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

In Graduation classes we have introduced Environmental Education, Entrepreneurship and Basic computer information in Foundation course. Human Rights are introduced at P.G. level in Political Science, in Sociology as well as in English as Feminism.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

Industrial Microbiology Computer Science & Computer Application are the course which help in career advancement.

§ moral and ethical values

As per the instruction of the M.P. Government ‘Foundation course’ has been introduced at under graduate level which focuses on value education.
§ Employable and life skills

☑ The college focuses on multi skill development in its programmes. Some of such programmes are cultural activities, Youth festival NSS & NCC training, Drawing & Painting classes & music classes.

§ Better career options

☑ Computer Science and Computer Application have been introduced at undergraduate level.

§ Community orientation

☑ 20 Percent of the courses focus on experimental learning including practical and work experience.

☑ Industrial Microbiology, Computer Science & Computer Application are the courses which help in career advancement.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

☑ We have uploaded the feedback proforma in the web site of Maharaja College Chhatarpur so as to enrich the curriculum.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

☑ The due weightage is given to the globally popular course. The college has started Computer Science & Computer Application. Some new course such as diploma in Journalism, B.Sc. with bio-technology, diploma in Forest Management, Diploma in Tourism and Diploma in communicative English are being proposed for the year 2014-15

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

☑ Being the Autonomous institutions we try to enrich the curriculum prepared by the University by adding certain new topics, optional papers in P.G. classes.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If ‘yes’, how is it communicated to the University and made use internally for
curriculum enrichment and introducing changes/new programmes?

- The college obtains feedbacks from the students, alumni employers, community & academic peers by holding meetings, seminars & conferences with them.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the ratio for introducing new courses/programmes?)

- B.A. with computer application – 1:5.5
- B.Sc. with computer Science – 1:5.3
- B.com with computer application – 1:5.5
- Industrial microbiology – 1:7.0

Any other relevant information regarding curricular aspects which the college would like to include.

- The feedbacks are used for significant changes in the curriculum. The courses had majors syllabus revision during the last five years are as follows –
  - Botany (at PG level)
  - Chemistry (at PG level)
  - Geology (at PG level)
  - Maths (at PG level)
  - Physics (at PG level)
  - Zoology (at PG level)

Industrial Microbiology, Computer Science & Computer Application are the courses which help in career advancement.
CRITERION II: TEACHING - LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

- a) Prospectus – It gives updated information on the courses offered, the eligibility criteria, fee structure, facilities available and admission process.
- b) Institutional website – Provides details about the vision, mission objectives, courses, faculty members and information about library.
- c) Advertisement in Regional/National Newspapers – Advertisement is made available to the students through banners and local cable TV.
- d) Any other (specify) – Notice is displayed in the college notice board, in the Government of M.P. Higher Education Website.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

- Selection and admission of the students to this institution is done through e-admission controlled by Online M.P. Govt. by the order of Department of Higher Education M.P. It is notified in the notice board with marks and percentages also in the e-Space of government.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

- Admission in our institution are performed according to these stages as per Govt. rules on line.
  1st Category above 65%
  1IInd Category 55 to 65%
  IIIrd Category below 55% (for reserve quota)

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If ‘yes’ what is the...
outcome of such an effort and how has it contributed to the improvement of the process?

- No, admission process is regulated as per Govt. norms. Students Profile relating to their academic record, knowledge and skills are maintained by the college.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.

- SC/ST students belonging to SC/ST category get reservation in admission, scholarships and also enjoy tuition fee waiver, Extra coaching.
- OBC provision of scholarship by Govt. of M.P.
- Different categories of persons with disabilities – Reservation of 2% of seats in a class and in hostels and Scholarship.
- Economically weaker sections – Financial assistance by state govt.
- Outstanding achievers in sports and extracurricular activities 1% reservation.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. Reasons for increase / decrease and actions Initiated for improvement.

<table>
<thead>
<tr>
<th>Programmes</th>
<th>Number of applications</th>
<th>Number of students admitted</th>
<th>Demand Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 2009-2010</td>
<td>3020</td>
<td>2920</td>
<td>1.03:01</td>
</tr>
<tr>
<td>2 2010-2011</td>
<td>4000</td>
<td>3494</td>
<td>1.14:01</td>
</tr>
<tr>
<td>3 2011-2012</td>
<td>5000</td>
<td>4710</td>
<td>1.06:01</td>
</tr>
<tr>
<td>4 2012-2013</td>
<td>4500</td>
<td>4165</td>
<td>1.08:01</td>
</tr>
<tr>
<td>PG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 2009-2010</td>
<td>300</td>
<td>698</td>
<td>1.14:01</td>
</tr>
<tr>
<td>2 2010-2011</td>
<td>850</td>
<td>776</td>
<td>1.09:01</td>
</tr>
<tr>
<td>3 2010-2012</td>
<td>750</td>
<td>685</td>
<td>1.09:01</td>
</tr>
<tr>
<td>4 2012-2013</td>
<td>790</td>
<td>707</td>
<td>1.11:01</td>
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<tr>
<td>M.Phil.</td>
<td>-</td>
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<tr>
<td>Ph.D.</td>
<td>Entrance Exams not conducted by the institution</td>
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<tr>
<th>Value added</th>
<th>Computer</th>
<th>Micro-Biology</th>
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</thead>
<tbody>
<tr>
<td>1 2009-2010</td>
<td>135</td>
<td>120</td>
</tr>
<tr>
<td>2 2010-2011</td>
<td>150</td>
<td>135</td>
</tr>
<tr>
<td>3 2010-2012</td>
<td>155</td>
<td>138</td>
</tr>
<tr>
<td>4 2012-2013</td>
<td>165</td>
<td>140</td>
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<tr>
<th>PG Diploma</th>
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<th>Any other</th>
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### 2.2 Catering to Student Diversity

#### 2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

- **Yes**, The College organizes orientation / induction programme for fresher’s after admission into the college. The fresher’s are made aware of the rules and regulations, facilities available, college discipline, examination patterns and schedules, no ragging, gender sensitization, importance of attendance and other academic matters of the college by the Academic Brochure, Administrative Brochure, Controller of examinations, Librarian, P.E.T. and senior faculty members and locally available resource persons. The fresher’s are given a broad picture of achievements of pass outs of previous years and
Alumni. The cell phone Numbers, e-mail ID, parental details and academic history of fresher’s are recorded in the induction register.

2.2.2 Does the institution assess the students’ needs in terms of knowledge and skills before the commencement of the programme? If ‘yes’, give details on the process.

➢ Group discussions, extempore, presentations are organized before the commencement of the teaching programme.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

➢ Yes, Bridge and extra classes are organized for the academically weaker students. Extra classes are conducted after the regular classes. There is separate flexible time for this.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

➢ The college organizes workshops & seminars in the subject as gender, inclusion, environment etc. We celebrate Balika saptah, Beti Bachao, Anti ragging, Mahila Aaprod ki Roktahm, Deptt. Economics organized a seminar on Parayawaran ki Chunautiya.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

➢ The college arranges extra classes to meet the needs of advanced learners. We facilitate the students by providing reading material, we provide them Net facilities in the various department, and inform them about various web-cites related to the subject.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?
Students from disadvantaged sections and the slow learners are identified through scrutiny of internal assessment scripts in the prevailing continuous evaluation system. Faculty members give special attention to the students through personal interaction; they try to improve their performance in due course. UGC sponsored Remedial classes and college sponsored intensive coaching classes are conducted to improve the academic standard of weak students. Economically disadvantaged and physically handicapped students are also provided with financial support.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blueprint, etc.)

The institution provides academic calendar which reflects in details the information related to admission, subject combinations, teaching days, examinations days (unit test, holidays and vacations, semester dates) etc. Each teacher maintains a lesson plan and progress register from the beginning of the session, which is verified by the respective HODs and Principal from time to time. One daily progress register is maintained at the individual level, Principal verifies the progress every month. Academic evaluation takes place every month.

2.3.2 How does IQAC contribute to improve the teaching-learning process?

IQAC conducts meeting with staff. They participate in seminars conferences and workshops. Their suggestions are invited & followed. Through their suggestions teaching-learning process is promoted. IQAC updates our teachers as well as students, regular monitoring of student attendance register and regular evaluation of administration.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?
All the strategies adopted by the institution are student centric.

The college annual magazine “DASHARNA”/SRAJAN encourage the students for creative writings.

We have introduced yearly newsletter “Uttkarsh” covering the news of all the departments their special achievements of students & teachers.

Departmental seminars and quiz programmes are organized.

Participation in elocution, debates, sports and games, essay writings.

Students participate actively in activities like song, dance, mono-action, self-chosen speech, extempore speech and alpana competition.

Student’s participation in field trips, trekking, inter college/ state/national camps under the agencies of N.C.C. & NSS.

The Annual Athletic meet is organized to select students to participate in inter-college meet organized by the University and the students represent the State level sports meet.

Feedback is obtained on the academic progress of the students.

Reading room with direct access to books and journals available.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

Project works, Seminars, Excursion tours, Group discussion are organized to contribute to self-management of knowledge development and skill formation.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

Most of the teaching departments are provided with Computers. In addition, the college has its Computer Lab, and e-library facilities to facilitate the faculty members in learning/ handling computer. Aided teaching and to prepare
their learning materials. The Computer Programmer, and other computer personnel help the faculty in this context.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

- Experts in different areas, eminent personalities in the field of administration, science and technology, social sciences, literature and business and commerce are invited as visiting faculties to address seminars, faculty programmes and extramural lectures.

2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/mentoring/academic advise) provided to students?

- We are running Vivekanand carrier counselling in the college. We invite skilled and trained professional’s to teach interested students. Thus the students get academic advice and professional counseling.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

- Faculties use LCD projectors, Computers, Interactive Boards. Students use Internet in the Computer Centre and in the Library-Reading Room. Students are also provided Xerox facility whenever required. The student’s effective learning experience is ensured by the institution using modern teaching aids like educational CD, OHP, LCD. The faculty members of various departments take utmost care to provide handouts to the students as and when required and suggestions are given to the students to update their learning through library and reading room.

- It is affective because in the last two years 18 students gave Powerpoint presentations.
2.3.9 How are library resources used to augment the teaching-learning process

The library resources like text books, reference books, journals, periodicals and e-resources etc. are used to augment teaching-learning process. In addition they are also used in the reading rooms. Network centre are used by students in the library.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If ‘yes’, elaborate on the challenges encountered and the institutional approaches to overcome these.

Yes, the course curricula are designed and planned as per time frame of the academic calendar. However, when the courses remain un-covered as per the plan, the faculty members engage extra classes and guest faculties are also engaged to complete the unfinished courses in time.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

Due emphasis on Project works, Field studies, Laboratory works, Science Exhibitions, publication in College and departmental wall magazines etc help in building creativity and a scientific temper in the learners.

The college has devised a tutor-guardian system for academic and personal guidance of the students. Career Counselling cell also exists to guide the students for futuristic useful course.
2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

At Graduation level entrepreneurship, Environmental studies micro biology, computer science are planned & management following recruitment has been done according to the demand.

<table>
<thead>
<tr>
<th>Highest qualification</th>
<th>Professor</th>
<th>Associate Professor</th>
<th>Assistant Professor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Permanent teachers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D.Sc./D.Lill.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
<td>03</td>
<td></td>
<td>33</td>
<td></td>
</tr>
<tr>
<td>M.Phil</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.G.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Teachers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
<td></td>
<td></td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>M.Phil</td>
<td></td>
<td></td>
<td>08</td>
<td></td>
</tr>
<tr>
<td>P.G.</td>
<td></td>
<td></td>
<td>01</td>
<td></td>
</tr>
<tr>
<td>Part-time teachers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.Phil</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.G.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.4.2 How does the institution cope with the growing demand/scarcity of qualified senior faculty to teach new programmes/modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

The college invites skilled faculty to meet the going demand of qualified senior faculty to teach entrepreneurship, environment studies, computer application and microbiology.
2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

➢ a) Nomination to staff development programmes

<table>
<thead>
<tr>
<th>Academic Staff Development Programmes</th>
<th>Number of faculty nominated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refresher courses</td>
<td>03</td>
</tr>
<tr>
<td>HRD programmes</td>
<td>-</td>
</tr>
<tr>
<td>Orientation programmes</td>
<td>-</td>
</tr>
<tr>
<td>Staff training conducted by the university</td>
<td>10</td>
</tr>
<tr>
<td>Staff training conducted by other institutions</td>
<td>-</td>
</tr>
<tr>
<td>Summer / winter schools, workshops, etc.</td>
<td>07</td>
</tr>
</tbody>
</table>

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

✓ Teaching learning methods/approaches
✓ Handling new curriculum
✓ Content/knowledge management
✓ Selection, development and use of enrichment materials
✓ Assessment
✓ Cross cutting issues
✓ Audio Visual Aids/multimedia
✓ OER’s
✓ Teaching learning material development, selection and use

➢ Curricular Development

The Departments concerned conduct the Board of Studies and Academic Council meet every year. While updating the syllabus, the current needs are taken into consideration. The Autonomy has given full freedom to the departments for the revision and changes in the curriculum. Therefore, Major and Minor Elective papers and skill based subjects are introduced under semester system.

➢ Teaching-learning methods

By learner-centered teaching methods.
Examination reforms

The College uses its autonomy for examination reforms whenever required. The College has introduced CCE, Project work, Seminars, every Semester.

Content/knowledge management

By Orientation of teachers enhancement and exposure to e-resources, e-learning and participatory teaching is performed.

c) Percentage of faculty

* invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies

20 resource persons are invited.

* participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies

Participated in 558. Workshops/Seminars/Conferences.

* presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies

493 papers were presented by the faculty.

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

Teachers avail study leave/other admissible leaves as per the Govt. of M.P. norms to attend National/International Conference/Seminars or pursuing M.Phil./Ph.D. programmes. They apply to various funding agencies for organizing seminars/conference etc in their respective departments.
2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

- NA

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

- Yes. The teaching faculties are assessed by the students annually. These evaluation reports are collected confidentially and the Principal takes necessary steps on the reports and intimates the teachers.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

- All the information regarding the evaluation process are incorporated in the college calendar as well as in the academic calendar provided to the students at the time of admission. This is also available on the college website. They are also informed in the counselling session.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

- Semester system has been introduced in the year 2008. The evaluation has internal assessment and semester examinations. The continuous assessment has been done by tests, assignments, seminars, so that the students may use the internet and learn other than their syllabus and improve their presentation skills. Candidates are permitted to apply for recounting and can obtain a photocopy of Answer Paper within 30 days from the date of publication of results. A person failed in only one paper in any semester of the course is
allowed to appear at the back paper examination conducted in the next subsequent semesters.

The coding and decoding system of answer scripts and continuation sheets was implemented from the semester examinations 2008 to hide the identity of the examinees to the evaluators.

The examination system is completely computerized. Data entry of examination applications, student’s data, examination schedule, seating arrangement, Attendance Register, Results, Board Meeting, preparation of course wise results, upload of the semester examination results on the College website, preparation of marks sheets, revaluation and semester examination results are computerized to ensure the effectiveness of the autonomous office.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

- Implementation of two Internal Assessment examinations per semester before the end term examination.
- Minimum 90 days teaching classes per semester; incorporation of seminar discussion through power point presentation, project works and field studies in course curriculum for which marks are awarded in the sixth semester.
- Continuous evaluation ensure student involvement and progress hence about 50% of pass outs compete successfully for national Universities in open competition admission system along with scholarships.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

- Implementation of two Internal Assessment examinations per semester before the end term examination. In the formative assessment we have twelve methods, out of which one is adopted like, surprise class test, classroom teaching, GD seminar etc.
Continuous evaluation ensure student involvement and progress hence about 50% of pass outs compete successfully for national Universities in open competition admission system along with scholarships.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

The percentage of marks for continuous internal assessment is 20% in theory papers. The questions are set by the faculty members from the topics covered up in concerned paper/subject. The internal assessment examination is conducted for one hour duration as per the notification by the Controller of examination duly approved by the examination committee and academic council. Internal assessment is the mechanism to gear up a student to regulate his sincerity in studies and to orient his/her for the end-term examinations.

2.5.6 What are the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

Semester system has been introduced. The continuous Assessment has been done by tests, assignments, seminars, so that the students browse the internet and learn other than their near syllabus and improve their Presentation skills.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

1. Women grievances redressal Cell
2. The college has a separate cell headed by a senior professor, known as a Nodal Officer

2.6. **Student performance and Learning Outcomes**

2.6.1 Does the college have clearly stated learning outcomes? If ‘yes’ give details on how the students and staff are made aware of these?

Yes. The learning outcomes for all its programmes are enshrined in the College Logo and Calendar. The information is also provided in the induction meeting and interaction with students. The academic achievement is reflected in students,
results, about 70% pass outs get admitted to various state/national Universities of repute through common entrance test and prove their excellence.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

➢ Besides internal and semester examination the students are encouraged to take part in various competition, debate, group discussion and seminars. The teachers are encouraged and motivated to use their skill and knowledge in teaching, restructuring the curriculum, participation in seminars/conference/workshop, publications etc.

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

➢ There is a student-feedback mechanism. The institution collects and analysis data on student learning outcomes at regular intervals. Different departments are informed to take appropriate action on the student feedback.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude? developed among students etc.) of the courses offered?

➢ Faculties use LCD projectors, computers, interactive Boards. Students use internet in the computer center and in the library reading room. Students are also provided Xerox facility whenever required.

The problems of the students are solved through the process of personal care by the different faculties. There are such bodies as anti-ragging cell, grievance cell to create healthy atmosphere for the staff and students of the college. There is a proctorial system. 16 students are placed under one proctor.
The students effective learning experience is ensured by the institution using modern teaching aids like educational CD, OHP, LCD, the faculty members of various departments take utmost care to provide handouts to the students as when required and suggestions are given to the students to update their learning through library and reading room.

- It is affective because in the last two years 18 students gave Power point presentation.
- 26 Students represented our college to present their papers in different seminars outside chhatarpur district.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The college takes feedback manually in UG & PG classes. After organizing the meeting of all the departments initiatives are taken to meet the problems of the students we have maintained a complaint desk in the administrative office for the students & faculty.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The college is committed to qualitative education by way of continuous assessment and upgrading of syllabus.

2.6.7 Does the institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If ‘yes’ provide details on the process and cite a few examples.

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

At present the college has adequate qualified teachers to handle the classes. However when the staff members take leave for longer period on personal ground or for higher study or vacancy due to transfer or retirement or death, the management is empowered to appoint teachers on adhoc/contract basis through personal interview among the short listed candidates through open advertisement.
**Criterion III: Research, Consultancy and Extension**

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

- Yes

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

- Yes, the college has a research committee consisting of Principal and five senior staff members. The college encourages and supports the teaching staff members to undertake research projects.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- autonomy to the principal investigator
- timely availability or release of resources
- adequate infrastructure and human resources
- time-off, reduced teaching load, special leave etc. to teachers
- support in terms of technology and information needs
- facilitate timely auditing and submission of utilization certificate to the funding authorities
- any other

- Between/ among different departments of the colleges, The staff can utilize the facilities of various department for interdisciplinary research. Department of Hindi and English are involved in research on folklore, Bundeli literature & English Literature.

- Every department has its own association. As a part of association activities seminars/ lectures are conducted in the respective department. For this the researches of eminence are invited to interact with the teachers and students. IQAC of the college is also involved in organizing/ lectures and inviting
eminent resource persons to address the teaching staff on issues relating to quality in higher education.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

Whenever the college receives funds from UGC and Government of M.P. for conducting seminars and conferences, it is provided to the concerned various departments to avail the UGC sponsored faculty development. They are provided duty leave for paper presentation in seminars/ conferences. As per the policy of the college, the staff and students are allowed to use the following facilities for their research:

1. General Library
2. Laboratories of Science Department
3. Research Journals
4. Computers

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

College provide limited fund, seed money for research on the merit of the case. Advance is sanction to teachers for their field visit.

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Subject of workshop</th>
<th>Date</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Mahila Apparadhon ki Rok tham</td>
<td>05/04/2014</td>
<td>Jan Bhagidari</td>
</tr>
<tr>
<td>02</td>
<td>Workshop to honour the women</td>
<td>05/04/2014</td>
<td>Jan Bhagidari</td>
</tr>
<tr>
<td>03</td>
<td>Computer skill Development Training</td>
<td>06/03/2014 to 10/03/14</td>
<td>Prodyogiki Parishad</td>
</tr>
<tr>
<td>04</td>
<td>Contributing of woman to Industrial &amp; Technical development in State</td>
<td>05/04/2014</td>
<td>MPCST</td>
</tr>
</tbody>
</table>
3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

➢ Our prioritized research areas are based on local needs and the areas of expertise available with the college such as: Bundeli Bhasha, Bundeli Literature, Computer, Environment - chemical hazards & Environment Pollution.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

➢ Every department has its own association as a part of association activities, seminars / lectures are conducted in the respective departments. For this the researchers of eminence are invited to interact with the teachers and students. IQAC of the college is also involved in organizing lectures and inviting eminent resource persons to address the teaching staff on issues relating to ‘quality’ in higher education.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

➢ Two Assistant professors have availed this opportunity in our college.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

➢ Advancing funds for sanctioned Projects        yes
➢ Providing seed money                           yes
➢ Autonomy to the principal investigator/coordinator for utilizing overhead Charge        yes
➢ Timely release of grants.                     yes
➢ Timely auditing                               yes
3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.
- U.G.C. Provides M.R.P. for English, Philosophy, Hindi, Economics, Drawing, Sociology, Geology, Botany, Department approximately 90% of budget and it is utilized by the faculty.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?
- College provide limited fund seed money for research on the merit of the case Advance is sanction to teachers for their field visit, visiting library and seminars.

3.2.3 What are the financial provisions made available to support student research projects by students?
- Fund provided for field visit to limited students. Being a under graduate college there is no special budget provision for students research projects.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.
- We are planning to introduce interdisciplinary research.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?
- The college supports research-scholars & faculty to use central library, e-library, science-library etc.
3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

➢ UGC is providing funds for research work

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Scholars</th>
<th>Project title</th>
<th>Funding agency</th>
<th>Financial support in Rs. Lacs</th>
<th>Duration of the projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Dr. M.S. Vimal</td>
<td>English Unknown &amp; Hidden literacy Gems in Bundelkhand region</td>
<td>UGC</td>
<td>1,20,000 (Minor)</td>
<td>Two years (Submitted 31.3.14)</td>
</tr>
<tr>
<td>02</td>
<td>Dr. J.P. Shakya</td>
<td>Philosophy Philosophy of Mahamati Prannath</td>
<td>UGC</td>
<td>1,00,000 (Major)</td>
<td>Two years Submitted 2010</td>
</tr>
<tr>
<td>03</td>
<td>Dr. Bahadur Singh Parmar</td>
<td>Hindi Bundeli Sanskar geet</td>
<td>UGC</td>
<td>35,000</td>
<td>Two years Submitted July 2011</td>
</tr>
<tr>
<td>04</td>
<td>Dr. J.P. Mishra</td>
<td>Economics Impact of MNREGA in Tribal development</td>
<td>UGC</td>
<td>1,10,000 (Minor)</td>
<td>Two years 12.4.12 Submitted</td>
</tr>
<tr>
<td>05</td>
<td>Dr. C.L. Prajapati</td>
<td>Economics Vilupt mrida kuteer shilp udyog</td>
<td>UGC</td>
<td>1,45,000</td>
<td>Submitted Jan 2010</td>
</tr>
<tr>
<td>06</td>
<td>Dr. C.L. Prajapati</td>
<td>Economics Oppurtunity of tourism development in chhatarpur</td>
<td>UGC</td>
<td>1,00,000</td>
<td>Two years 20.5.14 On going</td>
</tr>
<tr>
<td>07</td>
<td>Dr. Vibha Vasudeo</td>
<td>Economics Eco MNREGA Act &amp; Emigration</td>
<td>UGC</td>
<td>1,00,000</td>
<td>Two years Submitted 20.05.2014</td>
</tr>
<tr>
<td>08</td>
<td>Prof. Sudhir Kumar Chhari</td>
<td>Fine arts Shilp &amp; Shilpkar of Bundelkhand</td>
<td>UGC</td>
<td>1,50,000</td>
<td>Two years Ongoing</td>
</tr>
<tr>
<td>09</td>
<td>Dr. Mamta Bajpai</td>
<td>Sociology Problems of socio-economic development of the schedule Tribes</td>
<td>UGC</td>
<td>1,20,000</td>
<td>Two years Submitted 24.09.2010</td>
</tr>
<tr>
<td>10</td>
<td>Dr. Mamta Bajpai</td>
<td>Sociology The role &amp; impact of computers &amp; Internet</td>
<td>UGC</td>
<td>1,10,000</td>
<td>Two years Ongoing</td>
</tr>
</tbody>
</table>
### 3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

- The students & research scholars get support from e-library & science labs for this field work in research.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

- Library and laboratories are upgraded every year. New research journals are subscribed.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If ‘yes’, what are the instruments / facilities created during the last four years.

- Fund provided for field visit to limited students. Being an undergraduate college there is no special budget provision for students research projects.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Title of Project</th>
<th>Funding Body</th>
<th>Amount</th>
<th>Duration of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Dr. Gayatri Bajpai</td>
<td>Access in school children in perspectives of psycho-social aspect</td>
<td>UGC</td>
<td>30,000</td>
<td>Two years Submitted 30.12.2010</td>
</tr>
<tr>
<td>12</td>
<td>Dr. Amita Arajaria</td>
<td>Hindi Chhatarpur ka kiratan sahitya</td>
<td>UGC</td>
<td>25,000</td>
<td>Two Years submitted 2010</td>
</tr>
<tr>
<td>13</td>
<td>Dr. P.K. Jain</td>
<td>Geology Geological &amp; Hydro geological studies of kumar river basin distt. Chhatarpur</td>
<td>UGC</td>
<td>1,30,000</td>
<td>Two Years submitted Apr. 2012</td>
</tr>
<tr>
<td>14</td>
<td>Dr. P. K. Khare</td>
<td>Botany Ethnomedi under ground parts of chhatarpur distt</td>
<td>UGC</td>
<td>25,000</td>
<td>Two Years submitted 2010</td>
</tr>
<tr>
<td>15</td>
<td>Dr. P.L. Prajapati</td>
<td>Botany Medicinal Plants used by people</td>
<td>UGC</td>
<td>1,05,000</td>
<td>Two Years submitted 20.12.2010</td>
</tr>
</tbody>
</table>
3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

➢ No

3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

➢ The college provides e-library equipped with research Journals & reference books & other resource materials.

3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college? For ex. Laboratories, library, instruments, computers, new technology etc.

➢ Our college has been selected by the state Govt. for inter disciplinary collaboration.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

* Patents obtained and filed (process and product)
* Original research contributing to product improvement
* Research studies or surveys benefiting the community or improving the services
* Research inputs contributing to new initiatives and social development

➢ No

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

➢ Department of economics organized a national seminar granted by UGC and published all the research-papers in book-from with ISBN.

➢ Institute publish a news with Utkarsh yearly
A college magazine—DASHARNA/SRAJAN are published.

3.4.3 Give details of publications by the faculty and students:

* Publication per faculty

Faculties in Art, Science and Commerce have published research papers in national and international Journals during last four years. The record is maintained in the personal & departmental file.

* Number of papers published by faculty and students in peer reviewed journals (national / international)

The record of published research papers in journals are kept in personal and departmental file.

* Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

No

* Monographs
* Chapter in Books
* Books Edited
* Books with ISBN/ISSN numbers with details of publishers
* Citation Index
* SNIP
* SJR
* Impact factor
* h-index

3.4.4 Provide details (if any) of

* Research awards received by the faculty -

No

* recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally
* incentives given to faculty for receiving state, national and international recognitions for research contributions.
3.5  Consultancy

3.5.1  Give details of the systems and strategies for establishing institute-industry interface?
➢ No

3.5.2  What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?
➢ It is proposed.

3.5.3  How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?
➢ No

3.5.4  List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.
➢ No

3.5.5  What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?
➢ No

3.6  Extension Activities and Institutional Social Responsibility (ISR)

3.6.1  How does the institution promote institution-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?
➢ The institution promotes college neighborhood network through different agencies that exist in our college. They are rendering services to the community as given below.
➢ Special and normal camps are organized by three NSS units in the adopted villages. Students conduct socio-economic surveys in the adopted villages to identify specific problems.
➢ NSS volunteers with the programme officers ply important roles in eliminating social evil practices in neighboring villages
and generate tips for socio-economic growth of the village.

- NSS students observe “Road safety week” to reflect awareness among people regarding road safety every year.
- UGC extension programmes are organized in villages on recent issues.

NSS, Red Ribbon Club, Youth Red Cross Society units are actively functioning in the College and they have developed a well knitted network with the neighbourhood through student’s involvement in community development programmes and camps. They seek active participation of the community members also. Students gain knowledge related to various social issues and the techniques to address the problems. Their involvement in the community helps them not only for their overall development but also for the sustained community development.

3.6.2 What is the Institutional mechanism to track students’ involvement in various social movements / activities which promote citizenship roles?

- (A) Social Service Activities: Health and Hygiene awareness programme, Medical Camp, Adult Education and Literacy programme, Blood Donation camp, AIDS Awareness Camp, Cancer awareness, Disaster Management, Vigilance awareness, Environmental awareness, information on job opportunity, Computer Literacy Programme, observation of World Health Day, World Red Cross Day, Cleaning of College premises, Hostel cleaning, Helping needy students etc. are some of the features of the extension activities of NSS, NCC, and YRC Units of the College.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

- Institution has not received much support from the stakeholders.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

- (A) College has very active Student’s Union, Cultural
associations which ensure the continuation of legacy of the college. It conducts frequent meetings for the representatives of all classes to maintain cordial relationship between staff and students.

- (B) All information related to students support measures, inter and intra college competitions, campus cleaning, ban of plastics, ban on using cell phone in the campus during college hours etc. are informed to the students and staff regularly in the assembly which is conducted on every Saturday.

- (C) College maintains high transparency in admission, academic standards, financial aid to the students, examination valuation, administration etc. Awareness is created for co-operation, coordination and equality by equal opportunity centre. Students and staff are sensitized to maintain ragging free campus. Students are thoroughly informed about the scholarships available to them. The Administrative office of the college takes sincere efforts to distribute scholarship to the students on time.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?

- Highlight the participation of students and faculty in extension activities. The institution is always encouraging the students to participate in the following services schemes such as:
  - National Service Scheme-adopted villages, day camp, summer camp, special camp and important days,
  - Youth Red Cross-Blood donation, AIDs preventions.
  - Red Ribbon Club-AIDs awareness camp, Cycle Yatra.
  - Eco Club-Plantations, Environmental conservation.
  - N.C.C.- Special camps, National camp, NIC, RDC
  - Scout and Guide-Special camps
  - UGC sponsored extension activities
  - The student volunteers create awareness among the village people regarding different welfare programmes initiated by the state government
  - College recognized the need for refresher courses for the
teachers whenever the communication comes related to this aspect the staffs are encouraged to attend the programmes.

☐ Special Cell for student’s career and counselling, NSS Units, YRC, Eco club, Red Ribbon Club and IQAC of the college ensure institutional and social responsibility among faculty and students.

➢ The extension activities of the college are Social work, Health and Hygiene awareness, Medical Camp, Adult Education and Literacy in Computer, Blood donation camp, AIDS and Cancer awareness and Disaster Management etc. Members of the faculty are given additional responsibilities to look after extension activities under UGC Scheme. Beside UGC extension activities college conducts NSS, Youth Red Cross, NCC Eco club, Red Ribbon and they are designated as NSS Programme Officer(s) Counselor(s) of Youth Red Cross and NCC Officers, Prof. in charge of Eco Club. The Social outreach programmes are implemented by the student volunteers in NSS & YRC and NCC Cadets. The students and teachers are encouraged to participate in extension activities for which due weightage is given to students at the time of admission and their nomination to college Students Union.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

➢ Research and Extension Activities: Volunteers perform survey and collect and compile information on Malaria, Filarial, Blood group, Rh Factor and Health hazards and submit report to hospitals as a part of practical research at grass root level and the extension work includes literacy programmes, environmental awarness, Plantations, Wild Life Protection, teaching hygienic method and implemented for rural under-privileged and vulnerable human population.
3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students’ academic learning experience and specify the values and skills inculcated.

- Give details of student enrichment programmes (special lectures/ workshops/ seminar) with external experts.
- National and State level seminars were organized by various departments apart from weekly departmental seminars. Special lectures were held on issues of local and national importance. Workshop on Human Rights to Education, Self Defence were held. Quiz Competitions, Extempore Speech, Essay Writing, Drama Song and Music Competitions were held.

3.6.8 How does the institution ensure the involvement of the community in its outreach activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

- The NSS, Youth Red Cross organize various camps like general health check-up camps and community development work with the consent and consultation of the community members. The community members help the students by providing accommodation in the community hall while organizing the camps. They are also involved in the community development activities like cleaning the area, white washing the school building, laying Murom roads, tree plantation and regular watering of the plants etc. PTA members are extended their support and help to NSS in the community development activities.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

- Our college organized as per govt. instruction various extension programmes such as sports, youth festivals, NCC, NSS, Red cross, Blood donation camps, seminar, workshops,
conference we celebrate all the programmers in our college and other institutions of the district participate with us.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

➢ Awards in sports in cultural activities & debates etc. at State level.

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

➢ Institution have collaboration with govt. Holkar Science college of Indore for extensive learning and research.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

➢ Institution have collaboration with Holkar college of Indore for extensive learning and research.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

➢ Our institution has collaborated with Holker college Indore MP for research this year.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

➢ Dr. V.S. Niranjan : IAS (Higher education)- Ex. Commissioner of higher education.
Dr. Balram: Associate Professor from Lucknow University.
Dr. V.S. Vanshidhan: Professor, Parbhani Maharashtra
Dr. Kripa Shankar Tiwari: Regional Director in IGU Bhopal.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

a) Curriculum development/enrichment
b) Internship/On-the-job training
c) Summer placement
d) Faculty exchange and professional development
e) Research
f) Consultancy
g) Extension
h) Publication
i) Student Placement
j) Twinning programmes
k) Introduction of new courses
l) Student exchange
m) Any other

Collaboration with Holker College Indore MP in the field for research.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

Systematic efforts of the institution are going on between the two institutions Maharaja College Chhatarpur MP & Govt. Holker Science College of Indore MP.
CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

➢ We have sent the proposal to the MP Govt. for constructing smart classes, new departments & rooms for research scholars.

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

➢ Academic activities: The college has library building which was inaugurated by the President of India Late. Sardar Gyani Jail Singh ji. It consists of the size of 30x70 two big halls, three room’s which are sufficient for the library. There is also one reading room for the students. The college has well equipped laboratory and a seminar hall. Our college also furnished a lab in the chemistry deptt. by the name former prof. V.S. Jolly.

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

➢ Co-curricular activities: The college has NCC and NSS facilities, both the unity have their own office & store rooms. There is also a big auditorium.

➢ Sports: The college has well maintained stadium, Gymnasium, a swimming pool, a badminton hall, a basketball court.

➢ Other activities: the college has vehicle stand and independent well-furnished departmental rooms.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus
and indicate the existing physical infrastructure and the future planned expansions if any).

- The college has got its approval by the state Government the Govt. has sanctioned for the construction of an independent commerce block, Rs. 65 lacs. Hon’ble state Higher Education minister has laid foundation stone for the block.
- The construction of industrial microbiology building costing rupees 20 lacs is in progress.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

- The institution has prepared ramps for physically challenged & disabled students.

4.1.5 Give details on the residential facility and various provisions available within them:

- Hostel Facility – Accommodation available Yes
- Recreational facilities, gymnasium, yoga center, etc. Yes
- Computer facility including access to internet in hostel No
- Facilities for medical emergencies Yes
- Library facility in the hostels No
- Internet and Wi-Fi facility No
- Recreational facility-common room with audio-visual equipments No
- Available residential facility for the staff and occupancy Constant supply of safe drinking water Yes
- Security Yes

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

- First aid is Available.

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

- Yes
4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

- Yes. The library has an Advisory committee to render the library student and teaching staff friendly. IQAC committee acts as an advisory committee for library.

4.2.2 Provide details of the following:

- Total area of the library (in Sq. Mts.)
  - 100 x 50 sq mts

- Total seating capacity
  - 50

- Working hours (on working days, on holidays, before examination days, during examination days, during vacation)
  - 10:30 AM to 5:30 PM (in vacation time library is open.)

- Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

- Reading room, e-library, students can such internet and wash room are provided.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

<table>
<thead>
<tr>
<th>Library holdings</th>
<th>Year 2009-10</th>
<th>Year 2010-11</th>
<th>Year 2011-12</th>
<th>Year 2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>Total Cost</td>
<td>Number</td>
<td>Total Cost</td>
</tr>
<tr>
<td>Text books</td>
<td>400</td>
<td>1,20,000</td>
<td>460</td>
<td>1,40,000</td>
</tr>
<tr>
<td>Reference Books</td>
<td>85</td>
<td>88,000</td>
<td>120</td>
<td>1,09,000</td>
</tr>
<tr>
<td>Journals/Periodicals</td>
<td>8</td>
<td>4,000</td>
<td>6</td>
<td>3,800</td>
</tr>
<tr>
<td>e-resources</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Any other (specify)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?
- * OPAC - YES
- * Electronic Resource Management package for e-journals - YES
- * Federated searching tools to search articles in multiple databases - YES
- * Library Website
- * In-house/remote access to e-publications - Yes
- * Library automation - YES
- * Total number of computers for public access - 22
- * Total numbers of printers for public access - 03
- * Internet bandwidth/speed 2mbps 10 mbps 1 gb
- * Institutional Repository - Yes
- * Content management system for e-learning - Yes
- * Participation in Resource sharing networks/consortia (like Inflib) - YES

4.2.5 Provide details on the following items:
- * Average number of walk-ins 50-60
- * Average number of books issued/returned 100-120
- * Ratio of library books to students enrolled 4:10
- * Average number of books added during last three years 7000
- * Average number of login to opac (OPAC)
- * Average number of login to e-resources
- * Average number of e-resources downloaded/printed 400
- * Number of information literacy trainings organized – Nil
- * Details of “weeding out” of books and other materials?

4.2.6 Give details of the specialized services provided by the library
- * Manuscripts - YES
- * Reference - YES
- * Reprography - NO
- * ILL (Inter Library Loan Service) - NO
- * Information deployment and notification (Information Deployment and Notification)
- * Download - YES
- Printing - YES
- Reading list/ Bibliography compilation NO
- In-house/remote access to e-resources YES
- User Orientation and awareness YES
- Assistance in searching Databases YES
- INFLIBNET/IUC facilities YES

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

- Fully support

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

- All type of facilities are available.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

- No.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration (provide actual number with exact configuration of each available system)
- Computer-student ratio 2:1
- Stand alone facility No
- LAN facility YES
- Wifi facility YES
- Licensed software YES
- Number of nodes/computers with Internet facility 22
- Any other
4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

- We provide the e-library for students and teachers with Wi-Fi facilities. Each department is equipped with computer along with net facilities.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

- We co-ordinate with other educational institute.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Received from Autonomous record</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-2010</td>
<td>219254</td>
<td></td>
</tr>
<tr>
<td>2010-2011</td>
<td>154193</td>
<td></td>
</tr>
<tr>
<td>2011-2012</td>
<td>534405</td>
<td></td>
</tr>
<tr>
<td>2012-2013</td>
<td>1002950</td>
<td></td>
</tr>
</tbody>
</table>

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?

- Teachers have excellent skills in preparing computer aided teaching-learning materials. Some teachers can prepare their computer aided teaching-learning materials in their respective departments.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching-learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

- Learning activities are done directly in the class room. We take PG students to the department where update teaching & learning is provided through computer & internet.
4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

- No

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

<table>
<thead>
<tr>
<th>Facility</th>
<th>Budget Allocation</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Building</td>
<td>10 lakh</td>
<td>4.40+10 (Lacks) 17+50+1.25+82+54+11</td>
</tr>
<tr>
<td>b. Furniture</td>
<td>5 lakh</td>
<td>NA</td>
</tr>
<tr>
<td>c. Equipment</td>
<td>10 lakh</td>
<td>6+4.12+1.05+57+58 (Lacks)</td>
</tr>
<tr>
<td>d. Computers</td>
<td>10 lakh</td>
<td>6 (Lacks)</td>
</tr>
<tr>
<td>e. Vehicles</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>f. Any other</td>
<td></td>
<td>11 (Lacks)</td>
</tr>
</tbody>
</table>

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

- Though the Governing body is responsible for maintaining the physical infrastructure facilities and water and electricity services. It appoints watchmen, gardeners, sweepers and electrician for the maintenance of college campus and the existing services. The college appoints Lab. Assistant for the Science Lab. They are responsible for the maintenances of equipment’s in the lab.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

- Yearly
4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

 Monthly

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

 Our college is furnished with e-library, last year new microbiology lab was constructed, from last year separate commerce building is in function.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If ‘yes’, what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

 The college publishes prospectus, calendar and academic calendar, timetable every year in the beginning of the session to provide up-to-date information to the students, guardians and faculty members. The college calendar provided the rules and regulations for the smooth administration of the institution. The college prospectus reflects the vision, mission of the college along with the various course’s subjects and combinations available for students and guardians to select and opt. The prospectus provides information about course structure, admission rules and fees and fines. The courses of study provide the planning of teaching and the number of classes available for each unit of the course in an academic calendar. Students are provided with the printed copies of courses of studies and timetable.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?
<table>
<thead>
<tr>
<th>S. N.</th>
<th>Name of the Scholarship</th>
<th>2009-10</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No.</td>
<td>Amount</td>
<td>No.</td>
<td>Amount</td>
<td>No.</td>
</tr>
<tr>
<td>1</td>
<td>193</td>
<td>965000</td>
<td>460</td>
<td>2300000</td>
<td>133</td>
</tr>
<tr>
<td>2</td>
<td>29</td>
<td>90000</td>
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<td>177500</td>
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<td>8</td>
<td>-</td>
<td>-</td>
<td>5</td>
<td>7825</td>
<td>38</td>
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<td>9</td>
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<tr>
<td>10</td>
<td>-</td>
<td>-</td>
<td>36</td>
<td>63200</td>
<td>51</td>
</tr>
</tbody>
</table>

5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Name of the Scholarship</th>
<th>Agency</th>
<th>2009-10 %</th>
<th>2010-11 %</th>
<th>2011-12 %</th>
<th>2012-13 %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GKB</td>
<td>H.E. (MP)</td>
<td>14.53</td>
<td>28.22</td>
<td>9.06</td>
<td>36.24</td>
</tr>
<tr>
<td>2</td>
<td>Partibha Kiran Yojana</td>
<td>H.E. (MP)</td>
<td>2.28</td>
<td>3.06</td>
<td>2.24</td>
<td>1.10</td>
</tr>
<tr>
<td>3</td>
<td>Awagaman suvidha</td>
<td>H.E. (MP)</td>
<td>-</td>
<td>-</td>
<td>11.04</td>
<td>4.75</td>
</tr>
<tr>
<td>4</td>
<td>Vikamaditya Yojana</td>
<td>H.E. (MP)</td>
<td>0.52</td>
<td>1.88</td>
<td>1.40</td>
<td>0.06</td>
</tr>
<tr>
<td>5</td>
<td>Post metric OBC</td>
<td>Adimjati Kalyan Vibhag</td>
<td>26.11</td>
<td>28.27</td>
<td>42.20</td>
<td>25.55</td>
</tr>
<tr>
<td>6</td>
<td>Post metric SC</td>
<td>&quot;</td>
<td>27.33</td>
<td>26.23</td>
<td>43.55</td>
<td>22.23</td>
</tr>
<tr>
<td>7</td>
<td>Post metric ST</td>
<td>&quot;</td>
<td>0.85</td>
<td>1.12</td>
<td>1.12</td>
<td>1.07</td>
</tr>
<tr>
<td>8</td>
<td>Dr.S.P. Mukharji</td>
<td>&quot;</td>
<td>-</td>
<td>0.11</td>
<td>1.18</td>
<td>0.26</td>
</tr>
<tr>
<td>9</td>
<td>Post metric Minority</td>
<td>&quot;</td>
<td>-</td>
<td>0.70</td>
<td>2.62</td>
<td>1.05</td>
</tr>
<tr>
<td>10</td>
<td>Disabled scholarship</td>
<td>Panchyat Samaj seva</td>
<td>-</td>
<td>0.84</td>
<td>1.59</td>
<td>0.74</td>
</tr>
</tbody>
</table>

5.1.4 What are the specific support services/facilities available for

✔ Students from SC/ST, OBC and economically weaker sections
SC/ST, OBC and economically weaker sections can avail various scholarships of State and Central Government. UGC sponsored remedial classes are arranged for these students in order to enable them to improve their studies. Soft skill classes are also taken for these students by the English Department. Medical aid is given to the deserving students. The College Placement Cell invites TCS Company to train and recruit. Coaching classes for entry in to the services, is conducted for these students.

- Overseas students
- NA
- Physically challenged/ differently abled students
- Prepared ramp.
- SC/ST, OBC and economically weaker sections
- Scholarships & are provided as per govt. rules.
- Students to participate in various competitions/conferences in India and abroad
- Extra classes are engaged.
- Health center, health insurance etc.
- Sport department organized yoga.
- Skill development (spoken English, computer literacy, etc.)
- We have computer department.
- Performance enhancement for slow learners/students who are at risk of failure and dropouts
- We help them through extra coaching.
- Exposure of students to other institutions of higher learning/corporate/business houses etc.
- Publication of students magazines.
- Students with physical disabilities

Physically challenged/differently abled students are exempted from semester fees. Scribes are arranged by the college for visually challenged students to write exams. These scribes are paid by the autonomous fund.

- Overseas students
- No special provision for overseas students.
- Students to participate in various competitions/National and International
The students are guided to meet the challenges in National competitions.

- Medical assistance to students: health centre, health insurance etc.

- Medical assistance is given to the students whenever required. Our faculty escorts the students to the District Hospital which is near the college campus.

- Organizing coaching classes for competitive exams

- Extra coaching classes, are organized by the students to meet the competitive exams.

- Skill development (spoken English, computer literacy, etc.)

- We organize and take extra classes to guide the student in spoken English and for computer education.

- Support for “slow learners”

- We supports slow learners by educating them through engaging extra classes.

- Exposures of students to other institution of higher learning/ corporate/business house etc.

- Exposures of the oxidant to others institution is 50%

- Publication of student magazines

- Student magazine – DARSHANA/ SRAJAN are published yearly.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

- Entrepreneurial skills are developed by introducing the subject in curricula at UG level.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

* Additional academic support, flexibility in examinations
* Special dietary requirements, sports uniform and materials
* Any other

- It is mandatory for all first year students to attend the Yoga and Physical Education programmes once in a week. Self Defense skill training programme with help of police trainer is undertaken. Our students have been selected as Master Trainer of self-defense for which they get honorarium from the government. For overall personality development, the students are given training on Yoga and Aerobics. To motivate the student’s sports and games, the Physical Education Department has organized various tournaments such as University Level Kabadi, volleyball, cricket Tournament and athletic meet during the year 2012-13. Winners of sports and cultural events are honored by publishing their photographs in the college magazine. The certificates and Prizes are distributed to the winners during college Assembly.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

- Along with library facility, various competitive magazines, periodicals are provided to the students for appearing in different competitive examination held by state and central government. An average of 4 students joined the defence service. 3 students have qualified for NET.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

- The student’s placement cell is functioning in the institution to create awareness among students about higher studies and job opportunities.
- The library subscribes employment news and magazines to help the students to develop their core knowledge about the scope of employment and competitive examinations.
- Newspaper cuttings, information brochure are displayed on the notice board informing the students about the job
recruitment and admission for higher students in different universities.

- G.K. test and group discussions are conducted to prepare the students to face interviews.
- In-service persons from bank, industries, doctors, advocates, NGOs and Government servants are invited to enlighten the students about placement avenues available to them. On every Saturday from 3 pm to 5 pm counselling session are arranged for the students.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If ‘yes’, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

- The students’ placement cell is functioning in this institution to create awareness among students about higher studies and job opportunities.
- The library subscribes employment news and magazines to help the students to develop their core knowledge about the scope of employment and competitive examinations.
- Newspaper cutting, Information brochure are displayed on the notice board informing the students about the job recruitment and admission for higher studies in different universities.
- G.K. test and group discussions are conducted to prepare the students to face interviews.
- In-service persons from bank, industries, doctors, advocates, NGOs and Government servants are invited to enlighten the students about placement avenues available to them. On every Saturday from 3 PM to 5 PM counselling session are arranged for the students.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

- A grievance redressal cell has been functioning in the institution from academic session 2007-08 consisting of the
principal, and committee of four professors. Grievances, if any is put before the cell in writing and the Grievance cell takes immediate steps towards its redressal.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

- Yes, College has a cell and mechanism to resolve the issue of sexual harassment. At the beginning of the academic year students and staff members are given gender training. Periodic awareness building sessions are conducted, as a result no harassment has taken place in Maharaja College.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

- Yes, Anti-ragging committee consists of Principal, dean of student welfare, HODS and students representatives. Undertaking is obtained from each student at the time of admission not to rag, Counselling sessions are held at regular interval as result of which Maharaja College is known as ragging free college.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

- Many scholarship programmes are running in the college.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

- Yes, provides guest lecture, gave their contribution in sports and academic activities.
5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

<table>
<thead>
<tr>
<th>Student progression</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG to PG</td>
<td>10%</td>
</tr>
<tr>
<td>PG to M.Phil.</td>
<td>5%</td>
</tr>
<tr>
<td>PG to Ph.D.</td>
<td>2%</td>
</tr>
<tr>
<td>Employed</td>
<td></td>
</tr>
<tr>
<td>- Campus selection</td>
<td>NA</td>
</tr>
<tr>
<td>- Other than campus recruitment</td>
<td>5%</td>
</tr>
</tbody>
</table>

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

<table>
<thead>
<tr>
<th></th>
<th>2009-10</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG</td>
<td>89%</td>
<td>89.4%</td>
<td>90%</td>
<td>90.5%</td>
</tr>
<tr>
<td>PG</td>
<td>96%</td>
<td>97%</td>
<td>98%</td>
<td>98.2%</td>
</tr>
</tbody>
</table>

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

Globally popular courses & as per guidelines of UGC, the course have been restricted. In this way the students and faculty keep the knowledge updated. National seminar are held to interact with the renowned dignitaries and to explore new areas of knowledge.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The following major efforts are taken to elicit the cooperation from all stakeholders:
Every year parents-teachers meeting is conducted to know the opinion of the stakeholders and get suggestion to improve the academic activities.

College has tie-up with the NGO I to enable the students for effective internship, field work, research and extension activities. College immediately responds to the various college competition invitations by sending the students to take part in that competition. It helps the students to enhance their skills and self-confidence.

Every department organizes various seminars by inviting eminent personalities in order to provide opportunities to the students to interact with them. It helps the students to develop wider perspectives not only on their subjects but also on holistic development.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

A. Range of Sports and Games: The College has a playground in the campus. Athletics, Football, Cricket, Volleyball and Basket Ball are played in the field. There is an Indoor Badminton court and multi gym inside the college campus. The college has all the necessary equipment’s to promote sport and games and a trained PET to guide the students. Some teachers are also in-charge of sports to give due weightage to it. The coaches from different discipline of sports and games from University and district sport organizations visit the college and provide necessary help in training and coaching students to excel in annual athletic meet, intra and inter college/University sports and athletic activities, coaching camps are also held in different disciplines of sports and games at regular intervals.

B. Cultural Activities: These include annual day celebration of the college, cultural week, local cultural functions, students also participate in acting in drama and
are also awarded for best performance. The college annual function and cultural week are observed in second week of January.

C. Extracurricular activities include NCC, NSS and YRC activities, NCC cadets and volunteers of NSS, Red Cross Red Ribbon Club participate in various social and rural sectors in a range of developmental activities, and promote awareness among the people on different environmental, health, road safety and ethical issues through camps, rallies road side drama etc. during holidays and vacations. They also help victims of flood, fire and other natural/ man-made calamities. Some of our committed NCC and YRC volunteers have participated in Republic day Parade at New Delhi during last four years.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

It is mandatory for all first year students to attend the Yoga and Physical Education Programmes once in a week. Self Defense Skill training programme with help of police trainer is under taken. Our students have been selected as Master Trainer of self Defence for which they get honorarium from the govt. for over all personality development, the students are given training on Yoga and Aerobics. To motivate the student’s toward’s sports and games, the sports Department has organized various tournaments such as University Level Kabadi, Volley ball cricket tournament and athletic meet during the year 2012-13. Winners of sports and cultural events are honored by publishing their photographs in the college magazine and the Certificates and Prizes are distributed to the winners during College Assembly.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?
Feedback proforma is downloaded on Website of Maharaja College to improve the quality and performance of the institution.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.

Students contribute popular articles, news clips, photographs, pictures etc. for the wall magazine brought out in different department and for the college magazine, DARSHANA/SRAJAN.

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The college has its students Union (2008-11). The Students bodies – Association Society are constituted through direct election and they function under an advisory body selected by the Principal. The constitution, Functions and activities of each association/Society are enshrined in the college calendar. The Principal notifies list of extra-curricular Assignments in the beginning of the session. At present it is not in existence.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

Sports committee, Hostel committee, Reading Room Committee, Grievance Redressal Committee have students representatives and the students play a vital role in organizing all activities related to their respective committee.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution. Any other relevant information regarding Student Support and Progression which the college would like to include.

In Board of studies, departmental seminars national, seminars & Conferences, we invite alumni and former faculty of the institution.
CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution’s distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution’s traditions and value orientations, vision for the future, etc.?

Maharaja Autonomous College Chhatarpur endeavors to build thriving learning culture, crossing the ethnic, linguistic and cultural barriers of the border area pertaining to the needs of the backward, tribal and urban community at large through value based education.

Mission:
To enhance the quality of higher education in the locality and built up an atmosphere of learning.
To achieve academic excellence in quality teaching.
To make students aware of talent and personality and help them to improve upon.
Creating an environment of intellectual stimulus, scientific inquiry and social responsibility.
Provision of integrated Vocational Courses to enhance the scope of employment opportunity for the students.
Providing access to the students for the optimal use of college infrastructure.
To install human and moral values, good character and fellow feeling among the students.
Govt. Maharaja Autonomous College Chhatarpur has the following distinctive characteristics.
The institution upholds the missions of uplifting the tribal & rural students and people of this region who have been educationally, socially and economically backward since independence.
The College has moulded hundreds of men and women of competence, possessing social sensitivity, empathy and commitment to fellow beings and society at large.
The mission statement has so far stimulated all stakeholders to build a deep sensitivity to the needs of the society.
Yes mission statement defines the college’s distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, college’s traditions and value orientations, vision for the future etc.
6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

- Ensuring the organization’s management system development, implementation and continuous improvement.
- The Principal plays a key role along with the heads of the department and some of the senior faculty members in framing various policies and principles for proper academic administrative and financial management of the institution leading to its systematic development and progress in all spheres of the institution.

6.1.3 What is the involvement of the leadership in ensuring:

- The policy statements and action plans for fulfillment of the stated mission

- Different committee of the college are engaged by the Principal who guides them and take feedback from HOD of every department.
  - Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
  - Monthly meetings with HODs are invoiced by the Principal, Discussion on various problems are done and solutions are withdrawn to formulate policy matters & plans.
  - Interaction with stakeholders

- Executive committee discusses various issues, challenges and progresses with regard to achievements of goals and implementation. Besides the Principal and the staff also provide counselling to the students about various issues, policies facilities and skills etc. available in the institution. The parents and local elites of different sectors also interact with the staff and the Principal. During such meeting the principal presents the objectives policies and various implementations etc. these interactions help in ensure the stake holders. Participation to achieve the objectives and goals.
  - Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
• **Reinforcing the culture of excellence**
  - The institution strives for excellence in teaching and extracurricular activities. The best teachers and students are awarded by the alumni on their annual day, students who excel in academic support and cultural activities are provided with certificates and prize on the annual day function of the college. The students representing the University and state in different sports/NCC/NSS/YRC activities are also awarded.

• **Champion organizational change**
  - Further development of infrastructural facilities relating to class rooms, laboratories and separate hostels for boys and girls have been identified as the institution’s prime needs, Steps are taken to improve those facilities with grants from UGC and Govt.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

  - Instructions are given to HODs and non-teaching staff by the principal for effective implementation & improvement from time to time.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

  - The principal being head of the institutions leads the college. He functions as per rules and regulations laid down by the state government. His works are:
    - To instruct the autonomous body of the college to prepare the academic calendar and to get it approved in the academic council.
    - To supervise learning teaching process.
    - To prepare faculty for the introduction of vocational courses.
    - To supervise and assign academic and extra-curricular works to the teachers.
    - To co-ordinate and supervise the works assigned to the administrative staff.
6.1.6 How does the college groom leadership at various levels?

- The college follows various strategies to develop leadership at various levels. Duties of the college are distributed to the staff members in rotation. (for example, Autonomous examination, Center Valuation, Students Union incharge, college cultural, UGC, NAAC, OSA, placement incharge etc.)
- Responsibilities are given to the faculty to lead the extra curricular and co curricular activities like NSS, YRC, Red Ribbon Club, Eco club etc.

The college provides orientation to the students through Equal Opportunity Center of the college and with the support of the NGOs like YRC etc. It helps the students to realize their social responsibilities and develop leadership qualities.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

- The Principal is head of the institution. He is supported by the registrar, Administrative officer, Nodal officer, Teaching staff and clerical staff.
- The college has effective internal co-ordination. The head of the department co-ordinates between the teachers and the students at the initial stage. The college has three deans who co-ordinate the heads. Principal as head of the institution. Co-ordinates the deans and head of the departments, Principal is also supported by the administrative officer, Nodal officer, head clerk, accountant clerks and cashier.

6.1.8 Does the college promote a culture of participative management? If ‘yes’, indicate the levels of participative management.

- The college invites the whole staff in staff council twice in a year. Jan bhagidari committee invoice meetings of the staff. Every staff member is given an opportunity to gives suggestion on every issue discussed there in the meeting.
6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

➢ The college with its limited resources is trying its level best to keep in tune with latest know-how. Every new development in academics is explored for the benefit of the students. With the primary aim of improving the lot of the students in a holistic manner, the college is well informed with the recent trends.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

➢ The college has definite plans of improvement in its academic and administrative units and strategy for its implementation to improve the overall quality of the functioning of the college.

6.2.3 Describe the internal organizational structure and decision making processes.

➢ The units of the statutory bodies and their organizational structure is
  Executive committee
  Academic council
  Board of studies
  Finance committee

➢ Executive committee: It consists of

<table>
<thead>
<tr>
<th>Number</th>
<th>Category</th>
<th>Nature</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Numbers, one of them to be</td>
<td>Educationist, industrialist</td>
<td>Nominated by the state government.</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Professional</td>
<td>Persons of proven academic interest with at least PG level qualification.</td>
</tr>
<tr>
<td>2 Member</td>
<td>Teachers of the college</td>
<td>Nominated by the Principal based on Seniority for two years.</td>
</tr>
<tr>
<td>1 Member</td>
<td>UGC nominee</td>
<td>Nominated by the UGC</td>
</tr>
<tr>
<td>1</td>
<td>State Government nominee</td>
<td>Nominated by the state government</td>
</tr>
<tr>
<td>1 Member</td>
<td>University nominee</td>
<td>Nominated by the university</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>1 Member</td>
<td>Principal of college</td>
<td>Ex-officio.</td>
</tr>
</tbody>
</table>

Term: two years except for the UGC nominee whose term will be a full six years.

Meeting: At least twice a year.

Functions: Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the executive committee of the college shall have powers to:

(a) Fix the fees and other charges payable by the students of the college on the recommendations of the Finance committee.

(b) Institute scholarships, fellowships, studentship, medals, prizes and certificates on the recommendations of the academic council.

(c) Approve institutions of new programmes of study leading to degree and or diplomas.

(d) Perform such other functions and institute committees. As my be necessary and deemed fit for the proper development, and fulfil the objectives for which the college has been declared as autonomous.

➢ Academic Council: The Academic council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations of syllabi etc. The council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the academic council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university. The composition and functions of the Academic council are:

1. Composition:
   (i) The Principal (Chairman)
   (ii) All the heads of department in the college.
   (iii) Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
   (iv) Not less than four experts from outside the college representing such areas as Industry, commerce, Law, Education, Medicine, Engineering etc. to be nominated by the exective committee.
   (v) Three nominees of the university.
   (vi) A faculty member nominated by the principal (member secretary)

2. Terms of Members:
   The term of the nominated members shall be two years.

3. Meetings:
   The Principal shall convene a meeting of the academic council at least once a year.
4. Functions:

Without prejudice to the generality of functions mentioned, the Academic council will have powers to:

(a) Scrutinize and approve the proposals with modification of the Boards of studies with regard to courses of study, academic regulations, curricula syllabi and modifications there of instructional and evaluation arrangements methods, Procedures relevant thereto etc. provided that where the Academic council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it after going reasons to do so.

(b) Make regulations regarding the admission of students to different programmes of study in the college.

(c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

(d) Recommended to the executive committee proposals for institution of new programmes of study.

(e) Recommend to the executive committee institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations for the award of the same.

(f) Advise the executive committee of suggestions pertaining to academic affairs made by it.

(g) Perform such other functions as may be assigned by the executive committee.

Board of Studies: the Board of studies is the basic constituent of the academic system of an autonomous college. Its functions will include framing the syllabi for various course reviewing and updating syllabi from time to time, introducing new course of study, determining details of continuous assessment, recommending panels of examiners under the semester system etc. the composition and functions of the Board of studies are:

1. Composition:
   
   I. Head of the department concerned (Chairman)
   II. The entire faculty of each specialization.
   III. Two experts in the subjects from outside the college to be nominated by the Academic Council.
   IV. One experts to be nominated by the vice-chancellor from a panel of six recommended by the college principal or on his own.
   V. One representative from industry/ corporate sector. Allied area relating to placement.
   VI. One postgraduate meritorious alumnus to be nominated by the principal.

   The chairman, Board of studies, may with the approval of the
Principal of the college co-opt:
(a) Experts from outside the college whenever special course of studies are to be formulated.
(b) Other members of staff of the same faculty.

2. Terms: The terms of the nominated members shall be two years.

3. Meeting: The Principal of the college shall draw the schedule for meeting may be scheduled as and when departments. The meeting may be scheduled as and when necessary but at least once a year.

4. Functions: The Board of studies of a department in the college shall
(a) Prepare syllabi and various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration an approval of the Academic Council.
(b) Suggest methodologies for innovative teaching and evaluation techniques.
(c) Suggest panel of names of the Academic Council for appointment of examiners.
(d) Coordinate research, teaching, extension and other academic activities in the department/college.

Finance committee: The Finance committee will advise the executive committee and meet at least twice a year. The constitution and functions of the Finance committee.

I. Composition
(a) The Principal (Chairman)
(b) One person to be nominated by the Executive committee of the college for a period of two years.
(c) One Senior-most teacher of the college to be nominated in rotation by the principal for two years.

The Finance committee will be advisory body to the executive committee and will meet at least twice a year to consider.
(a) Budget estimates relating to the grant received/ receivable from UGC and income from fees etc. collected for the activities to undertake the scheme of autonomy ; and
(b) Audited accounts for the above.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following
- Teaching & Learning

Development plan for teaching and learning: Providing various opportunities such as access to internet in the campus, creation of smart classrooms in selective department, increasing the optional papers for interdisciplinary approach etc for all students to develop qualities of critical enquiry and scientific temper.
- Research & Development

➢ Research and development: The faculty members are motivated to take up major and minor research projects by availing supports from UGC, ICHR, ICSSR and other agencies and publish their research works in the reputed journals.

- Community engagement

➢ Community engagement: The college is actively involved in community development activities.

- Human resource management

➢ Human resource planning and development: Steps are being taken to fill the existing teaching and non-teaching vacancies. In the meanwhile, college appointed Part time and Guest Lecturers. College also appointed Gardner, electrician, Data Entry Operator.

- Industry interaction

➢ Industry interaction: Chhatarpur is a no industry district. However, the local industrialists (small scale) are invited to interact to the students. The local officials of the industry department govt. of M.P. invited to train the students to enrich the employability skill of the students. The career counselling cell of the College has a plan to invite the companies of the nearby districts to train the students based on their needs. One of our academic council members is a local industrialist. He orients the students on employability.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

➢ The IQAC of the college collects feedback from the students on the aspects of curriculum, teaching methods and institutional performance and the essence is communicated to the staff council through the Principal. The same discussed in the staff council and necessary measures are recommended to the Board of studies.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?
As per the instructions of the state Govt. the college has detailed the non-teaching staff for computer and accounts training.

As per the instructions of the UGC and the state govt. the college has motivated the teaching staff to participate in refresher courses, orientation course and virtual classes. Non-teaching staff have also been deployed in the programmes organized by the state Govt.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The management council has passed resolution regarding the safety of the campus. The council decided to make boundary wall and parking shade for the vehicles of the faculty and students certain resolutions were taken for infrastructure of the college as Vivekanand hall, Jolly hall in the deptt. Of chemistry. Few optional papers were added to the syllabus in certain departments.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If ‘yes’, what are the efforts made by the institution in obtaining autonomy?

College encourages autonomy to the academic departments in curriculum development, conducting internal test and model exam, organizing Association meeting, seminars, workshop and conferences, internship for the students etc.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The college ensures that grievances received from students and staff are promptly attended to besides the grievances cell the Principal along with President of Students direct interact with the students on daily basis to find and sort out their grievances.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No.
6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If ‘yes’, what was the outcome and response of the institution to such an effort?

- The IQAC of the college collects feedback from the students on the aspects of curriculum, teaching methods and institutional performance and the essence is communicated to the staff council through the principal. The same discussed in the staff council and necessary measures are recommended to the Board of Studies.

6.3 **Faculty Empowerment Strategies**

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

- The college conducts Faculty Enrichment Programmes, Computer literacy Programmes for teaching and non-teaching staff at regular intervals. They are encouraged to attend seminar and workshops, orientation programmes and also to undertake research projects for professional development and acquisition of skills.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

- University, UGC, Academic Staff, college conducts various programmes like short term courses, orientation and refresher courses for enhancing competencies of the College faculty. The teaching staff have improved their teaching methodology after attending various courses of the Academic Staff College of various Universities.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

- Every year each member of the teaching staff is required to submit self appraisal to the Principal which is duly scrutinized by the Principal and then counter signed by the President Governing Body before it is submitted to the office of the Higher education M.P. Govt. The Principal often takes the
views of the students regarding class room teaching which is then communicated to the staff members. If there is any complain from the side of the students. The teachers are required to correct any lacuna in their teaching method for the benefit of the students. So far as resources activities are concerned every scholar whether under taking Major or Minor research project is required to submit the progresses report of his/her research work which is time bound.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

➢ Every year each member of the teaching staff is required to submit self-appraisal to the Principal which is duly scrutinized by the Principal and then counter signed by the IQAC coordinator before it is submitted to the office of the higher education M.P. Govt. The Principal often takes the views of the students regarding class room teaching which is then communicated to the staff members if ever there is any complain from the side of the students. The teachers are required to correct any lacuna in their teaching method for the benefit of the students. So far as resources activities are concerned every scholar whether under taking Major or Minor research project is required to submit the progresses report of his/her research work is time bound.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

➢ Salary advance by the institution to the employees.
➢ Staff Association (both teaching & non-teaching) looks after the well-being of the staff by providing mental & Physical support as & when required.
➢ Grievances of staff members are bought to the notice of the Principal. The Principal takes immediate measures to being out solution
➢ Loan facilities, Group Insurance Scheme (GIS), Motorcycle/Car loan advance, festival advance, health insurance, House Building loan, Welfare Fund, Travel and research grant from
UGC etc. are provided to the teachers. About 75% of staff availed the benefits.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

- As an aided college transfer/Posting is undertaken by the Govt. of M.P.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

- All financial transactions, purchases and expenditure are done as per Govt. norms duly approved by the purchase committee, Finance committee and the governing body.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

- Yes, The principal assigns a group of officers to audit the stock and store of all departments, sections and library every year. The External Audit is undertaken by AG and Govt. of M.P. auditors. Sometimes Chartered Accountants are also engaged to audit the accounts of the college.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

- Year | Major sources of institution | Audited income | Audited expenditure | Reserve fund
--- | --- | --- | --- | ---
2009 | Fees | 11099474.82 | 4719924.00 | 6379550.82
2010 | Fees | 14244131.82 | 4717474.82 | 9526657.82
2011 | No audit is conducted of in 2010. |
6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

Year - 2009-2013

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<tr>
<th>S. No.</th>
<th>Sources of funding</th>
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6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? .6 If ‘yes’, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

The college has an IQAC for the continuous assessment of teaching and learning process. The IQAC comprises of the following members within the College.

Principal as Chairman
One Coordinator
HODs
Two members of teaching staff

Teaching and learning is assessed based on students’ feedback system. Format for the feedback is prepared by the committee members and given to all the students at the end of the academic year. The feedback had submitted to the IQAC the IQAC compile the feedback of students’ for the entire college. Based on the outcome of the feedback. The Head of the Department will inform the staff about their strengths and weaknesses.
b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

- Meetings of IQAC have been called and following decisions have been taken & implemented: (1) feedback from the students (2) Planning for faculty exchange programme (3) Updating subject wise syllabus 10% (4) preparing proposal for National seminars/conferees & workshops and sending them to UGC (5) Preparing accounts of published papers of all the departments (6) Evaluation by NAAC (7) Sending progress report AQAR to NAAC.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

- We invite two external members Dr. S.R. Pal & (retd prof.) Shri Jugal Gupta (Industrialist) in meetings of IQAC and they give valuable suggestions for the improvement of the institution.

d. How do students and alumni contribute to the effective functioning of the IQAC?

- Alumni participate in the function of IQAC give valuable suggestions.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

- In the training programs & seminars we invite staff from different constituents of the institution.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If ‘yes’, give details on its operationalisation.

- The Institution maintains the quality assurance of the academic & administrative activities by calling staff council meetings, academic council meetings. The Principal invites all the HODs weekly for their valuable suggestions and ractify all the problems.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If ‘yes’, give details enumerating its impact.
As per the instructions of the UGC and the state govt. the college has motivated the teaching staff to participate in refresher course, orientation courses and virtual class. Non-teaching staff have also been deployed in the programmes organized by the state Govt.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If ‘yes’, how are the outcomes used to improve the institutional activities?

The College has a mechanism for internal and external audit. A committee framed by the principal audits the college accounts and the state Govt. has its own audit agency.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

IQAC mechanism tries best to meet the requirements of the relevant external quality assurance agencies.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

Monthly review meeting of the academic progress is conducted under the chairmanship of the Principal. Academic progress register is maintained. Academic council meetings are held to review the academic performance. Administrative reviews are conducted periodically by the Principal with the President of student welfare, academic, brochure and the controller of Examinations.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

We invite meetings at least thrice in a year with stakeholders. We inform them about the performances as the students throughout the year. We invite their valuable suggestions. We try to entertain their policies there by enrich and update the knowledge of the students.
CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

➢ The institute tries to maintain green audit in the campus by planting trees and medicinal plants in the botanical garden. NCC & NSS students pay attention to plantation and greenery. Awareness for clean environment is maintained we have declared college campus polythin free zone.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

* Energy conservation

➢ In extra classes we make our students aware with the importance of energy conservation in our life. We advise them to use electronics with 5 stars to save energy.

* Use of renewable energy

➢ No

* Water harvesting

➢ During NSS camp water harvesting is introduced in the Gorgaon village in Chhatarpur district.

* Check dam construction

➢ No.

* Efforts for Carbon neutrality

➢ In NSS camps we try to show the bad effects of carbons in environment and make than aware for carbon neutrality.

* Plantation

➢ On 15th August the students & teachers nurish plants and take care of the plants in a year.

* Hazardous waste management

➢ We organized a National seminar for the awareness of hazardous waste management among the students & civilians.

* e-waste management

➢ Computer department make the students aware with e-waste management through project work and lecturers given by Aluminai.
7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

- Internal quality check for enrichment of academic curriculum visiting squad regular holding of classes’ internal discipline strict adherence to academic calendar for curricula.
- Makes them familiar with the academic environment. Education meeting held to familiarize the fresher’s with the new academic and make them aware of the services available.
- An effective Proctorial System.
- Strategic planning team work and emphasis on e-learning
- Formation of various committees for effective academic and financial audits and monitoring of quality of teaching.
- Formulation of various committees i.e. Executive committee. Finance committee’s Academic council & board of studies as statutory committee & examination committee, Building committee, Development committee etc for administrative style and quality management to maintain efficiency and transparency.
- Interdisciplinary courses.
- To make the teaching learner centric, seminars group discussions projects/ vivavoice test have been introduced in the UG & PG curriculum.
- Provision to conduct weekly seminars by all Departments.
- Implementation of continuous evaluation systems, unified pattern in syllabus and its advancement.
- Efforts are regularly made towards all round personality development of learners by holding competitions like debate, quiz, essay writing personality test, creative writing, songs, mono action, dance competitions and annual function to excel in the future.
- Efforts to inculcate general/transferable skill among the students such as capacity to learn communication skill, numerical and analytical skill and use of IT.
- Youth festival
- All the co-curricular/extra-curricular activities are assigned to different committee, each committee is headed by a senior
faculty member as the coordinator. Students have been taken as the representatives of some of the committee.

☐ Strengthening of regular academic programmes through other complementary.

☐ System like self-financing course non formal courses for benefit of students.

☐ Campus is free from unethical practices.

☐ Prohibition of smoking in the college.

☐ Every effort is made by all employees and sensible students to make the campus ragging-free and every girl student free safe in the campus.

☐ Community orientation efforts through NCC, NSS & Red Cross activities.

☐ Proper functioning of the Grievance Redressal Cell, Career Counseling Cell.

☐ Women Harassment Cell and Anti-Ragging Cell.

☐ Facilities like student’s council/ Union.

☐ College is running a news-letter informing all the activities which are managed round the year.

☐ Community Development through Red Cross & NSS

☐ The central library of the college is equipped with an excellent reading room for students and teachers use.

☐ Enhancement of the number of working days and teaching days.

☐ Civil responsibility among the students is inculcated by organizing several activities on campus and off campus welfare activities like Blood donation camp. AIDS awareness and Literacy programmes by NCC/NSS/Red Cross volunteers.

☐ The college staff and the principal have good working relation.

☐ The college adopts a well-organized mechanism/ Process for quality enhancement through various activities involving students and teaching.

☐ Value bases education through celebration of Teachers Day. Gandhi jayati, Republic Day, Independence day etc. to express their patriotic and nationalistic value.

☐ Holding of prayer classes in hostels, extramural lectures and seminars on ethical teaching and women empowerment training.
7.3 **Best Practices**

Following innovation practices are introduced during last five years in all areas of academics and governance:

- Separate gymnasium hall with multi gym facilities.
- In-campus play learning through modern teaching aids like. Slide projector and Educational CDs.
- Automation of library.
- Broadband internet facility in the library and in various department.
- High power eco-friendly Generator set for uninterrupted power supply.
- A committee for equal opportunity takes care of the weaker section of the society.
- Team work among the staff and student.
- Student discipline and committee staff members.

7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

- Progressive Management and committee staff members
- Introduction of inter disciplinary approach in academic development.

**Format for Presentation of Best Practices**

1. Title of the Practice
   - Automation of library.
   - Teaching and learning through modern teaching aids like LCD, slide projector and Educational CDs.

2. Objective of the Practice
   - The objective of the practice is to keep the students and staff abreast of all the new developments in the field of knowledge and research. Since the institution is located in an educationally backward area and the students come from poor economic background the college provides enough source material to them so that they can fit in the general national level knowledge base. The automation of library with an equipped reading room facility ensures the development of students’ knowledge base. They take the help of internet and also the photocopy facility. Teaching and learning through modern teaching aids like LCD, slide projector and Educational CDs help the students learning process quicker and exact. Even the slow learners find it conducive to their learning process.
3. The Context
Since the institution is located in an educationally backward area and the students come from poor economic background the college provides enough source material to them so that they can fit in the general national level knowledge base.

4. The practice
The teachers take utmost care to initiate the students into the use of library reading room, internet and the teachers also broaden and enrich their own knowledge base with participatory activities with the students. The modern techniques used help the students and at the same time ensured the teachers commitment to new and efficacious teaching process.

5. Evidence of success
The growing interest of the students in the learning process and the teachers in teaching methods are evidences of success of these two practices.

6. 1. According to the demand of the strength of the students we register in more smart class rooms where at present we have only two smart class rooms.
2. we require trained & skilled workers in the library so as to manage library.
3. Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the Faculty ARTS
2. Year of Establishment-1956
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - UG/PG
4. Names of Interdisciplinary courses and the departments/units involved - Departments
5. Annual/ semester/choice based credit system (programme wise) – Semester system
6. Participation of the department in the courses offered by other departments - NA
7. Courses in collaboration with other universities, industries, foreign institutions, etc. - NA
8. Details of courses/programmes discontinued (if any) with reasons - NA
9. Number of teaching posts

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10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M. Phil. etc.,)

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<td>M.A. Ph.D.</td>
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<tr>
<td>32</td>
<td>Narendra Jain</td>
<td>M.A. Ph.D.</td>
<td>AP History</td>
<td>27 Years</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Chitrakshi Awasthi</td>
<td>M.A.</td>
<td>AP History</td>
<td>27 Years</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Dr. Saroj Khare</td>
<td>M.A. Ph.D.</td>
<td>AP Music</td>
<td>30 Years</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Sudheer Chhari</td>
<td>M.A.</td>
<td>AP Fine art</td>
<td>7 Years</td>
<td></td>
</tr>
</tbody>
</table>
11. List of senior visiting faculty

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name of the Senior</th>
<th>Designation</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Smt. Lalita Yadav</td>
<td>MLA, Chhattapur</td>
<td>Fauladi Kalam Marg, Chhatarpur (M.P.)</td>
</tr>
<tr>
<td>2</td>
<td>Dr. G.P. Rajore</td>
<td>Retired Principal</td>
<td>Ramaji Nagar, behind HS School No.-1, Chhatarpur (M.P.)</td>
</tr>
<tr>
<td>3</td>
<td>Prof. J.K. Pauranik</td>
<td>Retired Principal</td>
<td>Loknathpuram, Chhatarpur (M.P.)</td>
</tr>
<tr>
<td>4</td>
<td>Dr. H.C. Sharma</td>
<td>Retired Principal</td>
<td>Peptech city, deri road, Chhatarpur (M.P.)</td>
</tr>
<tr>
<td>5</td>
<td>Dr. R.K. Badal</td>
<td>Retired Principal</td>
<td>Near Radio colony Chhatarpur</td>
</tr>
<tr>
<td>6</td>
<td>Dr. P. Bajpai</td>
<td>Retired Principal</td>
<td>Bapu college Nowgong Chhatarpur</td>
</tr>
</tbody>
</table>

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty - 180

13. Student -Teacher Ratio (programme wise) -

<table>
<thead>
<tr>
<th>Programmes</th>
<th>Number of teachers</th>
<th>Number of students</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG</td>
<td>50</td>
<td>4165</td>
<td>83.3:1</td>
</tr>
<tr>
<td>PG</td>
<td>35</td>
<td>707</td>
<td>20.2:1</td>
</tr>
</tbody>
</table>

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled –

<table>
<thead>
<tr>
<th></th>
<th>Sanctioned</th>
<th>Filled</th>
<th>Vacant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Staff</td>
<td>03</td>
<td>02</td>
<td>01</td>
</tr>
<tr>
<td>Support Staff</td>
<td>10</td>
<td>10</td>
<td>00</td>
</tr>
</tbody>
</table>

15. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the Scholars</th>
<th>Project title</th>
<th>Funding agency</th>
<th>Financial support in Rs. Lacs</th>
<th>Duration of the projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Dr. M.S. Vimal</td>
<td>English Unkown &amp; Hidden literacy Gems in Bundelkhand region</td>
<td>UGC</td>
<td>1,20,000 (Minor)</td>
<td>Two years (Submitted 31.3.14)</td>
</tr>
<tr>
<td>02</td>
<td>Dr. J.P. Shakya</td>
<td>Philosophy of Mahamati Prannath</td>
<td>UGC</td>
<td>1,00,000 (Major)</td>
<td>Two years Submitted 2010</td>
</tr>
<tr>
<td>03</td>
<td>Dr. Bahadur Singh Parmar</td>
<td>Hindi Bundeli Sanskar geet</td>
<td>UGC</td>
<td>35,000</td>
<td>Two years Submitted July 2011</td>
</tr>
<tr>
<td>No.</td>
<td>Name of the Investigator</td>
<td>Department</td>
<td>Title of the project</td>
<td>Source of funding</td>
<td>Amount (UGC)</td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------</td>
<td>------------</td>
<td>----------------------</td>
<td>-------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>04</td>
<td>Dr. J.P. Mishra</td>
<td>Economics</td>
<td>Impact of MNREGA in Tribal development</td>
<td>UGC</td>
<td>1,10,000 (Minor)</td>
</tr>
<tr>
<td>05</td>
<td>Dr. C.L. Prajapati</td>
<td>Economics</td>
<td>Vilupt mrida kuteer shilp udvyog</td>
<td>UGC</td>
<td>1,45,000</td>
</tr>
<tr>
<td>06</td>
<td>Dr. C.L. Prajapati</td>
<td>Economics</td>
<td>OPPORTUNITY OF TOURISM DEVELOPMENT IN CHHATARPUR</td>
<td>UGC</td>
<td>1,00,000</td>
</tr>
<tr>
<td>07</td>
<td>Dr. Vibha Vasudeo</td>
<td>Economics</td>
<td>Eco MNREGA Act &amp; Emigration</td>
<td>UGC</td>
<td>1,00,000</td>
</tr>
<tr>
<td>08</td>
<td>Prof. Sudhir Kumar Chhari</td>
<td>Fine arts</td>
<td>Shilp &amp; Shilpkar of Bundelkhand</td>
<td>UGC</td>
<td>1,50,000</td>
</tr>
<tr>
<td>09</td>
<td>Dr. Mamta Bajpai</td>
<td>Sociology</td>
<td>Problems of socio-economic development of the schedule Tribes</td>
<td>UGC</td>
<td>1,20,000</td>
</tr>
<tr>
<td>10</td>
<td>Dr. Mamta Bajpai</td>
<td>Sociology</td>
<td>The role &amp; impact of computers &amp; Internet Access in school children in perspectives of psycho-social aspect</td>
<td>UGC</td>
<td>1,10,000</td>
</tr>
<tr>
<td>11</td>
<td>Dr. Gayatri Bajpai</td>
<td>Hindi</td>
<td>Chhatarpur ka kiratan sahiya</td>
<td>UGC</td>
<td>30,000</td>
</tr>
</tbody>
</table>

16. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received - NA

17. Research Centre /facility recognized by the University - 07

18. Publications:
   * a) Publication per faculty – ARTS - 168
   * Number of papers published in peer reviewed journals (national / International) by faculty and students - 168
   * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
   * Monographs – NA
   * Chapter in Books – 02
* Books Edited – 02
* Books with ISBN/ISSN numbers with details of publishers – 06
* Citation Index - NA
* SNIP – NA
* SJR - NA
* Impact factor - NA
* h-index – 08

19. Areas of consultancy and income generated - NA

20. Faculty as members in
   a) National committees b) International Committees c) Editorial Boards - 09

21. Student projects –
   - No Separate students projects
     a) Percentage of students who have done in-house projects including inter departmental/programme
     b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies -

22. Awards / Recognitions received by faculty and students –
   - state level youth festival Award
   - NCC students

23. List of eminent academicians and scientists / visitors to the department
   - Mentioned in column no 11

24. Seminars/ Conferences/Workshops organized & the source of funding
   a) National

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Subject</th>
<th>Topic</th>
<th>Funding Agency</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Economics Seminar</td>
<td>Gramin vikas ke vividh ayam</td>
<td>UGC</td>
<td>22-23 Mar 2009</td>
</tr>
<tr>
<td>02</td>
<td>Hindi Seminar</td>
<td>Lock sahitya me manav mulya</td>
<td>UGC</td>
<td>23-24 Oct. 2010</td>
</tr>
<tr>
<td>03</td>
<td>Political Science Workshop</td>
<td>Mahila apradha ki roktham</td>
<td>UGC</td>
<td>31 Jan. 2013</td>
</tr>
<tr>
<td>04</td>
<td>Sociology</td>
<td>State level Youth Festival</td>
<td>Govt.</td>
<td>26-28 Feb. 2013</td>
</tr>
<tr>
<td>05</td>
<td>Sanskrit Seminar</td>
<td>Kalidas ki kavya shaly me samajik Chetana</td>
<td>UGC</td>
<td>22-23 Mar. 2013</td>
</tr>
</tbody>
</table>
06  Sociology Workshop  Utility of CCE  College  04 Oct. 2013
08  Interdisciplinary Seminar  Challenges of population, department and environment pollution  UGC  30-31 Jan. 2014
09  Games Seminar  Professional opportunity in Physical education  Janbhagi dari  03 Feb. 2014
10  Sociology Workshop  Workshop to honour the women  Janbhagi dari  05 Apr. 2014

b) International

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Subject</th>
<th>Topic</th>
<th>Funding Agency</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Philosophy</td>
<td>Socio spiritual perspective of Jainism in world peace</td>
<td>UGC</td>
<td>02-04 oct. 2010</td>
</tr>
</tbody>
</table>

25. Student profile programme/course wise:

<table>
<thead>
<tr>
<th>Name of the Course/programme (refer question no. 4)</th>
<th>Applications received</th>
<th>Selected</th>
<th>Enrolled</th>
<th>Pass percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>*M</td>
<td>*F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UG ARTS B.A.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009-10</td>
<td>1254</td>
<td>1052</td>
<td>878</td>
<td>174</td>
</tr>
<tr>
<td>2010-11</td>
<td>1299</td>
<td>1211</td>
<td>911</td>
<td>300</td>
</tr>
<tr>
<td>2011-12</td>
<td>1563</td>
<td>1389</td>
<td>831</td>
<td>558</td>
</tr>
<tr>
<td>2012-13</td>
<td>1525</td>
<td>1282</td>
<td>1042</td>
<td>240</td>
</tr>
<tr>
<td>PG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009-10</td>
<td>355</td>
<td>298</td>
<td>177</td>
<td>121</td>
</tr>
<tr>
<td>2010-11</td>
<td>301</td>
<td>269</td>
<td>204</td>
<td>65</td>
</tr>
<tr>
<td>2011-12</td>
<td>282</td>
<td>258</td>
<td>198</td>
<td>60</td>
</tr>
<tr>
<td>2012-13</td>
<td>315</td>
<td>296</td>
<td>118</td>
<td>178</td>
</tr>
</tbody>
</table>

*M = Male  *F = Female

26. Diversity of Students

<table>
<thead>
<tr>
<th>Name of the Course</th>
<th>% of students from the same College</th>
<th>% of students from the same state</th>
<th>% of students from other States</th>
<th>% of students from abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td>PG ARTS</td>
<td>70%</td>
<td>25%</td>
<td>5%</td>
<td>Nil</td>
</tr>
</tbody>
</table>
27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

- 06 Net Selected
- 08 M.Phil. Selected

28. Student progression

<table>
<thead>
<tr>
<th>Student progression</th>
<th>Against % enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG to PG</td>
<td>50%</td>
</tr>
<tr>
<td>PG to M.Phil.</td>
<td>5%</td>
</tr>
<tr>
<td>PG to Ph.D.</td>
<td>1%</td>
</tr>
<tr>
<td>Ph.D. to Post-Doctoral</td>
<td>Nil</td>
</tr>
<tr>
<td>Employment</td>
<td></td>
</tr>
<tr>
<td>- Campus selection</td>
<td></td>
</tr>
<tr>
<td>- Other than campus recruitment</td>
<td></td>
</tr>
<tr>
<td>Entrepreneurship/Self-employment</td>
<td>20%</td>
</tr>
</tbody>
</table>

29. Details of Infrastructural facilities

a) Library –

- 09 Departmental Library

b) Internet facilities for Staff & Students

- Yes

c) Class rooms with ICT facility

- 01 Laboratories

- 01 Students laboratories

30. Number of students receiving financial assistance from college, university, Government or other agencies

- The students getting scholarship from various Govt. sources have been mentioned in S.S.R. column No. 5.1.2.

31. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts
National and state level seminars were organized by various departments apart from weekly departmental seminars. Special lectures were held on issues of local and national importance. Workshop on Human Rights, Right to education, self-Defense were held. Drama song and Music Competitions were held.

32. Teaching methods adopted to improve student learning

Beside the conventional lecture method of teaching and learning, other methods like project based method and participatory method are adopted using learning aids like educational CD, LCD further, students are also encouraged to participate in seminars, quiz competitions, debates, essay writing and group discussions. The specially constructed language laboratory provides for teaching through Power Point display and one-to-one and one-to-many interaction through earphone which is used by various departments other than the language stream.

33. Participation in Institutional Social Responsibility (ISR) and Extension activities

The institution is always encouraging the student to participate in the following service schemes such as:

- National service scheme-adopted villages, day camp, summer camp, special camp and important days.
- Youth Red Cross-blood donation, AIDS preventions
- Red Ribbon club-aids awareness camp, cycle yatra
- Eco Club-plantations, Environmental conservation.
- NCC special camps, National camp
- UGC sponsored extension activities.
- The student volunteers create awareness among the village people regarding different welfare programmes initiated by the state government like MGNREGA, old age pension, Janani surkshaya, SHG micro finance etc., AIDS, Environment awareness, Road safety, Anti-liquor, Yoga Classes.

34. SWOC analysis of the department and Future plans

Detail five strength, weaknesses, opportunities and challenges SWOC of the Programme.

- **Strengths**: Committee faculty, useful library, Modern teaching, Aids, study Environment, Adequate infrastructure.

- **Weakness**: Student absents and dropout, low entry level knowledge base of the students, Low fee structure, lack of ICT and Smart room, Net facility.

- **Opportunities**: Inclusive growth of education through democratic means, Grant-in Aid from UGC and Govt. of MP intensive coaching for slow learner, ICT and Smart Class room.

- **Challenges**: To check student absents and drop out, to make higher education accessible to socio-economically backward students, introduce and sustain job oriented and self-financing courses,
Future plans of the programme: Opening of PG classes, more number of self-financing courses, strengthening of ICT, Library,

35. List the distinguished alumni of the programme?
   - Shri S.D. Agrawal (Retired IAS)
     19, Globus city, Kolar Road, Bhopal
   - Dr. V.S. Niranjan (Principal Secretary)
     Samajik Nyay Vibhag, Vallabh Bhawan, Bhopal
     H-X-110, E-7, Extension Area Colony, Bhopal
     Ph. : 0755-2469933
   - Justice S.K. Gangele (High Court, Gwalior)
     Bungalow No. 49, Link Road, Gwalior
     Ph. : 0751-2402203
   - Shri Mithlesh Shukla (SP, Singrauli)
     Ph. : 07805-234601, 244220
   - Dr. Gyan Chaturvedi (Top Writer & Satirist)
     A-40, Alkapuri, Bhopal-462074
     Ph. : 0755-2580408
   - Shri Chandrashekar Shukla (CEO, Jila Panchayat-Panna)
     Ph. : 07732-252112, 252097
   - Dr. Arvind Chaturvedi (Gorakhpur)
   - Dr. Ashok Hemal (AIIMS Delhi)
   - Mr. Jugal Kishore Gupta (Industrialist)
   - Shri JITendra Singh Bundela (Former MP, Khajuraho)
     ‘Rajay’ Niwas, Sagar Road, Chhatarpur (M.P.)
     Mb. : 9425142500
   - Smt. Lalita Yadav (MLA, Chhatarpur)
     Fauladi Kalam Marg, Chhatarpur (M.P.)
     Mb. : 9425144084
   - Shri Shankar Pratap Singh (Former MLA, Chhatarpur)
     Mahal Parisar, Chhatarpur (M.P.)
     Mb. : 9425141455
   - Dr. K.S. Tiwari (I.G.N.O.U. Delhi)
   - Dr. A.R. Tiwari (Retired Principal)
     MIH-18, Bharhut Nagar, Satna (M.P.)
     Ph. : 07672-224477
15. Dr. G.P. Rajore (Retired Principal)
   Ramaji Nagar, behind HS School No.-1, Chhatarpur (M.P.)
   Mb. : 9425144212

16. Dr. H.C. Sharma (Retired Principal)
   Peptech city, deri road, Chhatarpur (M.P.)
   Mb. : 8871331930

17. Prof. J.K. Pauranik (Retired Principal)
   Loknathpuram, Chhatarpur (M.P.)

18. Shri K.K. Shukla (CEO JIla Panchayat, Shahdol)
   Ph. : 07652-241467, 241477

19. Shri Raja Bhaiya Prajapati (Collector, Ashoknagar)
   Ph. : 07543-222800, 222809
3. Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the Faculty - COMMERCE
2. Year of Establishment - 1956
3. Names of Programmes / Courses offered - UG, PG
4. Names of Interdisciplinary courses and the departments/units involved - Environmental Studies, Computer Application, NCC/Economics, NCC, IT
5. Annual/semester/choice based credit system (programme wise) - Semester
6. Participation of the department in the courses offered by other departments - Yes, Commerce with Economics and Statistics.
7. Courses in collaboration with other universities, industries, foreign institutions, etc. - Nil
8. Details of courses/programmes discontinued (if any) with reasons
9. Number of teaching posts

<table>
<thead>
<tr>
<th></th>
<th>Sanctioned</th>
<th>Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professors</td>
<td>01</td>
<td>01+06</td>
</tr>
<tr>
<td>Associate Professors</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>Asst. Professors</td>
<td>06</td>
<td>-</td>
</tr>
</tbody>
</table>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil. etc.)

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>Name</th>
<th>Qualification</th>
<th>Designation</th>
<th>No. of Years of Experience</th>
<th>No. of Ph.D. Students guided for the last 4 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. R.C. Pathak</td>
<td>M.Com. Ph.D.</td>
<td>Prof.</td>
<td>38 Years</td>
<td>–</td>
</tr>
<tr>
<td>2</td>
<td>Dr. S.C. Agrawal</td>
<td>M.Com. LLB Ph.D.</td>
<td>Prof.</td>
<td>36 Years</td>
<td>–</td>
</tr>
<tr>
<td>3</td>
<td>Dr. D.P. Shukla</td>
<td>M.Com. Ph.D.</td>
<td>Prof.</td>
<td>34 Years</td>
<td>-</td>
</tr>
</tbody>
</table>
4  Dr. Prabha Agrawal  M.com. Ph.D.  Prof.  34 Years  -
5  Dr. B.K. Agrawal  M.Com. Ph.D.  Prof.  33 Years  -
6  Dr. O.P. Arjariya  M.Com. Ph.D.  Prof.  33 Years  -
7  Dr. S.P. Jain  M.Com. Ph.D.  Prof.  33 Years  -

11. List of senior visiting faculty

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name of the Senior</th>
<th>Designation</th>
<th>Address</th>
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<tbody>
<tr>
<td>1</td>
<td>Smt. Lalita Yadav</td>
<td>MLA, Chhatarpur</td>
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<td>Retired Principal</td>
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<td>Dr. P. Bajpai</td>
<td>Retired Principal</td>
<td>Bapu college Nowgong Chhatarpur</td>
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12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty - 180

13. Student -Teacher Ratio (programme wise) -

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<tr>
<th>Programmes</th>
<th>Number of teachers</th>
<th>Number of students</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG</td>
<td>06</td>
<td>839</td>
<td>139:1</td>
</tr>
<tr>
<td>PG</td>
<td>06</td>
<td>69</td>
<td>11.5:1</td>
</tr>
</tbody>
</table>

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled.

<table>
<thead>
<tr>
<th></th>
<th>Sanctioned</th>
<th>Filled</th>
<th>Vacant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Staff</td>
<td>03</td>
<td>02</td>
<td>01</td>
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<tr>
<td>Support Staff</td>
<td>01</td>
<td>01</td>
<td>00</td>
</tr>
</tbody>
</table>

15. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received - Nil
16. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received - Nil

17. Research Centre /facility recognized by the University - Nil

18. Publications:
   * a) Publication per faculty - 36
   * Number of papers published in peer reviewed journals (national / international) by faculty and students
   * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
   * Monographs
   * Chapter in Books
   * Books Edited
   * Books with ISBN/ISSN numbers with details of publishers - 10
   * Citation Index
   * SNIP
   * SJR
   * Impact factor
   * h-index

19. Areas of consultancy and income generated - NIL

20. Faculty as members in - Nil
   * a) National committees b) International Committees c) Editorial Boards....

21. Student projects - NIL
   * a) Percentage of students who have done in-house projects including inter departmental/programme
   * b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

22. Awards / Recognitions received by faculty and students - NIL

23. List of eminent academicians and scientists / visitors to the department
   ➢ Mentioned in column no 11
24. Seminars/Conferences/Workshops organized & the source of funding – NIL
   a) National
   b) International

25. Student profile programme/course wise: 2012-13

<table>
<thead>
<tr>
<th>Name of the Course/programme (refer question no. 4)</th>
<th>Applications received</th>
<th>Selected</th>
<th>Enrolled</th>
<th>Pass percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG B.Com.</td>
<td>235</td>
<td>220</td>
<td>189</td>
<td>31</td>
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<tr>
<td>PG</td>
<td>39</td>
<td>34</td>
<td>30</td>
<td>9</td>
</tr>
</tbody>
</table>

*M = Male   *F = Female

26. Diversity of Students

<table>
<thead>
<tr>
<th>Name of the Course</th>
<th>% of students from the same College</th>
<th>% of students from the same state</th>
<th>% of students from other States</th>
<th>% of students from abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td>PG ARTS</td>
<td>70%</td>
<td>25%</td>
<td>5%</td>
<td>Nil</td>
</tr>
</tbody>
</table>

27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

➢ 03
28. Student progression

<table>
<thead>
<tr>
<th>Student progression</th>
<th>Against % enrolled</th>
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</thead>
<tbody>
<tr>
<td>UG to PG</td>
<td>30%</td>
</tr>
<tr>
<td>PG to M.Phil.</td>
<td>2%</td>
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<tr>
<td>PG to Ph.D.</td>
<td>NIL</td>
</tr>
<tr>
<td>Ph.D. to Post-Doctoral</td>
<td>-</td>
</tr>
<tr>
<td>Employed</td>
<td>Nil</td>
</tr>
<tr>
<td>- Campus selection</td>
<td></td>
</tr>
<tr>
<td>- Other than campus recruitment</td>
<td></td>
</tr>
<tr>
<td>Entrepreneurship/Self-employment</td>
<td></td>
</tr>
</tbody>
</table>

29. Details of Infrastructural facilities

a) Library – 01 Reading Room, One Library

b) Internet facilities for Staff & Students - YES

c) Class rooms with ICT facility - Yes

d) Laboratories – NIL

30. Number of students receiving financial assistance from college, university, government or other agencies

➢ The students getting scholarship from various Govt. sources have been mentioned in S.S.R. column No. 5.1.2.

31. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

➢ National and state level seminars were organized by various departments apart from weekly departmental seminars. Special lectures were held on issues of local and national importance. Workshop on disaster Management, Human Rights, Right to education, self Defense were held. Drama song and Music Competitions were held.

32. Teaching methods adopted to improve student learning

➢ Beside the conventional lecture method of teaching and learning, other methods like project based method and participatory method are adopted using learning aids like educational CD, LCD further, students are also
encouraged to participate in seminars, quiz competitions, debates, essay writing and group discussions. The specially constructed language laboratory provides for teaching through Power Point display and one-to-one and one-to-many interaction through ear phone which is used by various departments other than the language stream.

33. Participation in Institutional Social Responsibility (ISR) and Extension activities

- The institution is always encouraging the student to participate in the following service schemes such as:
  - National service scheme-adopted villages, day camp, summer camp, special camp and important days.
  - Youth Red Cross-blood donation, AIDs preventions
  - Red Ribbon club-aids awareness camp, cycle yatra
  - Eco Club-plantations, Environmental conservation.
  - NCC special camps, National camp
  - UGC sponsored extension activities.
  - The student volunteers create awareness among the village people regarding different welfare programmes initiated by the state government like MNREGA, old age pension, Janani surkshaya, SHG micro finance etc., AIDs, Environment awareness, Road safety, Anti-liquor, Yoga Classes.

34. SWOC analysis of the department and Future plans

- Detail five strength, weaknesses, opportunities and challenges SWOC of the Programme.
- **Strengths**: Committee faculty, useful library, Modern teaching, Aids, study Environment, Adequate infrastructure.
- **Weakness**: Student absents and dropout, low entry level knowledge base of the students, Low fee structure, lack of ICT and Smart room, Net facility.
- **Opportunities**: Inclusive growth of education through democratic means, Grant-in Aid from UGC and Govt. of MP intensive coaching for slow learner, ICT and Smart Class room.
- **Challenges**: To check student absents and drop out, to make higher education accessible to socio-economically backward students, introduce and sustain job oriented and self-financing courses,
- **Future plans of the programme**: Opening of PG classes, more number of self-financing courses, strengthening of ICT, Library,

35. List the distinguished alumni of the programme?

- 01. Shri S.D. Agrawal (Retired IAS)
  19, Globus city, Kolar Road, Bhopal

- 02. Dr. V.S. Niranjan (Principal Secretary)
  Samajik Nyay Vibhag, Vallabh Bhawan, Bhopal
  H-X-110, E-7, Extension Area Colony, Bhopal
  Ph. : 0755-2469933
03. Justice S.K. Gangele (High Court, Gwalior)  
   Bungalow No. 49, Link Road, Gwalior  
   Ph. : 0751-2402203

04. Shri Mithlesh Shukla (SP, Singrauli)  
   Ph. : 07805-234601, 244220

05. Dr. Gyan Chaturvedi (Top Writer & Satirist)  
   A-40, Alkapuri, Bhopa-462074  
   Ph. : 0755-2580408

06. Shri Chandrashekhar Shukla (CEO, Jila Panchayat-Panna)  
   Ph. : 07732-252112, 252097

07. Dr. Arvind Chaturvedi (Gorakhpur)

08. Dr. Ashok Hemal (AIIMS Delhi)

09. Mr. Jugal Kishore Gupta (Industrialist)

10. Shri Jitendra Singh Bundela (Former MP, Khajuraho)  
    ‘Rajay’ Niwas, Sagar Road, Chhatarpur (M.P.)  
    Mb. : 9425142500

11. Smt. Lalita Yadav (MLA, Chhatarpur)  
    Fauladi Kalam Marg, Chhatarpur (M.P.)  
    Mb. : 9425144084

12. Shri Shankar Pratap Singh (Former MLA, Chhatarpur)  
    Mahal Parisar, Chhatarpur (M.P.)  
    Mb. : 9425141455

13. Dr. K.S. Tiwari (I.G.N.O.U. Delhi)

14. Dr. A.R. Tiwari (Retired Principal)  
    MIH-18, Bharhut Nagar, Satna (M.P.)  
    Ph. : 07672-224477

15. Dr. G.P. Rajore (Retired Principal)  
    Ramaji Nagar, behind HS School No.-1, Chhatarpur (M.P.)  
    Mb. : 9425144212

16. Dr. H.C. Sharma (Retired Principal)  
    Peptech city, deri road, Chhatarpur (M.P.)  
    Mb. : 8871331930

17. Prof. J.K. Pauranik (Retired Principal)  
    Loknathpuram, Chhatarpur (M.P.)

18. Shri K.K. Shukla (CEO JIla Panchayat, Shahdol)  
    Ph. : 07652-241467, 241477

19. Shri Raja Bhaiya Prajapati (Collector, Ashoknagar)  
    Ph. : 07543-222800, 222809
3. Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the Faculty - SCIENCE

2. Year of Establishment - 1956

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D. and Integrated Masters; Integrated Ph.D., etc.) UG/PG

4. Names of Interdisciplinary courses and the departments/units involved

5. Annual/semester/choice based credit system (programme wise) - Semester

6. Participation of the department in the courses offered by other departments - Nil

7. Courses in collaboration with other universities, industries, foreign institutions, etc. - Nil

8. Details of courses/programmes discontinued (if any) with reasons

9. Number of teaching posts

<table>
<thead>
<tr>
<th></th>
<th>Sanctioned</th>
<th>Filled</th>
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</thead>
<tbody>
<tr>
<td>Professors</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Associate Professors</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Asst. Professors</td>
<td>32</td>
<td>32</td>
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</tbody>
</table>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Qualification</th>
<th>Designation</th>
<th>No. of Years of Experience</th>
<th>No. of Ph.D. Students guided for the last 4 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Snehlata Khare</td>
<td>Msc Ph.D.</td>
<td>Prof. in Chemistry</td>
<td>38 Years</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Dr. J.S. Parihar</td>
<td>Msc Ph.D.</td>
<td>Prof. in Chemistry</td>
<td>27 Years</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Dr. Archana Jain</td>
<td>Msc Ph.D.</td>
<td>Prof. in Chemistry</td>
<td>27 Years</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Name</td>
<td>Degree</td>
<td>Subject</td>
<td>Years</td>
<td></td>
</tr>
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<td>------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Dr. P.K. Pateriya</td>
<td>Msc Ph.D.</td>
<td>AP Chemistry</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Dr. Mamta Pathak</td>
<td>Msc Ph.D.</td>
<td>AP Chemistry</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>K.B.L. Saxena</td>
<td>Msc</td>
<td>AP Chemistry</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Dr. Govind Singh</td>
<td>Msc Ph.D.</td>
<td>Prof. Zoology</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Dr. H.N. Khare</td>
<td>Msc Ph.D.</td>
<td>Prof. Zoology</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Dr. Archana Chauhan</td>
<td>Msc Ph.D.</td>
<td>Prof. Zoology</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Dr. M.C. Awasthi</td>
<td>Msc Ph.D.</td>
<td>Prof. Physics</td>
<td>38</td>
<td></td>
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<tr>
<td>11</td>
<td>Dr. D.P. Tiwari</td>
<td>Msc Ph.D.</td>
<td>AP Physics</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Dr. S.D. Chaturvedi</td>
<td>Msc Ph.D.</td>
<td>AP Physics</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Dr. Dharmesh Khare</td>
<td>Msc Ph.D.</td>
<td>AP Physics</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Dr. H.C. Nayak</td>
<td>Msc Ph.D.</td>
<td>AP Physics</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>R.P. Kumhar</td>
<td>Msc</td>
<td>AP Physics</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Dr. L.C. Chaurasia</td>
<td>Msc Ph.D.</td>
<td>Prof. Botany</td>
<td>40</td>
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<tr>
<td>17</td>
<td>Dr. Shasiprabha Parihar</td>
<td>Msc Ph.D.</td>
<td>Prof. Botany</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Dr. Amita Arjariya</td>
<td>Msc Ph.D.</td>
<td>Prof. Botany</td>
<td>28</td>
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</tr>
<tr>
<td>19</td>
<td>Dr. Manjusha Saxena</td>
<td>Msc Ph.D.</td>
<td>Prof. Botany</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Dr. Pushpendra Khare</td>
<td>Msc Ph.D.</td>
<td>AP Botany</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Dr. P.L. Prajapati</td>
<td>Msc Ph.D.</td>
<td>AP Botany</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Dr. P.K. Jain</td>
<td>Msc Ph.D.</td>
<td>AP Geology</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Dr. A.K. Saxena</td>
<td>Msc Ph.D.</td>
<td>Prof. Math</td>
<td>29</td>
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</table>
11. List of senior visiting faculty

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name of the Senior</th>
<th>Designation</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Smt. Lalita Yadav</td>
<td>MLA,</td>
<td>Fauladi Kalam Marg, Chhatarpur (M.P.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chhatarpur</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Dr. G.P. Rajore</td>
<td>Retired Principal</td>
<td>Ramaji Nagar, behind HS School No.-1, Chhatarpur (M.P.)</td>
</tr>
<tr>
<td>3</td>
<td>Prof. J.K. Pauranik</td>
<td>Retired Principal</td>
<td>Loknathpuram, Chhatarpur (M.P.)</td>
</tr>
<tr>
<td>4</td>
<td>Dr. H.C. Sharma</td>
<td>Retired Principal</td>
<td>Peptech city, deri road, Chhatarpur (M.P.)</td>
</tr>
<tr>
<td>5</td>
<td>Dr. R.K. Badal</td>
<td>Retired Principal</td>
<td>Near Radio colony Chhatarpur</td>
</tr>
<tr>
<td>6</td>
<td>Dr. P. Bajpai</td>
<td>Retired Principal</td>
<td>Bapu college Nowgong Chhatarpur</td>
</tr>
</tbody>
</table>

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty - 180

13. Student -Teacher Ratio (programme wise)

<table>
<thead>
<tr>
<th>Programmes</th>
<th>Number of teachers</th>
<th>Number of students</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG</td>
<td>37</td>
<td>1178</td>
<td>31.8:1</td>
</tr>
<tr>
<td>PG</td>
<td>33</td>
<td>220</td>
<td>6.6:1</td>
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14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

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<tr>
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<th>Sanctioned</th>
<th>Filled</th>
<th>Vacant</th>
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</thead>
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<td>Administrative Staff</td>
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<td>02</td>
<td>01</td>
</tr>
<tr>
<td>Support Staff</td>
<td>46</td>
<td>46</td>
<td>00</td>
</tr>
</tbody>
</table>

15. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Scholars</th>
<th>Project title</th>
<th>Funding agency</th>
<th>Financial support in Rs. Lacs</th>
<th>Duration of the projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Amita Arajaria</td>
<td>Botany Ethno medicinal importance of same medical of tribal people of Chhatarpur</td>
<td>UGC</td>
<td>25,000</td>
<td>Two Years submitted 2010</td>
</tr>
<tr>
<td>2</td>
<td>Dr. P.K. Jain</td>
<td>Geology Geological &amp; Hydro geological studies of Kumar river basin distt. Chhatarpur</td>
<td>UGC</td>
<td>1,30,000</td>
<td>Two Years submitted Apr. 2012</td>
</tr>
<tr>
<td>3</td>
<td>Dr. P. K. Khare</td>
<td>Botany Ethnomedi under ground parts of Chhatarpur distt.</td>
<td>UGC</td>
<td>25,000</td>
<td>Two Years submitted 2010</td>
</tr>
<tr>
<td>4</td>
<td>Dr. P.L. Prajapati</td>
<td>Botany Medicinal Plants used by people</td>
<td>UGC</td>
<td>1,05,000</td>
<td>Two Years submitted 20.12.2010</td>
</tr>
</tbody>
</table>

16. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received – Nil

17. Research Centre /facility recognized by the University- Nil

18. Publications:
   * a) Publication per faculty
   * Number of papers published in peer reviewed journals (national / international) by faculty and students

   98

   * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
   * Monographs
   * Chapter in Books
   * Books Edited
   * Books with ISBN/ISSN numbers with details of publishers

   03

   * Citation Index
19. Areas of consultancy and income generated - NIL

20. Faculty as members in - Nil
   a) National committees b) International Committees c) Editorial Boards....

21. Student projects - NIL
   a) Percentage of students who have done in-house projects including inter
departmental/programme
   b) Percentage of students placed for projects in organizations outside the
institution i.e.in Research laboratories/Industry/ other agencies

22. Awards / Recognitions received by faculty and students - NIL

23. List of eminent academicians and scientists / visitors to the department
   ➢ Mentioned in column no 11

24. Seminars/ Conferences/Workshops organized & the source of funding – NIL
   a) National
   b) International

25. Student profile programme/course wise: 2012-13

<table>
<thead>
<tr>
<th>Name of the Course/programme (refer question no. 4)</th>
<th>Applications received</th>
<th>Selected</th>
<th>Enrolled</th>
<th>Pass percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>*M</td>
<td>*F</td>
</tr>
<tr>
<td>UG B.Sc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012-13</td>
<td>1460</td>
<td>1178</td>
<td>758</td>
<td>420</td>
</tr>
<tr>
<td>PG M.Sc.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2012-13</td>
<td>239</td>
<td>220</td>
<td>122</td>
<td>98</td>
</tr>
</tbody>
</table>

*M = Male  *F = Female

26. Diversity of Students
<table>
<thead>
<tr>
<th>Name of the Course</th>
<th>% of students from the same College</th>
<th>% of students from the same state</th>
<th>% of students from other States</th>
<th>% of students from abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td>PG Science</td>
<td>70%</td>
<td>25%</td>
<td>5%</td>
<td>Nil</td>
</tr>
</tbody>
</table>

27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

- 05

28. Student progression

<table>
<thead>
<tr>
<th>Student progression</th>
<th>Against % enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG to PG</td>
<td>50%</td>
</tr>
<tr>
<td>PG to M.Phil.</td>
<td>5%</td>
</tr>
<tr>
<td>PG to Ph.D.</td>
<td>1%</td>
</tr>
<tr>
<td>Ph.D. to Post-Doctoral</td>
<td>-</td>
</tr>
<tr>
<td><strong>Employed</strong></td>
<td>Nil</td>
</tr>
<tr>
<td>- Campus selection</td>
<td></td>
</tr>
<tr>
<td>- Other than campus recruitment</td>
<td></td>
</tr>
<tr>
<td>Entrepreneurship/Self-employment</td>
<td>20%</td>
</tr>
</tbody>
</table>

29. Details of Infrastructural facilities a)

Library – 01 Reading Room,
One Library

b) Internet facilities for Staff & Students - YES

c) Class rooms with ICT facility - Yes

d) Laboratories – 07

30. Number of students receiving financial assistance from college, university, government or other agencies

- The students getting scholarship from various Govt. sources have been mentioned in S.S.R. column No. 5.1.2.
31. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts

- National and state level seminars were organized by various departments apart from weekly departmental seminars. Special lectures were held on issues of local and national importance. Workshop on disaster Management, Human Rights, Right to education, self Defense were held. Drama song and Music Competitions were held.

32. Teaching methods adopted to improve student learning

- Beside the conventional lecture method of teaching and learning, other methods like project based method and participatory method are adopted using learning aids like educational CD, LCD further, students are also encouraged to participate in seminars, quiz competitions, debates, essay writing and group discussions. The specially constructed language laboratory provides for teaching through Power Point display and one-to-one and one-to-many interaction through ear phone which is used by various departments other than the language stream.

33. Participation in Institutional Social Responsibility (ISR) and Extension activities

- The institution is always encouraging the student to participate in the following service schemes such as:
  - National service scheme-adopted villages, day camp, summer camp, special camp and important days.
  - Youth Red Cross-blood donation, AIDs preventions
  - Red Ribbon club-aids awareness camp, cycle yatra
  - Eco Club-plantations, Environmental conservation.
  - NCC special camps, National camp
  - UGC sponsored extension activities.
  - The student volunteers create awareness among the village people regarding different welfare programmes initiated by the state government like MNREGA, old age pension, Janani surkshaya, SHG micro finance etc., AIDs, Environment awareness, Road safety, Anti-liquor, Yoga Classes.

34. SWOC analysis of the department and Future plans

- Detail five strength, weaknesses, opportunities and challenges SWOC of the Programme.
- **Strengths**: Committee faculty, useful library, Modern teaching, Aids, study Environment, Adequate infrastructure.
- **Weakness**: Student absents and dropout, low entry level knowledge base of the students, Low fee structure, lack of ICT and Smart room, Net facility.
- **Opportunities**: Inclusive growth of education through democratic means, Grant-in Aid from UGC and Govt. of MP intensive coaching for slow learner, ICT and Smart Class room.
Challenges: To check student absents and drop out, to make higher education accessible to socio-economically backward students, introduce and sustain job oriented and self-financing courses,

Future plans of the programme: Opening of PG classes, more number of self-financing courses, strengthening of ICT, Library,

35. List the distinguished alumni of the programme?

01. Shri S.D. Agrawal (Retired IAS)
   19, Globus city, Kolar Road, Bhopal

02. Dr. V.S. Niranjan IAS (Principal Secretary)
   Samajik Nyay Vibhag, Vallabh Bhawan, Bhopal
   H-X-110, E-7, Extension Area Colony, Bhopal
   Ph. : 0755-2469933

03. Justice S.K. Gangele (High Court, Gwalior)
   Bungalow No. 49, Link Road, Gwalior
   Ph. : 0751-2402203

04. Shri Mithlesh Shukla (SP, Singrauli)
   Ph. : 07805-234601, 244220

05. Dr. Gyan Chaturvedi (Top Writer & Satirist)
   A-40, Alkapuri, Bhopal-462074
   Ph. : 0755-2580408

06. Shri Chandrashekhar Shukla (CEO, Jila Panchayat-Panna)
   Ph. : 07732-252112, 252097

07. Dr. Arvind Chaturvedi (Gorakhpur)

08. Dr. Ashok Hemal (USA)

09. Er. Jugal Kishore Gupta (Industrialist)

10. Shri Jitendra Singh Bundela (Former MP, Khajuraho)
    ‘Rajay’ Niwas, Sagar Road, Chhatarpur (M.P.)
    Mb. : 9425142500

11. Smt. Lalita Yadav (MLA, Chhatarpur)
    Fauladi Kalam Marg, Chhatarpur (M.P.)
    Mb. : 9425144084

12. Shri Shankar Pratap Singh (Former MLA, Chhatarpur)
    Mahal Parisar, Chhatarpur (M.P.)
    Mb. : 9425141455
13. Dr. K.S. Tiwari (I.G.N.O.U. Delhi)

14. Dr. A.R. Tiwari (Retired Principal)
   MIH-18, Bharhut Nagar, Satna (M.P.)
   Ph. : 07672-224477

15. Dr. G.P. Rajore (Retired Principal)
   Ramaji Nagar, behind HS School No.-1, Chhatarpur (M.P.)
   Mb. : 9425144212

16. Dr. H.C. Sharma (Retired Principal)
    Peptech city, deri road, Chhatarpur (M.P.)
    Mb. : 8871331930

17. Dr. R.G. Mishra (Rtd. Principal)
    Mahal Road Chhatarpur (MP)

18. Prof. J.K. Pauranik (Retired Principal)
    Loknathpuram, Chhatarpur (M.P.)

19. Prof. B.L. Chaurasia (Rtd. Principal)
    Jhansi Road Chhatarpur (MP)

20. Shri K.K. Shukla (CEO JIla Panchayat, Shahdol)
    Ph. : 07652-241467, 241477

21. Shri Raj Bhaiya Prajapati IAS (Collector, Ashoknagar)
    Ph. : 07543-222800, 222809
6. Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution

Place: Chhatarpur
Date: 8.11.14

with seal:

Govt. Maharaja Pr. College
Chhatarpur (M.P.)