

# Annual Quality Assurance Report (AQAR) of the IQAC

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

## Part – A

AQAR for the year (for example 2013-14)

2017-18

### I. Details of the Institution

1.1 Name of the Institution

Govt J.M.P. College Takhatpur

1.2 Address Line 1

Principal

Address Line 2

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

City/Town

Takhatpur

State

Chhattisgarh

Pin Code

495330

Institution e-mail address

principlapljmptakhatpur@gmail.com

Contact Nos.

07753-264643

Name of the Head of the Institution:

Dr.(Smt.) S.N. Lader

Tel. No. with STD Code:

9993407184

Mobile:

07752-233585

Name of the IQAC Co-ordinator:

Dr. Rajeev Sharma

Mobile:

9893759608

IQAC e-mail address:

principlapljmptakhatpur@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

CHCOGN17608

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC(SC)/05/A&A/105 dated March 03,2015

1.5 Website address:

www.govtjmpcollegetkp.com

Web-link of the AQAR:

www://wwwgovt.j.m.p. college

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

### 1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01/12/2012

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

- i. AQAR 2015-16 submitted on 13/12/2018 (DD/MM/YYYY)
- ii. AQAR 2016-17 submitted on 21/12/2018 (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

### 1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No   
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Computer Application

### 1.11 Name of the Affiliating University (*for the Colleges*)

Bilaspur University, Bilaspur (C.G.)

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

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

UGC-GAG

UGC-COP Programmes

NA

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

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

NA

2.4 No. of Management representatives

NA

2.5 No. of Alumni

NA

2.6 No. of any other stakeholder and community representatives

NA

2.7 No. of Employers/ Industrialists

NA

2.8 No. of other External Experts

02

2.9 Total No. of members

09

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders:

No.

10

Faculty

6

Non-Teaching Staff Students

2

Alumni

0

Others

2

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Plantation done around the new building which is under construction and funded by RUSA.
- On 17/11/2017 the awareness program was conducted for the student and “Swachchata App” was downloaded on their mobiles, under Swachchata Survey 2018
- Students participated in career counseling program which was organized by SECL Bilaspur (C.G.) on 07/02/2018 and Rojgar Mela on 08/02/2018

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1- Sector level Kabaddi (Men) competition 2- Inter college level softball competition 3- Inter college swimming competition	1- Organized on 24/10/2017 and 25/10/2017 2- Organized on 20/07/2017 3- Organized on 21/09/2017
Some specific dates will be celebrated as instructed by the Govt.	1- One day workshop organized at college as awareness program for students about Cyber Crime, Lecture delivered by Shri Mayank Shivastava, SP Bilaspur 2- “Voter Day” celebrated at college on 25/01/2018 3- A Training program about awareness of Traffic Rules conducted at LAGRA Distt. Bilaspur on 13/02/2018 and most of college students had participated in it. 4- “International Yoga Day” celebrated on 21/06/2018
Faculties will be motivated to organized seminars at college level	Internal seminars organized among students of science faculty at subject level by subject teachers.
Program for non-teaching staff will be organized for digital literacy	Online admission and examination application form submission details was given to non-teaching staff.

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

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	Nil
Annual	04

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

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

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

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

No

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	12	12	-	-	-

2.2 No. of permanent faculty with Ph.D. 08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	02	-	-	-	-	03	-	-	02	03

2.4 No. of Guest and Visiting faculty and Temporary faculty 02 0 09

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	18	02
Presented papers	-	06	02
Resource Persons	-	-	-

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

- Unit Tests are conducted as per the university time table.
- Classroom seminars were conducted.

2.7 Total No. of actual teaching days during this academic year 180

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

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 01 - -

2.10 Average percentage of attendance of students 90%

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	197	-	2.96	88.67	8.37	103.1
B.Com.	32	-	10.34	68.97	20.69	90.63
B.Sc.	88	-	4.76	74.6	20.63	71.59
B.C.A.	11	-	16.67	83.33	0	54.55
M.A. Hindi	13	-	27.27	72.73	0	84.62
M.A. Pol. Sc.	15	-	76.92	23.08	0	86.67
M.A. History	18	-	100	0	0	50
M.A. Economics	04	-				0
M.A. Sociology	14	-	25	75	0	57.14

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

- (i) Competitive exams are conducted for the students.
- (ii) Some teachers teach through projector.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	05	-	-
Technical Staff	03	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

Nil
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#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

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

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

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

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

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

01  
01

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

-

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

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level - State level -  
National level - International level -

3.22 No. of students participated in NCC events:

University level - State level 35  
National level 02 International level -

3.23 No. of Awards won in NSS:

University level - State level -  
National level - International level -

3.24 No. of Awards won in NCC:

University level - State level -  
National level - International level -

3.25 No. of Extension activities organized

University forum - College forum -  
NCC - NSS - Any other -

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

- With the help of NCC Cadets Tree Plantation and Communal Harmony Campaign was conducted.
- Cleanliness program jointly organized by College and Nagar Palika Parishad Takhatpur in college campus.
- Program of Election Commission of India “SWEEP” was organized for students.

## Criterion – IV

### 4. Infrastructure and Learning Resources

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

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

#### 4.2 Computerization of administration and library

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

Library : 1-Accession Register 2-Issue/Return/Renewal of books 3-Stock verification  
4-Lost book list 5-Author/Publishers/Binders and Suppliers details

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19279	8845199	1632	532457	20911	10171957
Reference Books	480	240000	-	-	480	240000
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

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

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

- Office work is being done through computer.
- Some of the teachers give their lectures through projectors.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.05
ii) Campus Infrastructure and facilities	-
iii) Equipment	0.40
iv) Others	0.10
<b>Total :</b>	0.55

## Criterion – V

### 5. Student Support and Progression

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

Valuable notes and reference material provided to the students.

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

- Career and guidance cell is formed in the college.
- Old/sample question papers are available in library for students.
- Computer facility and accessories like – Printer, Photocopy, Scanner are made available for some needy students.

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

UG	PG	Ph. D.	Others
1026	125	-	-

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

-

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

-

Men	No	%	Women	No	%
	-	-		-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
146	425	108	576	-	1255	121	400	120	510	-	1151

Demand ratio 1:2.71

Dropout %

1:0.29

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

Students motivational programme oriented to achieve their goals by competitive examination were organized.

No. of students beneficiaries

410

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

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	05

#### 5.6 Details of student counselling and career guidance

We have career guidance and counselling cell in our college.

No. of students benefitted

410

## 5.7 Details of campus placement

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

## 5.8 Details of gender sensitization programmes

Gender issues redressal cell formed.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	896	874700/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

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

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

**Vision :** Continuous labour to achieve its goal.

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

6.2 Does the Institution has a management Information System

Campus has both the module of management as shown below;

- 1- Online Module : Admission Process, Scholarship, Examination Application, Payroll
- 2- Offline Module : Academics, Fee, Library, Establishment, Notification.

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

6.3.1 Curriculum Development

Our syllabus is arranged and issued by the University.

6.3.2 Teaching and Learning

- 1) We follow the academic calendar prepared by Higher Education Department.
- 2) Smart boards are used for teaching purpose.
- 3) Unit tests and preliminary exam are conducted.

6.3.3 Examination and Evaluation

As per university programme.

6.3.4 Research and Development

Teachers take part in seminars and conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 1) Library - Nil
- 2) ICT - New computers will be purchased in future, internet facility will be provided for betterment of student and college.
- 3) Infrastructure – New double storied building is under construction for classroom in college campus.

### 6.3.6 Human Resource Management

- 1) Annual cultural programme as well as Anand Mela was conducted for the student.
- 2) College Gym is being used by the student for physical fitness.

### 6.3.7 Faculty and Staff recruitment

- 1) Recruitment is done by the C.G. Govt.
- 2) Temporary teaching and non-teaching staff is recruited by the Janbhagidari committee.

### 6.3.8 Industry Interaction / Collaboration

Nil

### 6.3.9 Admission of Students

- 1) Various committees are formed for the admission of students.
- 2) No. of Seats, Rules and regulations are displayed in college website because admission process is currently online.

### 6.4 Welfare schemes for

Teaching	As provided by the state Government
Non teaching	As provided by the state Government
Students	1- Scholarship provided to qualifying students. 2- Exam fee is free for challenged student by University.

### 6.5 Total corpus fund generated

-

### 6.6 Whether annual financial audit has been done

Yes

-

No

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

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

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

-

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

Nil

6.11 Activities and support from the Alumni Association

-

6.12 Activities and support from the Parent – Teacher Association

Nil

6.13 Development programmes for support staff

Use of computer/digital device is necessary tools for teaching and learning. So, college organised digital literacy awareness program to motivate for use.

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

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

## Criterion – VII

### 7. Innovations and Best Practices

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

- 1- Activities of hygiene and sanitation done with “Swachch Bharat Mission”.
- 2- NCC and Red-Cross are running for the betterment of students and college.
- 3- Formed Committees are responsible for the overall functioning.

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

College level internal seminar implemented to the beginning of the session 2017-18.

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

- 1) Students are encouraged for maintaining hygiene in the college premises .
- 2) LED lamps used in the college to save the energy.

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

7.4 Contribution to environmental awareness / protection

Eco-friendly environment is created through tree plantation.

7.5 Whether environmental audit was conducted? Yes  No

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

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

## 8. Plans of institution for next year

1. Automation of office.
2. Automation of Library.
3. Free internet connectivity.
4. Sports ground levelling work for betterment of sports facilities.
5. Make efforts to take possession of newly constructed building for the coming session.

*Name Dr. Rajeev Sharma*

*Name Dr. (Smt.) S.N. Lader*

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

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

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## Annexure I

### **Abbreviations:**

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

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