



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		GOVT. COLLEGE SATNA
Name of the head of the Institution		DR. RADHEY SHYAM GUPTA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07672251977
Mobile no.		9425810266
Registered Email		gpcsatnaiqac1201@gmail.com
Alternate Email		hepgcsat@mp.gov.in
Address		Rewa Road , Satna
City/Town		Satna
State/UT		Madhya Pradesh
Pincode		485001
2. Institutional Status		

Autonomous Status (Provide date of Conformant of Autonomous Status)	04-Mar-1996
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Ram Suresh Patel
Phone no/Alternate Phone no.	07672251977
Mobile no.	9827233037
Registered Email	gpcsatnaiqac1201@gmail.com
Alternate Email	rssunit1963@rediffmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.mphighereducation.nic.in/InstitutePortal/Public/AQARReports.aspx?DT=MO==&InstId=NDY1
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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

https://pgcsatna.com/website/uploads/Academic%20calender%202018_2019.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.43	2013	05-Jan-2013	04-Jan-2018

6. Date of Establishment of IQAC

08-Apr-2013

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
A rally on BETI BACHAO-	16-Aug-2018	300

BETI PADHAO was taken out to generate gender equality among citizens.	1	
A drug de-addiction awareness programme was organized by NSS unit of the college	26-Jun-2018 1	60
A drug de-addiction awareness programme was organized by NSS unit of the college	30-Jan-2019 1	60
YOGA camp for boys and girls was organized in the college campus.	05-Oct-2018 1	198
Special training programme of judo and carate was conducted in the college campus.	16-Aug-2018 10	55
A summer training camp in collaboration with department of sports and welfare satna district was organized for various sports activities.	01-May-2019 31	70
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. College Satna M.P.	MPHEQIP	Rusa	2018 365	5000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	1
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

Construction of car shade for staff members.
Conduct of Rojgar Mela.
Conduct of Blood donation camps.
Tree plantation in the college campus.
Discussion for given impetus for extension activities by NSS, NCC and Red Cross. Initiative undertaken to motivate NSS/NCC/Red Cross volunteers.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Tree plantation in college campus	Programme held (Plantation of 125 Plants of different species)
AIDS Awareness Programme	A huge rally was organized
Construction of car shade for staff members.	Construction of car shade completed
Conduct of Rojgar Mela.	Rojgar Mela organized
Conduct of meetings of Board of Studies	Meetings held in all the departments
Proposal for Yoga programme	Yoga programme from 03/10/2018 to 05/10/2018
Conduct of semester and annual examination	Examination conducted timely
Conduct of CCE for UG and PG students	CCE conducted timely
Enrichment of college campus tree plantation	1. 153 plants of various species were planted in association with Rotary Club. 2. Plantation of Anwala plants by NSS unit of the college. 3. Plantation of Neem plants by NCC unit.
Discussion for Awareness activities	1. Clean-up campaign under the scheme of Swachh Bharat by NSS & Red Cross Unit. 2. Voters awareness programme by NSS & Red Cross unit. 3. AIDS awareness programme by NSS unit. 4. Blood donation camps organized. 5. Clean-up programme in college campus on Gandhi

Jayanti.

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	15-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Govt. College Satna has its own management information system. It helps the students much. Students are admitted through online process. They submit their fees online. The college has its own website. It displays data collected on several parameters such as teachers, student enrollment, programmes, examination and results etc. students are regularly provided the information about several activities organized in the college. The college has an IT cell. It look after the requirements and maintenance of the IT facilities of the institution. This cell monitors policies concerning issues of the LCD projectors, computers, laptop etc. It deals with several types of admission activities. The IT Cell looks after the website of the college. The usage of the teaching aids is monitored by the Principal office of the college. Here there is an examination cell that looks after all the activities of examination. This Cell is centrally controlled by the office of the Principal of this college. The college has several active committees. These committees are responsible for maintaining and utilizing physical, academic and support facilities like the maintenance of the college buildings, class rooms, laboratories,</p>

sports facilities, IT facilities and lawns parks etc. The Building and Maintenance committee is responsible for making necessary arrangements of academic infrastructure in the college as per the needs of the college. This committee looks after the maintenance, repair, construction and renovation work related to the college campus. This committee looks after the physical infrastructure like class rooms, administrative buildings, laboratories, sports complex and other physical assets including the services like playground, water supply and electric supply. For the student's welfare and support there is a scholarship cell in the college. It provides facilities for different types of scholarships given by state government and central government. For the same cause the college runs NCC, NSS and Red cross Units. The purchase committee looks after the purchase of equipments and computers. Facilities in laboratories such as water taps, and electrical fixtures are regularly checked by the respective laboratory in charge with the help of a technical person. In the College there is a Library Advisory Committee. This Advisory Committee works for smooth functioning and efficient working of the college library. A suggestion box is kept in the library for improving library services. A complaint box is available near the chamber of the Principal of the college to lodge complaints manually. The stock verification committee of the institution verifies the stock registers of all the departments and submit the report annually with fruitful suggestions to improve the facilities.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
Nil	Nil	Nil	Nil
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
MSW	Nil	01/07/2013	History Philosophy of Social Work C276	01/07/2013
MSW	Nil	01/07/2013	Human Behavior and Personality C276	01/07/2013
MSW	Nil	01/07/2013	Social Work Research C276	01/07/2013
MSW	Nil	01/07/2013	Working with Individuals C276	01/07/2013
MSW	Nil	01/07/2013	Sociology for Social Work in India C276	01/07/2013
MSW	Nil	01/07/2013	Human Growth and Development C276	01/07/2013
MSW	Nil	01/07/2013	Counselling Theory and Practices C276	01/07/2013
MSW	Nil	01/07/2013	Social Group Work C276	01/07/2013
MSW	Nil	01/07/2013	Project C276	01/07/2013
MSW	Nil	01/07/2013	Social Legislation and Social Security C276	01/07/2013

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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Hindi Language and	01/07/2018	3221

Moral Values

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Biotechnology	12
MSc	Botany	29
MSc	Physics	23
MSc	Chemistry	30
MSc	Geology	8
MSc	Mathematics	59
MSc	Zoology	27
MA	English	29
MA	Economics	38
MSW	Nil	38

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>There is no formal feedback system adopted by the college. However teachers obtain students response during teaching in the classrooms. There is an open communication between the students and the teachers inside as well as outside the classrooms. Teachers are easily accessible to every student in the departments. Also students are encouraged to be inquisitive during lecture and give their feedback informally. HOD's also get informal response of the students of the teacher concerned. At times the principal also visits the classrooms and obtains a feedback from the students. HOD's take stock of the courses taught and instruct the teachers to finish the course accordingly. Thus a constant watch is kept on teaching-learning process.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Mathematics- Geology- Physics	80	66	45

BSc	Computer Science-Mathematics-Physics	150	215	146
BSc	Chemistry-Mathematics-Physics	530	565	522
BSc	Botany-Chemistry-Zoology	400	505	441
BSc	Botany-Chemistry-Geology	50	65	58
BSc	Biotech-Botany-Chemistry	90	100	78
BCom	Hons.	230	122	111
BCom	Computer Application	200	215	188
BCom	Economics	700	612	588
BA	Nil	820	1105	1044
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	7852	1962	97	97	97

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
97	8	3	3	Nil	2
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

We mentor the students in various ways. First, at the time of admission, we assist the students in opting their subjects. We make them aware of subjects and group combination so that they can choose their subjects according to their ability and interest. In addition to this, teachers also guide them to participate in NSS, NCC, sports and YRC on the basis of their liking. Again there is a Vivekanand Career Counseling cell which constantly and regularly counsels the students for their future planning and career prospects. In the beginning of the session all newly students are addressed by the Principal and senior professors of the college about the courses and programs they have admitted in. Furthermore, the teachers are always available for counseling inside as well as outside the classrooms.

Number of students enrolled in the	Number of fulltime teachers	Mentor : Mentee Ratio
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institution		
9814	97	1:101

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
68	97	Nil	Nil	63

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	00	Nil	00
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	C028	VI Sem	22/06/2019	07/08/2019
BBA	C029	VI Sem	21/06/2019	07/08/2019
BCom	C032	VI Sem	15/06/2019	07/08/2019
BCom	C198	VI Sem	15/06/2019	07/08/2019
BCom	C248	VI Sem	18/06/2019	07/08/2019
BSc	C062	VI Sem	20/06/2019	07/08/2019
BSc	C076	VI Sem	20/06/2019	07/08/2019
BSc	C085	VI Sem	20/06/2019	07/08/2019
BSc	C116	VI Sem	20/06/2019	07/08/2019
BSc	C137	VI Sem	20/06/2019	07/08/2019
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nil	Nil	00

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://pgcsatna.com/website/uploads/Programme%20outcome%20of%20college%202019-2020.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C028	BA	Nil	648	367	56.63
C029	BBA	NIL	17	12	70.58
C032	BCom	ECONOMICS	512	402	78.51
C198	BCom	COMPUTER APPLICATION	155	119	76.77
C248	BCom	HONS.	106	90	84.9
C062	BSc	BIOTECHNOLOGY BOTANY CHEMISTRY	54	45	83.3
C076	BSc	BOTANY CHEMISTRY GEOLOGY	28	15	53.57
C085	BSc	BOTANY CHEMISTRY ZOOLOGY	246	186	70.45
C116	BSc	CHEMISTRY MATHEMATICS PHYSICS	342	220	64.32
C137	BSc	COMPUTER SCIENCE, MATHEMATICS, PHYSICS	120	58	48.3

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://pgcsatna.com/website/uploads/SSS_Pie%20Chart%20_2018-%202019.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
Nil	Nil	Nil	Nil	Nil

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3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	00	00	0	0
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
00	Nill	Nill
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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
00	Nill	Nill	Nill	Nill
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	Nill	Nill	Nill	Nill	Nill
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Economics	1

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	2	Nill
National	Botany	3	Nill
International	Botany	1	Nill
International	English	1	Nill
National	Zoology	2	Nill
National	Mathematics	1	Nill
National	Pol.Science	1	Nill
National	Hindi	3	Nill
International	Biotech.	1	Nill
International	Physics	4	Nill

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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	1
Hindi	1

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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
Nil	Nil	00	Nil

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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	00	Nil	Nil	Nil	Nil	00

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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	3	Nil	Nil
Presented papers	Nil	3	Nil	Nil

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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Nil	Nil	Nil	0

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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
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Nil	Nil	Nil	0	0
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3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	Nil	Nil
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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	00	Nil	Nil
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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat Campaign	NCC	Sanitation Fortnight	8	50
Voters awareness programme	YRC	Awareness programme for voting	15	300
Plantation Drive	NSS	Plantation of 91 sapling of various plants in the college campus	12	60
Beti Bachao Beti Padhao	NSS	Free of Cost Distribution of Sanitary Pads	14	300
Swachh Bharat Campaign	NCC	Sanitation work in police parade ground and rally	5	60
Blood Donation	NCC	Blood Donation	3	10
Drug de addiction programme	NCC	Drug de addiction programme	4	38
Voters Awareness Programme	NSS	Kalash Yatra by the girl students for voters awareness	10	150

Voters Awareness Programme	NSS	Rangoli and Nukkar Natak	5	40
Voters Awareness Programme	NSS	Voters Awareness cycle rally	5	55
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	00	Nil	00
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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	00
No file uploaded.					

3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2955335	2525062

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	57593	10985164	1497	455693	59090	11440857
Reference Books	Nil	Nil	Nil	Nil	Nil	Nil
e-Books	194009	5900	Nil	Nil	194009	5900
e-Journals	6293	5900	Nil	Nil	6293	5900
Journals	6	9610	4	7000	10	16610
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Library Automation	Nil	Nil	Nil	Nil	Nil	Nil
Weeding (hard & soft)	Nil	Nil	Nil	Nil	Nil	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	0	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	64	3	30	7	0	0	17	0	0
Added	12	0	10	1	0	0	0	0	0
Total	76	3	40	8	0	0	17	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
20.22	17.26	9.32	8.02

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

Laboratory: Responsibility of maintaining and housekeeping is of concerned head of the department. He assigns the task of upkeep of equipments and their proper functioning to the lab technician and lab assistants. Every year there is a physical verification of lab equipments. A stock register is maintained the equipments which become defunctional and beyond repair are write off. It is ensured that all the lab equipments are functioning before the commencement of every academic session. All the equipments are tested by lab technician periodically. Computer: Computer maintenance work is outsourced shortage of cortege ink etc is supplied by in charge store on the college on demand.

Library: Every year there is a physical verification of the central library. For this the Principal constitute a committee which comprises of faculty members. The process of write off is carried out of withered and damaged books. New books are purchased every year as per requirements of the departments. There is a reading room in the library where students can read the books, magazines and news paper daily. He/She can borrow book on his /her library card for 15 days. Library maintains its visitor register where every visitor teacher or student has to put his signature. Class rooms: The classrooms are well equipped with furniture from time to time they are white washed. Class rooms are cleaned daily. In every class room there are ceiling fans. Apart from this CCTV is also installed in corridor and class rooms. Regular watch is kept upon the maintenance of the class rooms. Broken furniture is replaced immediately.

Sports: A regular practice of the sports activities is the integral part of student college time. The college has a vast play ground. It is properly maintained leveling, grass cutting, line marking, pitch preparation, watering etc are done regularly. Apart from this proper attention is paid for cleaning of water tank and RO safe drinking water. A part time electrician has been deployed to repair and maintenance of electrical devices.

https://pgcsatna.com/website/uploads/Procedures%20and%20policies%20_2018%20-2019.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil

Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Nil	Nil	Nil	0
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Short term vocational training programme (Basic Tally Accounting)	Nil	67	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Samirtan Social Services, Anupama Welfare Society, Vasundhara Mahila Mandal, Birla Trama Research Center, Tata	123	51	Nil	Nil	Nil

Motors
Ahemedabad,
Hem Dynamic
Solutions

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	302	B.Com.	Commerce	Govt. College Satna	M.Com.
2018	187	B.Sc.	Science	Govt. College Satna	M.Sc. Biotech. M.Sc. Bot. M.Sc. Chem. M.Sc. Geo. M.Sc. Maths M.Sc. Phy. M.Sc. Zool
2018	288	B.A	Arts	Govt. College Satna	M.A. Eco M.A. Eng M.A. Geo. M.A. Hindi M.A. Hist. M.A. Pol. Sc. M.A. Soc. M.S.W.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
SLET	2
Any Other	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Spot Painting	District	12
Solo Song Sugam	District	6
Solo Song Classics	District	5
Group Song Indian	District	18
Shastriya Ekal Vadan (Non Parkushan)	District	5
Solo Dance Classic	District	4
Group Dance(Folk Dance)	District	16

Poster	District	8
DumbShow	District	4
Vakrata	District	5
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Govt. College Satna follows democratic principles both in academic and administration by ensuring students participation in its activities. Students are nominated as members of various academic and administrative bodies like Amalgamated Fund Committee, Anti Ragging Committee, and Student Redressal Committee etc. They are also involved in decision making. They play important role in the conduct of examination and co-curricular activities. They actively participate in various committees and express their views. Students take part in framing time table for their convenience. The college has a government issued annual calendar for Student events. The college administration enriches the cultural and corporate life of the college providing opportunities to students to expand their horizons and to develop their creativity. It provides a platform for participation of students in Intra College as well as inter-college events. Events like Gandhi Jayanti, NCC NSS Day, World Literacy Day, Yoga Diwas, Yuva Diwas, Independence Day, Republic Day etc. are organized. Teacher's Day and farewell programmes for outgoing students are also organized. The Yuva Utsav is held every year. These events are led by the students and conceptualized in consultation with staff advisors. In these events the college students enthusiastically participate. With the help of these events students learn managerial and organizational competencies. These events offer opportunities for students to develop their creativity and to show their talent.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

10

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

01

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college practices decentralization and participating management by involving its stakeholders in various ways. First there is a governing body which is the apex body for taking major decisions for the infrastructural development and welfare of the college. Then there is a Janabhadgadari samiti constituted by the state government which also works for infrastructure development, introducing new courses and increasing physical facilities. Principal is the Ex officer of secretary of this committee. Other members are from industry and people representative. The principal also constitutes like academic council, finance committee, admission committee, purchase committee, sports committee, anti ragging committee, discipline committee, grievance redressal committee, staff council which is held twice in a year comprises all the faculty members. There is a staff council which comprises of all the faculty members. The principal is the chairman of this committee. In this council important decision are taken collectively for financial matter There is a financial committee and purchase committee. In addition, HODs interact with their colleagues and apprise the principal accordingly. The cultural committee organizes the cultural in youth festival.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	The college endeavors to use its human resources at maximum level. In admission, examination team work is evident. The college constitutes various committees and cells like World Bank cell, UGC committee cell, Rusa cell, IT cell, Examination cell, Finance committee, Purchase committee where all the faculty member work with their full potential in a very good co-ordination. Principal assigns the tasks to faculty member by taking cognizance their potential. In addition, there are training and development programme for teaching and non teaching staff from time to time. Principal also hold meetings with the HODs and faculty members regularly. In NSS and NCC, interactions are held by the programme officers and the Principal.
Library, ICT and Physical Infrastructure / Instrumentation	The college has a land area of about 54 acres. It has 46 spacious classrooms, 18 spacious laboratories and 03 big seminar halls to conduct all the 28 programmes. One classroom with LCD facilities is available. The college has around 100 computers. For the Principal there is a big chamber.

For the monitoring of students and staff, many CCTV cameras have been installed. A room for Games Sports, a room for NCC, a room for NSS and a room for IQAC are also available. For outdoors games and sports activities there is a very big playground in front of the main building of the college. There is a rich library which has a separate building of duplex nature. On the ground floor there is a spacious reading room. Some rare books are there. For students and staff newspapers, magazines and journals are available. There is an e-library on the first floor. This college has the regional centre of IGNOU and Bhoj Open University. Some programmes viz. MSW, Bio-Technology, BBA, B.Com and B.Com (Hons.) generate employment. Swami Vivekanand Career Guidance Cell of the college organizes various training programmes for job seekers and aspirants of competitive examinations for the benefit of students. For this a separate and well equipped hall is available.

Research and Development

The college encourages the faculty members to pursue research work, doctoral work and to attend seminars and conferences from time to time. For this the faculties are granted leave. There are 09 recognized research centres for doctoral work. Free Internet access facility is available for research students. At the same time the research students consult central and departmental libraries as well.

Examination and Evaluation

The college has a well strategic plan for the conduct of its examination. For its successful implementation, the college has initiated the process of filling the examination form online. Students have been facilitated to download their admit cards online. In order to make the students understand the pattern of the questions, the examination cell also provides the facility of uploading the previous year's question papers on the college website. There is a practice of making a well- defined examination schedule. The college is all set to conduct a free and fair examination. As regards the valuation of the answer scripts is concerned, transparency is maintained. The college is committed to

timely declaration of result i.e. within on-an average gap of 30 days from the end of the examination. Results are uploaded on the college website so that students can download their mark-sheet. In case of any discrepancy in Name, Mother's Name, Father's Name, and Date of Birth etc in the mark-sheet, they can register their problem. The college rectifies such type of problems within minimum period of time.

Teaching and Learning

Students are benefited by lecture method. They get facility of tutorial classes. Some teachers use modern methods of teaching. Practical classes are organized. For PG students seminars and workshops are organized. Time to time invited lectures are arranged. Both UG level PG level remedial classes were conducted for slow learners specially for SC, ST, and OBCs for a week by the Departments of Political Science, English and Hindi. At PG level, by the department English, Hindi and Political Science special coaching classes were conducted for advanced learner to prepare them for UGC NET and SLET (State Level Eligibility Test). For the students aspiring for the preparation of Banking, SSC, State Civil Services and UPSC special coaching classes are organized every year for the duration of two months by Vivekanand Career Guidance Cell and students are selected for the coaching programme after an objective test. The college provides various platforms for the students for their participative learning which include organisation of debate, Group discussion, essay competition, Youth festival and other awareness programmes of social welfare.

Curriculum Development

The curricula, adopted by the college, can be classified in four groups: Humanities, Social Sciences, Natural Sciences and Commerce. These faculties, which have been of vital importance to the traditional higher education since long, have become more relevant in the era of globalization and technical explosion. In order to give an additional bent to the traditional Higher Education the college has added self financing programmes keeping in view their relevance in current scenario. The

programme of MSW at PG level has been introduced to prepare the youth capable of rendering services in social sector. The college has started BBA programme at UG level to make students proficient in managerial skills which is the demand of the time. The programme of B.Com (Honours) has been introduced to make students abreast with advanced knowledge of commerce. At PG level the introduction of M.Sc. Computer is intended to prepare students having advanced knowledge of computer as to ensure their employability. M.Sc. Biotech which has been introduced is in high demand in the field of medical research and to ensure the practical use of Biology.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The College Displays its tender notices on college website. Responses of the state government circular are sent via email in order to save time and money. Faculty members are informed on their mobile phones through a whatsapp group "Suchana Prasaran" about the meetings.
Administration	Important notices and orders for students are uploaded on the college website. Govt. College Satna being lead college of the district, sends orders to other college through email. Tender notice for purchase is made available on the website. The process of purchase under RUSA is done via government portal GEM. Information for time table, exam date are also available on the website.
Finance and Accounts	There is a cashless transaction in every head. Payment of admission fee, exam fee, T.C. fee, is made online. Scholarship for students is transferred directly in their account numbers. Salary of permanent teachers is in the mode of e-payment. For contract teachers, it is transferred into their accounts. Payment for all kinds of purchasing is cashless. Payments of remuneration for exam duty valuation is paid into their account.
Student Admission and Support	Admission to the first year of under graduate programmes and first semester of post graduate programmes are done through Department of Higher Education,

	Bhopal. The entire process of admission is online. The Department of Higher Education provides the merit list required for various courses its sends the messages on students mobile number. Students pay their fee online.
Examination	Govt. College Satna being an autonomous college prepare its own time table for examination which is uploaded on college website. Mode of payment for exam fee is online. Students have facility to download their admit cards. Result of all programmes is declared on college website. By submitting their roll numbers, they can download their worksheet. In addition, question papers of previous years are also uploaded on the website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	Nil	Nil	Nil	Nil
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

54	97	42	42
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Group Insurance Scheme 2. Gratuity 3. Benefit of Pension Scheme 4. Earn Leave encashment 5. Reimbursement of medical claim	1. Group Insurance Scheme 2. Gratuity 3. Benefit of Pension Scheme 4. Earn Leave encashment 5. Reimbursement of medical claim	Student Insurance Scheme which covers a sum assured of Rs. 50000 on death and Rs. 25000 on serious injury at a minimum premium of Rs. 4. Students who are economically weaker are assisted financially under Poor boys fund scheme of the college welfare fund. In addition, scholarship for SC, ST and OBC is provided. Conveyance allowance is given under the scheme of Gao ki Beti and Pratibha Kiran Yojna.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

In order to ensure transparency in the financial functioning of the institution college adopts both internal as well as external audit system. To make the internal financial transactions error free the college constitutes a committee of professors specially from commerce, Economics and Mathematics departments who minutely audit all such transactions and these transactions are approved by the committee. In the second tier of internal audit all internal transactions are audits every year by the registered C.A. appointed by the college for the purpose. And for the external audit auditors of A.G.M.P. Gwalior visits the institution after every five year to ascertain the regularity of financial transactions.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	State Government	Yes	Principal Govt. P.G. College satna

Administrative	Yes	State Government	Yes	Principal Govt. P.G. College satna
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. It was discussed that co-curricular activities should be increased. 2. It was discussed, how to enhance quality in education. 3. It was also told that modern equipments should be used in higher education.

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Set up of language lab 2. Construction of parking shed for staff 3. Construction of Six class rooms

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	A rally on BETI BACHAO-BETI PADHAO was taken out to generate gender equality among citizens.	16/08/2018	16/08/2018	16/08/2018	300
2018	A drug de-addiction awareness programme was organized by NSS unit of the college	26/06/2018	26/06/2018	26/06/2018	60
2019	A drug de-addiction awareness programme was organized by NSS unit of the college	30/01/2019	30/01/2019	30/01/2019	60
2018	YOGA camp for boys and	05/10/2018	05/10/2018	05/10/2018	198

	girls was organized in the college campus.				
2018	Special training programme of judo and carate was conducted in the college campus.	16/08/2018	16/08/2018	25/08/2018	55
2019	A summer training camp in collaboration with department of sports and welfare satna district was organized for various sports activities.	01/05/2019	01/05/2019	31/05/2019	70
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Beti Bachhao Scheme	16/08/2018	16/08/2018	300	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	8500
Provision for lift	No	Nil
Ramp/Rails	Yes	25
Braille Software/facilities	No	Nil
Rest Rooms	Yes	2000
Scribes for examination	No	Nil

Special skill development for differently abled students	No	Nil
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7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	17/11/2018	01	Rangoli competition Nukkad Natak	Voting awareness	40
2018	1	1	19/11/2018	01	Voting awareness march	Voting awareness	100
No file uploaded.							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Voters awareness oath	25/01/2019	25/01/2019	280
International Youth Day	12/01/2019	12/01/2019	170
International Yoga Day	21/06/2019	21/06/2019	170
AIDS Day Awareness	01/12/2018	01/12/2018	250
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<p>1. Solar Panels: Roof area of new science block is covered with solar panels with a aim to substitute for electricity. 2. Amla Vatika: NSS unit of the college has planted saplings of amla plants in the college campus. 3. Tree Plantation: Every year the college increases green cover by plantation drive in college campus. 4. Installation of dustbins at various places in the college campus. 5. The College announced its campus no smoking zone.</p>
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<p>1. Ragging free campus and dress code. 2. Eco friendly campus.</p>

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://pgcsatna.com/website/uploads/Best%20Practices_2018.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

In order to achieve this distinctive part of our vision college management works at many levels. At first level it endeavors to develop thinking mind of the students as to make them capable of comprehending the issues, challenges, problem ranging from global to local level. For the attainment of this purpose every year college prepares its plan to launch some programs with the purpose to untold the intellectual faculty of the students by sensitizing their minds towards public issues of local, regional, national and international importance of both perennial and contemporary nature. To find this objective fulfilled college organizes debate competitions, symposia, essay writing competitions, letter writing, painting, besides giving them opportunity to express their thought through creative methods like- Poem composition, Stage performance, street plays etc. It also adopts the task of sensitizing the students as to enable them feel the gravity of the problems around them at all levels. For this college management sends the students for field works like survey, extension and philanthropic activities for the identification of the reality of problems and to have the feel of them. For the placement of students a rojgar mela was conducted on 20/02/2019 to 21/02/2019.

Provide the weblink of the institution

<https://pgcsatna.com/website/uploads/Institutional%20Distinctiveness-2018-2019.pdf>

8.Future Plans of Actions for Next Academic Year

The college aims at enriching the campus by plantation and augmenting the sports activities. It will also attempts to organize seminar and conferences. Furthermore, the college will also plan to add and renovate the classrooms. It will try its best to complete the indoor stadium which is under construction.