

IQAC Submission

Academic Year to which AQAR has to be submitted : 2017-2018



Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	GOVT. COLLEGE TIMARNI
Name of the head of the Institution	Dr. R. K. Patil
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07573230269
Mobile no.	9826335243
Registered Email	hegctimhar@mp.gov.in
Alternate Email	gdctimiqac@gmail.com
Address	Rahatgaon Road Timarni
City/Town	Timarni
State/UT	Madhya Pradesh
Pincode	461228
2. Institutional Status	
Affiliated / Constituent	Affiliated

Type of Institution	Co-education																								
Location	Rural																								
Financial Status	state																								
Name of the IQAC co-ordinator/Director	Dr.J.K. Jain																								
Phone no/Alternate Phone no.	07573230269																								
Mobile no.	9826335243																								
Registered Email	hegctimhar@mp.gov.in																								
Alternate Email	gdctimiqac@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	http://gdctimarni.in/pdf/AQAR/AQAR2016.pdf (http://gdctimarni.in/pdf/AQAR/AQAR2016.pdf)																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	http://gdctimarni.in/pdf/AC2017-18.pdf (http://gdctimarni.in/pdf/AC2017-18.pdf)																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>75.25</td> <td>2007</td> <td>10-Feb-2007</td> <td>09-Feb-2012</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.25</td> <td>2016</td> <td>05-Nov-2016</td> <td>04-Nov-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B+	75.25	2007	10-Feb-2007	09-Feb-2012	2	B	2.25	2016	05-Nov-2016	04-Nov-2021
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B+	75.25	2007	10-Feb-2007	09-Feb-2012																				
2	B	2.25	2016	05-Nov-2016	04-Nov-2021																				
6. Date of Establishment of IQAC			30-Mar-2007																						
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
IQAC meeting	01-Jul-2017	11
IQAC meeting	31-Jul-2017	12
IQAC meeting	01-Sep-2017	11
IQAC meeting	01-Nov-2017	12
Workshop on Gurve Namh Organized	07-Oct-2017	46
Workshop on Antiragig organized	23-Jul-2017	36
One Month workshop for Self emploment Training Organized	18-Aug-2017 30	1814
Organized a Job fair	09-Aug-2017 01	46

View File (https://assessmentonline.naac.gov.in/public/Postacc/Quality_Initiatives/17694_Quality_Initiatives.xlsx)

8. Provide the list of funds 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
NIL	NIL	NIL	2018 0	0

No Files Uploaded !!!

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC	View (https://assessmentonline.naac.gov.in/public/Postacc/Formation/17694_Formation.pdf)	File
10. Number of IQAC meetings held during the year :	4	
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 (https://assessmentonline.naac.gov.in/public/Postacc/Meeting_minutes/17694_Minutes.pdf)	File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
12. Significant contributions made by IQAC during the current year(maximum five bullets)		
IQAC has taken initiative to organize a Job fair under career guidance scheme		
IQAC has emphasized and encouraged to organized various activities of NSS and NCC.		
IQAC has taken initiatives to organize workshop on the topic Curve Nam, legal literacy and Antiragging.		
IQAC has taken initiatives to organize one month workshop for self-employment training.		
IQAC has taken initiative to organized three days function on Voter's day		
View File (https://assessmentonline.naac.gov.in/public/Postacc/Contribution/17694_Contribution.xlsx)		
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
Enhancing Quality of Teaching and Learning	Implementation of Teachers Diary that contains detailed information regarding the teaching plan, execution, and recording of the daywise activities of the teacher.
To organized training programe	One month training program for self-employment organized
To organize a job fair	A District level Job fair organized on Under Swami Vivekanand Career Guidance scheme
To organize workshops	In this year total 3 workshops organized by the Institute
Enhancing Value-based education program	Value-based education programs/activities are organized by NSS / NCC unit
Sports Initiatives	Two sports officers appointed

View File (https://assessmentonline.naac.gov.in/public/Postacc/Quality/17694_Quality.xlsx)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	03-Feb-2022

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

2018

Date of Submission

27-Feb-2018

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)

Management Information System The College has a Management Information System. The details are as follows: 1 College Website. 2 Electronic College Prospectus. 3 Webinars to host Academic Events, Student Paper Presentation, Annual Day and Farewell Functions in the Departments. 4 AISHE Data on MHRD Portal. 5 RTI Return Filing. 6 Online Procurement of Goods and Services through GeM. 7 The College uses Govt. of MP IFMIS. 8 The College receives grants from UGC for booking expenditure there on. 9 Accounting Software (Accounts Leader) for all financial data and management of accounting records. 10 Payroll Software for preparation of Salary, Pension and other related financial management. 11 Vigilance Mechanism and student grievance system (Llof CM Helpline) established and monitored time to time. 12 Regular Reporting and Approval of the Governing Body of the College. 13 Regular Meetings of the Staff Council for Reporting and Approval. 14 Annual Academic Review Meeting to take stock of the academic infrastructure and academic. 15 Facilities and achievements of the College and plan for the next academic session. 16 Student Information System (SIS) which collects all data related to student's admission and fees. 17 Dedicated Student Fee Portal for College Fee and Examination Fee etc. 18 Online Examination Form. 19 Online Monthly Salary Slips sent to the Faculty. 20 Student Internal Assessment System, which maintains attendance Data and Internal

Assessment Component of Final Examination. 21 Live Streaming Infrastructure and Facility through LAN 22 Online Student Feedback System. 23 Library Management - Soul 2.0 software. 24 College Calendar to inform the Academic event of the College. 25 Career Guidance and Placement Cell. 26 Online quizzes, webinars on National and International level. 27 Online SMS Notification.

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College follows the curriculum designed by Barkatullah University, Bhopal. At the beginning of every academic year, the college chalks out an academic calendar. The principal of the college sets the time table schedule of each subject for teaching which includes lecture hours. The head of the departments conducts academic planning meeting to plan and organize the schedule of lectures and distributes the syllabus among the faculty members of their departments. The faculty members are instructed by the head of departments to complete the syllabus within stipulated time. Along with the theory classes practical classes are also prepared according to departmental time table. As per the requirement new books are ordered with the concern of subject teachers and students. For implementation of curriculum, teachers have included teaching methods such as presentation, assignments, and seminars for effective teaching. The Board of Studies of Barkatullah University, Bhopal prepares curriculum of the concern subjects. With all these academic activities sports and cultural activities are held according to academic calendar. Various activities of NSS, NCC , students council are executed timely. The college receives regular updates of circulars by university, regarding the changes or modifications in the curriculum. The Principal informs the concerned teacher about changes in curriculum and gives them a copy of the same. The faculties receive all sorts of support from the university and college to understand the curriculum. Timely meetings are conducted and instructions are given for submission of Assignments and conducting Unit test and internal test are well planned and executed before final examination.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
NIL	NIL			NIL	NIL

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
	NIL	

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1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

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
NIL		

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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
MA	Political Science, Sociology, Economics	23
MSc	Computer Science	10
MCom	Managment	31

View File (https://assessmentonline.naac.gov.in/public/Postacc/Projects_undertaken/17694_Projects_undertaken_1648627492.xlsx)

1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
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

Feedback is collected at the end of every academic year. The IQAC conducts this process structured feedback is obtained from the student, teachers, employees, and alumni on various issues by providing and collecting formats to know the actual facts about the overall functioning of the college and also seeking the suggestions. Apart from this we also collect the feedback of the students at the dept level. The IQAC plays a vital role in providing, collecting and analyzing the feedback. A good number of suggestions and remarks are done by the stake-holders the feedback system became meaningful only when the analysis is done and corrective measures are taken by the institution. In this process, we know the strength and weakness of the institution Student feedback is based on two criterion i.e. overall college functioning and teaching-learning process Teachers Feedback- This feedback covers teaching, learning process, punctuality, communication skills, approach towards the students, sharing of innovative ideas. On the bases of the suggestions same value-added courses are introduced Alumni feedback is based on the college in the development of the student personality, employability, and academic excellence, also how the institution helped by the acquire the life skills Lack of adequate numbers of employers available at the local level the employers' feedback is not taken. However, we introduce add on courses to raise the employment opportunities for the students Data gathered in the process is documented, analyzed and shared with the program and administrative staff of the institution and the action is taken report is shared with the concerned stakeholders. Hardcopies of feedback are given to each department each teacher participates in the discussion in the departmental meeting about the feedback whenever feedback is not the satisfactory concerned the teacher is counselled by the HOD. The administrative staffs are allowed to participate in training programs. The measure is also taken to improve the basic facilities for the students with permission of the management.

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
MSc	computer	22	18	33
MCom	management	33	27	62
MA	political science, sociology, Economics	99	82	114
BSc	Maths, Biology, computer	385	139	385
BCA	computer	30	26	59
BBA	management	60	24	28
BCom	computer and plain	253	240	637
BA	Arts and Computer	480	390	898

View File (https://assessmentonline.naac.gov.in/public/Postacc/Demand_ratio/17694_Demand_ratio_1655720177.xlsx)

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
2017	2007	209	30	7	7

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
30	30	14	5	1	0

View File of ICT Tools and resources (https://assessmentonline.naac.gov.in/public/Postacc/ict_tools/17694_ict_tools_1648278650.xlsx)

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2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, Teacher Guardian Scheme is implemented in the institute wherein in case of BSC, 50 to 60 students and in case of BCOM and BA nearly 100 students are assigned to a faculty member who acts as their mentor for the entire program duration. Mentor regularly interacts with the students and monitor their academic performance and attendance. Students are counselled by the mentors, subject faculties and HOD for improving their academic performance and attendance. Mentors counsel the students regarding their performance and schedule additional lectures/practical's. At first year level, students academic and personal issues of concern are well looked after by the mentors. The critical cases are handled in first year by giving some responsibility to the students. This way the students realize their responsibilities at the early stage itself. Mentoring system is followed by all departments. The students are given guidance for career, personal, besides academic issues. A special arrangement also, is made available to the students to deal with psychosocial issues arising in cases like bread earner in the family etc. the mentors allocated to the students will council same group of students for second year and final year, i.e. the same set of students will be monitored and counselled till they have passed the course. The meetings of mentorship are conducted regular organized, in which students meet their mentors for academic and personal issues. The students who have less attendance and who have missed their internal tests are paid special attention from mentors' side. Even the students with many issues are asked to call parents for parents- mentor meetings. The mentor is also responsible to provide counselling to the student and provide guidance regarding personal and academic issues. The mentor keeps track on their improvements and counsels them accordingly. The role of the mentor is to nurture the student and guide them for any issues they are coming across. A large number of students who want to perceive the professional course are quite focused, still they may fall short of score to be promoted to above sections. Such students are given counselling by the mentors and the subject teachers and remedial lectures are conducted. Students are supported and guided both in co-curricular and extracurricular activities. The mentors of the class discuss with student and supports them in all the possible ways to enrich their academic performance. The mentors always keep a check on the attendance of the student, the marks obtained in the internals externals examinations, and regarding his/her candidature provides remedial classes.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2216	30	1 : 74

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
13	5	8	0	4

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		NIL

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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
MSc	C046	II year	02/07/2018	23/08/2018
MCom	C031	II year	15/06/2018	14/08/2018
MA	C026, C018, C005	II year	15/06/2018	08/08/2018
BCA	C030	III year	15/05/2018	31/07/2018
BBA	C029	III year	19/05/2018	23/07/2018
BA	C028	III year	19/05/2018	30/07/2018
BSc	C116, C085, C137	III Year	21/05/2018	02/08/2018

View File (https://assessmentonline.naac.gov.in/public/Postacc/Evaluation/17694_Evaluation_1648282322.xlsx)

2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institute is affiliated to Barkatullah University, Bhopal and follows the examination pattern of the university. Barkatullah University guidelines are strictly adhered to with respect to evaluation process. There are two Internal tests conducted. The schedules of internal assessments are communicated to students and faculty in the beginning of the year through institute academic calendar which is prepared based on the university academic calendar. The institute has reformed the continuous internal evaluation system from faculty centric to student centric. The Institute Exam cell framed guidelines for conducting the CIE in line with calendar of the Affiliate University and the Institutions. As per the guidelines, the following reforms have been carried out effectively conducting CIE.

2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institute ensures proper time management system and follows the timeline given by the Barkatullah university and adheres to it. The college carries out effective planning to stick to academic calendar given by Barkatullah university. As a result, it allows the teachers and the students to space out their teaching and learning and regular assessment of the same. The college has undergraduate programme and conducts assessment in three different components i.e., theory, practical viva-voice. The institute follows the pattern and marks distribution as per the format given by the Barkatullah university. Internal tests are conducted and it is spread out evenly and properly spaced so as to avoid pressuring the students with too many examinations. By following the institution academic calendar, every department creates its own internal calendar to ensure timely departmental activities and the same is followed by each teacher strictly. The topics and chapters are divided keeping in mind the academic calendar and a proper timeline is created so as to allows the students to complete the given syllabus within the scheduled time. The entire departmental activities are planned keeping in mind the institutional academic calendar so that various department activities can be carried out in a smooth manner. The performance and participation of students in field of sports, NSS, cultural and other extra- curricular activities also form basis of their continuous internal evaluation system. Such system evaluates the real learning of students by assessing their memory and regularity in learning

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)

<http://gdctimarni.in/pdf/CO.pdf> (<http://gdctimarni.in/pdf/CO.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	ARTS	220	212	96.36
C032, C198	BCom	Commerce	159	150	94.44
C116, C085, C137	BSc	SCIENCE	130	122	94
C030	BCA	COMPUTER APPLICATION	19	18	95
C029	BBA	BUSINESS ADMINISTRATION	1	1	100
C018, C005, C026	MA	ARTS	37	35	94.59
C031	MCom	COMMERCE	30	28	93.33
C046	MSc	SCIENCE	13	13	100

View File (https://assessmentonline.naac.gov.in/public/Postacc/Pass_percentage/17694_Pass_percentage_1648282264.xlsx)

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://drive.google.com/file/d/1Qo4ObCxrQjYoQfWI12nvj0aJDjiaLZiI/view?usp=sharing>

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - 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
	0	0	0	0

No file uploaded.

3.2 - Innovation Ecosystem

3.2.1 - 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
NIL	NIL	

3.2.2 - 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	
NIL		NIL		NIL				0	
No file uploaded.									
3.2.3 - 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				
NIL	NIL	NIL	NIL	NIL					
No file uploaded.									
3.3 - Research Publications and Awards									
3.3.1 - Incentive to the teachers who receive recognition/awards									
State		National			International				
0		0			0				
3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)									
Name of the Department				Number of PhD's Awarded					
0				0					
3.3.3 - Research Publications in the Journals notified on UGC website during the year									
Type	Department	Number of Publication			Average Impact Factor (if any)				
	0	0			0				
No file uploaded.									
3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year									
Department			Number of Publication						
0			0						
No file uploaded.									
3.3.5 - 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		
NIL	NIL	NIL		0	0		0		
No file uploaded.									
3.3.6 - 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	NIL	NIL		0	0		0		
No file uploaded.									

3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	1	0	0

View File (https://assessmentonline.naac.gov.in/public/Postacc/Faculty_participation/17694_Faculty_participation_1652092006.xlsx)

3.4 - Extension Activities

3.4.1 - 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
Orientation Program	NSS	2	88
National Youth Festival	NSS	2	69
Seven Days Residential Camp	NSS	2	100
Mini Marathon	NCC	2	30
Blood Donation Camp in Community Health Centre	NCC	2	5
Cleanliness fortnight	NSS	2	45
river awareness campaign	NSS	2	45
Shram dan	NSS	2	27

View File (https://assessmentonline.naac.gov.in/public/Postacc/Extension/17694_Extension_1652092424.xlsx)

3.4.2 - 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
institutional cleanness compitition	second	city council, Timarni	98

View File (https://assessmentonline.naac.gov.in/public/Postacc/Awards_for_extension/17694_Awards_for_extension_1655721779.xlsx)

3.4.3 - 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/Agency /collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	NIL	0	0

No file uploaded.

3.5 - Collaborations

3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0

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3.5.2 - 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
INTERNSHIP	INTERNSHIP	AISECT COMPUTER, TIMARNI, 9826897704	01/02/2018	28/02/2018	PG STUDENTS
INTERNSHIP	INTERNSHIP	NICE COMUTER, TIMARNI, 7999710899	01/02/2018	28/02/2018	PG STUDENTS
INTERNSHIP	INTERNSHIP	NEA COMPUETR, HARDA, 9826816685	01/02/2018	28/02/2018	PG STUDENTS

View File (https://assessmentonline.naac.gov.in/public/Postacc/Linkages/17694_Linkages_1656326058.xlsx)

3.5.3 - MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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
0	1312073

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
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

View File (https://assessmentonline.naac.gov.in/public/Postacc/augmentation_details/17694_augmentation_details_1655716366.xlsx)

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 patially)	Version	Year of automation
SOUL SOFTWARE	Partially	2.0	2013

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18965	1142943	0	0	18965	1142943
Reference Books	5420	1088185	18	6500	5438	1094685
e-Books	59	43981	0	0	59	43981
Journals	2	5257	0	0	2	5257
Others (specify)	0	0	760	548294	760	548294

View File (https://assessmentonline.naac.gov.in/public/Postacc/Library/17694_Library_1655716590.xlsx)

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
0	0	0	

No file uploaded.

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	118	2	2	0	0	4	6	4	0
Added	3	0	0	0	0	0	0	0	0
Total	121	2	2	0	0	4	6	4	0

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

4 MBPS/ GBPS			
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	
NA		()	
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
0	1050781	0	457021
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, provide link)			

The classroom is the most primary and important work space It is managed with proper systems and procedures as per the local management committee (Jan Bhagidari Samiti) recommended by the faculty and staff members of the college and the principal of the college. It is followed keeping in mind the modern teaching-learning environment. There is a class room for better and effective teaching CCTVs have been installed in each classroom to ensure the safety of all students, teachers and equipment. The stock list of class room property, cleaning and maintenance assets is done on regular basis. all modern teaching techniques CCTVs installed in each classroom to make sure of the safety and the security of all students, teachers and equipment. Stock list of assets of Class room property, cleaning and maintenance are done on a regular basis .all the modern teaching technology, proper reporting system about repairs and replacements are the basic attributes of classroom management. This also includes the asset management that forms the core in the working of the college. As the College has Undergraduate Science Faculties along with Post graduate course (Self Finance) in M.Sc. Computer science. Science faculties which constitute with Zoology Lab, Botany Lab, Physics Lab, and Chemistry Lab well versed with lab equipments, glassware, chemicals, white boards and one computer in each department with LAN facility. M.Sc. Computer Science Lab having all the ICT tools like computer with LAN facility, projector etc. The Laboratory policy forms the core in the working of the institution. While the Laboratory has several instruments and equipment, the same is maintained annually on regular basis. The Locations of laboratory are very safe and fire extinguishers help to assure protective measures to minimize the causalities along with these general Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab. The library of the college has its own mechanisms and system in place to identify the purchases based on the courses offered, check on the facilities to be provided for the students and the staff. Generally, the norms conform to the institutional policies and the policies of the parent body. Yearly statistics for utilization of library resources helps in collective development policy of the library. Withdrawal of books and other reading material which is not useful for current references is done on a regular basis. The college provides facilities for the following sports: Cricket, Kabbadi, Table -Tennis, Kho-Kho, Tennis, Volleyball, Weight Lifting, Gymming and Yoga. The sports committee schedules their activity as per the

sports calendar provided by the university annually which includes various inter departmental, district and divisional level tournaments Sports committee looks after maintaining the sports ground and sports equipment. Committee organizes various indoor and outdoor sports competitions for students at intra and inters collegiate level. For holistic development, students are encouraged to participate in the competitions. Sports competitions are organized according to the sports calendar of the MP Higher Education Department. In the college Tennis Ball, Chess Board, Table-Tennis board for students is also available where students play these games with enthusiasm. For yoga and other activities we are having Teen Shade area and a cemented stage for cultural activities where all the cultural events like youth festival, annual functions are carried out inside the college campus. The Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure is done on a regular basis annually. Annual maintenance for computers, copier machines, software, CCTV, Fire extinguisher, garden, and security is in place. Policy is developed to maintain a balanced student and computer ratio, so that all students will be benefited for academic purposes. An external housekeeping service looks after cleanliness on the campus. Website is maintained and updated with the help of external and internal professionals. Purchase Committee looks after all the purchases in the college. Institution follows all safety and security norms as required for an educational institution and makes optimal use of all security mechanisms. Safety of girls is specially handled and appropriate measures are taken to make the campus safe for students.

<http://gdctimarni.in/pdf/infrasture%20details%202017-2018.pdf> (<http://gdctimarni.in/pdf/infrasture%20details%202017-2018.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	Government and Non-Government Schemes	2053	11734093
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0

View File (https://assessmentonline.naac.gov.in/public/Postacc/Scholarships/17694_Scholarships_1649059346.xlsx)

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
Swami Vivekananda Career Guidance scheme	18/08/2017	1814	Government College Timarni

View File (https://assessmentonline.naac.gov.in/public/Postacc/Development_Schemes/17694_Development_Schemes_1654857280.xlsx)

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
	NIL	0 "	0	0	0

No file uploaded.

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
0	0	0

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
EM3 Agri Services Pvt Ltd	46	0	Government and Non-Government Organizations	8	8

View File (https://assessmentonline.naac.gov.in/public/Postacc/Placement/17694_Placement_1649061003.xlsx)

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	B.Sc.	Science	IPS College Indore	MBA

View File (https://assessmentonline.naac.gov.in/public/Postacc/Progression/17694_Progression_1649061632.xlsx)

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
	0

No file uploaded.

5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
CROSS COUNTRY	DIVISION	10
KUSTHI	DIVISION	4
SOFTBALL	DIVISION	1
BADMINTON	DIVISION	2
BADMINTON	DISTRICT	8
KABBADDHI	DIVISION	4
KABBADDHI	DISTRICT	13
KABBADDHI	UNIVERSITY	4
KABBADDHI	STATE	1
KHO-KHO	DISTRICT	22

View File (https://assessmentonline.naac.gov.in/public/Postacc/Activities_Organised/17694_Activities_Organised_1649151677.xlsx)

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
	NIL				00	00

No file uploaded.

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

Eco-club has been formed by the students in the college. There is a provision of student union in Madhya Pradesh in which class representatives are appointed but elections have not been held since last 5 years. One student/ Alumni representative has appointed in College IQAC cell. Various social activities are conducted by the NSS and NCC students under the guidance of their In- charge

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

0

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

0

5.4.4 - Meetings/activities organized by Alumni Association :

Nil

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)

1. Committees are appointed for the various academic and co-curricular activities to be conducted in the span of academic year. Principal supervises the functioning of all the The college inculcates the culture of collective responsibility among its faculties. The heads are empowered with the autonomy of selection and organising the event to improve their qualitative performance. All the faculty members and staff are involved in the decision making on new initiatives as well as in regular academics. 2. The regular meetings of students are organized with a view to obtain feedback and suggestions from the students for better teaching learning process.

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

No

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
Curriculum Development	Curriculum designing and development is decided by the affiliating university. Principal and Faculty members interact with the university and provide their views related to curriculum development.
Examination and Evaluation	The college conducts the continuous internal evaluation through internal assessment of unit test, CCE, assignments External evaluation is done through University term exam.
Admission of Students	The institution caters to students of Harda district. Since majority of the students are from economically weak background, the institution does not set a high bar for admission in order to give opportunity to students to pursue higher education at their door step. The admission process take place in the first session according to the guideline of the higher education department, Govt . of Madhya Pradesh and in second and in third year it take place in renewal (offline) mode and PG course take place on renewal (offline) mode.
Human Resource Management	The College not only works for the student, but it also provides a conducive environment for Staff and there are several welfare schemes available for the staff by the government. The permanent faculty is appointed by the department of higher education (M.P.).
Library, ICT and Physical Infrastructure / Instrumentation	The collection of books in the library is being upgraded every year. College has well equipped, airy sufficient classrooms and Six laboratories.
Industry Interaction / Collaboration	The College is trying its level best to enhance industry- institute interaction activities like industrial visits for the professional development of students and faculties.

Research and Development	Faculties from all departments actively engage in research by publishing their research work through reputed Journals and magazine and conferences. The NSS and NCC unit organized extension programme like cleaning, plantation, literacy mission, community health, blood donation, national youth day , voter awareness programme.
Teaching and Learning	Principal holds a meeting with its faculty at the beginning of the academic session for division of syllabus for the mid-term CCE/ semester and for preparing a teaching module of that session. To provide additional help to the students, extra classes are taken by the faculty in their free periods. Furthermore, the sports students and the students from youth welfare department have the privilege of relaxation of lecture shortage.

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

E-governance area	Details
Student Admission and Support	The admission of the first year undergraduate and postgraduate courses are state-wide online. The process of any kind of scholarship is also online. applications are verified and then approved by the Institute. The payment is made to the Aadhaar linked bank account.
Planning and Development	Committees are formed before the beginning of every academic session. A sketch is prepared for the development of college. Committees are formed to organize youth festival, Literary and cultural activities.
Administration	Correspondence of college is done by on-line process and we are moving towards paperless system.
Finance and Accounts	As per guidelines of Government Online submission of bills to the portal of treasury and digital payment to the bank account of the beneficiary.
Examination	The University has installed an online application system for students to appear in the exams. The institution verifies and approves the forms.

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
2017	NIL	NIL	NIL	0

No file uploaded.

6.3.2 - Number of professional development / administrative training programmes organized by the College 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)
2017	NIL	NIL				

No file uploaded.

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				

No file uploaded.

6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	25	10	16

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
1.Priority given in the College admission of wards of the faculty and staff. 2.Maternity benefits. 3.Medical leave. 4.Computing facility 5.Sports facilities 8.Identity cards 9.Duty leave	1.Priority given in the College admission of wards of the faculty and staff. 2.Maternity benefits. 3.Medical leave. 4.Computing facility 5.Sports facilities 8.Identity cards 9.Duty leave	Free Books, Stationary, Aawas Yojna, Gaav ki beti Yojana, Postmatric Scholarship, Mukhya Mantri Medhavi Yojna and other Scholarships

6.4 - Financial Management and Resource Mobilization

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

The accounts of the college budget are audited internally and externally regularly. For the internal audit, an Audit inquiry committee of senior faculty members is constituted which inquires accounts regularly and submits the report to the principal. For the external audit, audit committees from Higher Education department Govt. of MP come to audit the accounts annually.

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	No		No	
Administrative	No		No	

6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

NIL

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

Time to time participate as per direction of Department of Higher Education.

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

1 We have organized a Job fair 2 We have organized Workshop on Anti raging 3 We have organized one Month workshop for Self employment Training

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
2017	Organized a Job fair	09/08/2017	09/08/2017	09/08/2017	46
2018	A mini merathan and human chain	24/01/2018	24/01/2018	24/01/2018	750
2017	Workshop on Curve Namh Organized	10/07/2017	10/07/2017	10/07/2017	46
2017	Workshop on Anti raging organized	23/07/2017	23/07/2017	23/07/2017	36
2017	One Month workshop for Self employment Training Organized	18/08/2017	18/08/2017	16/09/2017	1814

View File (https://assessmentonline.naac.gov.in/public/Postacc/Quality_Initiatives_B/17694_Quality_Initiatives_B_1655547289.xlsx)

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
Legal Literacy and Awareness Program	12/01/2018	12/01/2018	80	25

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

Energy Saving Measure : Replacement of conventional lighting system into LED. Lighting Recommendation 1: Replace the existing 36 W FTL tube lights into 18 W LED. Lighting Recommendation 2: Replace the existing 236W PL lights into 218W LED Fan Recommendation : Replace existing 75W conventional ceiling fans with 40W energy efficient fans. Pump Recommendation : Replace existing agricultural bore well pump with new energy efficient pump

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	
Provision for lift	No	
Ramp/Rails	Yes	4
Braille Software/facilities	No	
Rest Rooms	Yes	1
Special skill development for differently abled students	No	
Any other similar facility	No	
Scribes for examination	Yes	

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
2017		1	02/08/2017	01	Workshop	Swachhta Pakhwada	45
2017		1	23/07/2017	01	Workshop	Self Employment training	1814
2017		1	24/09/2017	01	Foundation Day of NSS	To work for environment	88
2017		1	10/07/2017	01	Workshop	Guruve Namh	46

View File (https://assessmentonline.naac.gov.in/public/Postacc/Inclusion/17694_Inclusion_1655721138.xlsx)

7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for student	01/09/2017	<ul style="list-style-type: none"> • It shall be the bounden duty of every student to abide by the rules and regulations of the college, and to conduct himself discipline and decorum in all places and under all circumstances. • Every student shall attend classes regularly and punctually and shall refrain from any action that may disturb the smooth working of the college. • Student shall be clean and decorous in dress, language and behavior. • Smoking, use of alcohol and drugs are strictly prohibited in the college premises. • When a teacher enters a class room, the students shall rise and remain standing till they are directed to sit or the teacher takes his seat.

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teachers Day	05/09/2017	05/09/2017	67
26th January (Republic Day)	26/01/2018	26/01/2018	125
15th August (Independence Day)	15/08/2017	15/08/2017	120
2nd October (Birth Anniversary of Mahatma Gandhi)	02/10/2017	02/10/2017	80
Ekta Diwas (Birth Anniversary of Sardar Patel)	31/10/2017	31/10/2017	45
Voters Awareness Day	23/01/2018	25/01/2018	55
Blood Donation Camp	08/12/2017	08/12/2018	10
Tree Plantation	03/07/2017	03/07/2017	5

View File (https://assessmentonline.naac.gov.in/public/Postacc/promotion_activities/17694_promotion_activities_1655721299.xlsx)

7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

1)The students who are using their own vehicles are strictly advised to minimize the speed limit and not to horn inside the campus. 2)Every year on June 5th World Environmental Day is celebrated. 3) As a part of curriculum , university has incorporated environmental related subjects to have environmental education. 4) The area is immensely diverse with a variety of tree species performing a variety of functions. most of the tree species are planted in different periods of time through various plantation programs organised by the authority and have become an integral part of the college. 5) Many animals are dependent on these trees mainly for food and shelter. Flowers and fruits are eaten by monkeys and nectar is a favorite of birds and many insects. 6) Rain water harvesting facility is provided in the college. 7)Solar panels are installed in the campus.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

1. Title of the Practice: Alumni Association 2. Goals: - To provide alumni with the opportunity for social and professional networking and career development. - To provide support to the training of the student. 3. The Context The Alumni Association Cell is in coordination with Training and Placement cell organizes alumni meet every year to review the activities of the current year and plan the activities for the forthcoming year. 4. The Practice The college conducts Alumni meets at the campus. 5. Evidence of Success: 1. During the Alumni meeting, Alumnis and respective HODs interact with each other and give them information regarding currents and practices trends in which they work. Thus suitable improvements with respect to the infrastructure facilities and academic can be made in the institute. 2. Senior Alumnis also interacted with the final year students and guiding them in preparing group discussion and interviews. 3. Alumni are also guiding to the final year students regarding their projects. 4. Alumni also help to the students to identify the industries for the students. 5. Alumni take part into arrange the industrial visit to the students. Best Practice II 1. Title of the Practice- Teaching and Non Teaching Staff motivated for further Education. 2. Objectives of the Practice 1. The staff motivated for higher education get motivated which make them more productive, happy and highly committed to their job. 2. Working in qualified workplace improves harmony and increases employee performance. 3. Motivation for higher education not only encourages productive performance but also shows employees how much the organization cares. 4. Motivating the staff for higher education help them to meet the human's need to grow psychologically. 5. If motivated for self development, employees will want to work and will enjoy their work. 3. The Context As one study concluded, 'people who work in further education are uniquely committed to their jobs and the social purpose of the sector'. The Institute that encourage their staff to continue their education build a high quality workforce who are well trained and well educated and the Institute to achieve viability and feasibility. The Institute should always strive for the development of their staff due to the following reasons- 1. If the Institute expresses a genuine interest in further education, the happy staff will be more loyal, which will increase their productivity. 2. Knowledgeable staff can handle more challenges in terms of technology, methodology and skills. 3. The loyal staff will be retained for a longer period of time, which will decrease the attrition rate. 4. Supporting professional

development reduces stress and negativity amongst the staff. Our college motivates and helps the teaching and non teaching staff for higher education. 5. The Practice 6. It is very rightly said that, " You know that people nearer to the challenges, on the coalface, are going to know much better than people from a distance". Govt. College Timarni invests in their employees as when employees achieve more the College is benefited. The college ensures to have and develop the best, most creative, happiest and most loyal employees. The College struggles to motivate the teaching and non teaching staff by the following ways- 1. Senior faculty members try to engage the faculty members by leading them.

These senior members communicate effectively by being approachable, ensuring effective performance management and inspiring team work. These senior members try to reduce the strain on the further education work force. 2. The effective communication and staff voice is important for building employee engagement at College. Effective communication is adopted by variety of channels by promoting staff voice, involving staff in decision making by offering their views, opinions and suggestions.

3. The College has a strong set of values which emphasis the importance of high quality teaching and learning which motivates the staff to go for higher education. 4. The staff is encouraged to own their careers by supporting them by making the resources available. 5. The decentralized system makes the relationship transparent by sharing the information required. 6. The College fosters an environment of constant learning. 7. The staff gets complete access to the library, online resources and computer lab.

8. The College shows interest by conducting professional development seminars, conference, faculty development programs and workshops. 9. The College facilitate by providing leaves for any up gradation of the staff on need basis. The College is humbly proud to announce that in near future all teaching staff would be 100 PhD holders. The non teaching staff is also trying to upgrade themselves by undergoing various sessions. 4. Evidence of Success The College has a number of cases of further education. There are many teaching staff who registered for PhD after joining the College. There are some who could clear the NET/SET as well the non teaching staff could go for technical up gradation after joining the Institute. 5. Problems Encountered and Resources Required There are some significant challenges to motivate the staff for further education- 1. First, there is a risk that organizational change. The higher educated staff is always

skeptical of changing the organization. This will have a negative impact on the quality of teaching and learning which could lead to friction and disengagement. 2. There is a risk that organizational change and a reduction in headcount will add further to the already high levels of job stress. There is also a risk that with the ongoing pressure on pay, discontent in this area will grow and further undermine engagement. 3. The staff should not forget that their priority should be students and not only their further education. 4. The balance of work and self development should be maintained in order to manage the stress level.

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

<http://gdctimarni.in/pdf/bestpractice2017.pdf>
(**<http://gdctimarni.in/pdf/bestpractice2017.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

Village adoption: To conduct a scientific research in order to provide deeper and better understanding of the village whilst providing opportunities of research to students and faculties of the college. To provide informations vital to the development of the village through researches conducted in different fields such as Geographical, Historical, Political etc. To provide opportunities of learning and access to HEI through exposure programs and Educational tours for the village community. To assist the village in assessing the best possible ways of improvement and development that is both affordable and sustainable. To identify the potential of the village towards further growth and advances. The motto of the college is 'Learning and service' and as such the college considered the need to branch out and render its services to places beyond the center so that the facility and knowledge of the college may be made available to those outside the college fraternity. The village adoption program will also provide many opportunities for students, scholars and teachers of the college to gain hands on experience and understanding of the rural populace, rural system and habitat by conducting a series of researches based on their specialization. The findings of these researches will in turn generate a knowledge pool, which will be greatly instrumental towards understanding the requirements necessary to make advancements, developments and growth which otherwise was unidentified. The college will also provide a series of educational help by conducting college tours, special talks, hands on training, counseling etc. on various issues related to the problems identified within the village adopted. Many villages beyond the reach of Government aids and benefits. Although the program is not designed to provide relief to these villages economically, the villages adopted will be provided help from an academic stand point. College's Village adoption Program is a self-financed program generated purely out of the goodwill and desire to serve others, present within the fraternity of the college. The college forms a committee with the Principal as the Chairman, and the committee decides by conducting various surveys on which village to be adopted. Departments are also encouraged to organize at least one academic program for or in the adopted village. Students are encouraged and afforded opportunities to participate in program organized under the Village Adoption Program. Eminent persons are invited to deliver special lectures. Students of the adopted villages are invited for educational tour, laboratory visits. Etc. Seminars and Workshops:

The Village Adoption Committee organizes a number of seminars, workshops, programs etc. for students and community of the adopted villages. Village adoption: To conduct a scientific research in order to provide deeper and better understanding of the village whilst providing opportunities of research to students and faculties of the college. To provide informations vital to the development of the village through researches conducted in different fields such as Geographical, Historical, Political etc. To provide opportunitites of learning and access to HEI through exposure programs and Educaitional tours for the village community. To assist the village in assessing the best possible ways of improvement and development that is both affordable and suistainable. To identify the potential of the village towards further growth and advances. The motto of the college is 'Learning and service' and as such the college considered the need to branch out and render its services to places beyond the center so that the facility and knowledge of the college may be made available to those outside the college fraternity. The village adoption program will also provide many opportunities for students, scholars and teachers of the college to gain hands on experience and understanding of the rural populace, rural system and habitat by conducting a series of researches based on their specialization. The findings of these researches will in turn generate a knowledge pool, which will be greatly instrumental towards understanding the requirements necessary to make advancements, developments and growth which otherwise was unidentified. The college will also provide a series of educational help by conducting college tours, special talks, hands on training, counseling etc. on various issues related to the problems identified within the village adopted. Many villages beyond the reach of Government aids and benefits. Although the program is not designed to provide relief to these villages economically, the villages adopted will be provided help from an academic stand point. College's Village adoption Program is a self-financed program generated purely out of the goodwill and desire to serve others, present within the fraternity of the college. The college forms a committee with the Principal as the Chairman, and the committee decides by conducting various surveys on which village to be adopted. Departments are also encouraged to organize at least one academic program for or in the adopted village Students are encouraged and afforded opportunities to participate in program organized under the Village Adoption Program Eminent persons are invited to deliver

special lectures. Students of the adopted villages are invited for educational tour, laboratory visits. Etc. Seminars and Workshops:
The Village Adoption Committee organizes a number of seminars, workshops, programs etc. for students and community of the adopted villages.

Provide the weblink of the institution

<http://gdctimarni.in/pdf/distinctiveness2017.pdf>
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8.Future Plans of Actions for Next Academic Year

1 We have planed to organize various sports competitions. 2 We have planed to organize national seminar. 3 We have planed to organize self employment oriented training. 4 We have planed to organize value based education program/ activities through NSS and NCC 5 We have planed to organize youth festival program. 6 We have planed to do MOUs. 7 We have planed to installation of more CCTVs cameras. 8 We have planed to encourage teachers and students for research activities like to organize and to participate in state or national level seminars, conferences, workshops, etc. 9 We have planed to do activities as per instructions of NAAC peer visit team. 10 We have planed to plantation of more trees and plants for the greenery and beautification of campus. 11 We have planed to setup a new smart classroom.

here by declare that all the data entered are true to my knowledge. ☐

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