

**J. M. Patel Arts, Commerce & Science College,
Bhandara 441904 (Mah)**

Annual Quality Assurance Report (AQAR) for 2012-13

PART – A

1. Details of the Institution

1.1 Name of the Institution	J. M. Patel Arts, Commerce & Science College, Bhandara
1.2 Address Line 1	Rajgopalachari Ward
City/ Town	Bhandara
State	Maharashtra
Pin Code	441904
Institution e-mail address	principaljmpc@rediffmail.com
Contact numbers	07184-252364, 07184-253268
Name of Head of Institution	Dr. Vikas Dhomne
Tel. No. STD Code	07184-253268
Mobile	9423113268
Name of IQAC Coordinator	Dr. Amol Padwad
Mobile	9326911033
IQAC email address	iqacjmpc@gmail.com

1.3 NAAC Track ID

MHCOGN 13051

1.4 NAAC Executive Committee No. & Date

EC/ PCRAR/ 61/ 65 dated 15-09-2012

1.5 Website address:

www.jmpatelcollege.com

Web-link of the AQAR:

<https://jmpatelcollege.com/wp-content/uploads/2017/06/AQAR-2012-13.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	82.65	2004	5 years
2	2 nd Cycle	A	3.11	2012	5 years
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC :

20/07/2005

1.8 AQAR for the year (for example 2010-11)

2012-13

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

NA

i. AQAR _____ (DD/MM/YYYY)4

ii. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College

Yes No

Autonomous college of UGC

Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

RASHTRASANT TUKDOJI MAHARAJ NAGPUR UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>								
2.2 No. of Administrative/ Technical Staff	<input type="text" value="01"/>								
2.3 No. of Students	<input type="text" value="00"/>								
2.4 No. of Management Representatives	<input type="text" value="01"/>								
2.5 No. of Alumni	<input type="text" value="00"/>								
2.6 No. of other stakeholder & community representative	<input type="text" value="00"/>								
2.7 No. of Employers/ Industrialist	<input type="text" value="01"/>								
2.8 No. of other External Experts	<input type="text" value="01"/>								
2.9 Total no. of members	<input type="text" value="10"/>								
2.10 No. of IQAC meetings held	<input type="text" value="04"/>								
2.11 No. of meetings with various stakeholders:									
Faculty	<input type="text" value="03"/>	Non-teaching staff	<input type="text" value="02"/>	Students	<input type="text" value="01"/>				
Alumni	<input type="text" value="01"/>	Others	<input type="text" value="00"/>						
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>							
If yes, mention the amount	<input type="text" value="NA"/>								
2.13 Seminars and Conferences (only quality related)									
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC									
Total Nos.	<input type="text" value="0"/>	International	<input type="text" value="0"/>	National	<input type="text" value="0"/>	State	<input type="text" value="0"/>	Institution Level	<input type="text" value="2"/>
(ii) Themes	<input type="text" value="Skills extension of staff"/>								

2.14 Significant Activities and contributions made by IQAC

- Contribution to the planning of improving academic infrastructure
- Participation in the planning of upgradation of laboratories
- Identifying items for campus beautification and enrichment
- Helping design and plan some add-on courses
- Suggestions on incorporation of technology in teaching and evaluation

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
IQAC made various plans along the issues and points mentioned in 2.14 above.	Most of the plan points have been carried out. Details mentioned below in various sections.

* *Attach the Academic Calendar of the year as Annexure. See Annexure I.*

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was prepared and discussed within the IQAC, with the staff and with the head of the institution. Their suggestions were incorporated before finalizing the draft.

PART – B

Criterion 1 – Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	02	00	02	00
PG	11	00	11	00
UG	05	00	02	00
PG Diploma	02	00	02	00
Advanced Diploma	00	01	01	00
Diploma	02	00	02	00
Certificate	05	02	07	07
Others	02	00	02	02
Total	29	03	29	09
Interdisciplinary	01	00	00	00
Innovative	00	00	00	00

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
Trimester	00
Annual	22

1.3 Feedback from stakeholders*

Alumni Parents Employers Students

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

**Please provide an analysis of the feedback in the Annexure See Annexure II*

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

Revision of syllabi every three years by the affiliating university

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

NO

Criterion 2 – Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
48	12	35	01	--

2.2 No. of permanent faculty with Ph.D.

30

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
12	16	35	NA	01	04	00	00	48	20

2.4 No. of Guest and Visiting faculty and Temporary faculty

43	00	05
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	11	34	12
Presented papers	09	14	08
Resource Persons	05	09	04

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

- | |
|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Interactive and collaborative learning <input type="checkbox"/> Use of teaching-learning aids <input type="checkbox"/> Use of ICT in teaching and learning <input type="checkbox"/> Promotion of self-directed learning <input type="checkbox"/> Student-centred initiatives like project based learning, student seminars, field work, study tours, group assignments <input type="checkbox"/> Use of online resources and online communication tools |
|--|

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

216

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

Use of OMR technology
 Question Banks
 College internal Assessment
 Project and seminar based assessment

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

03	0	04
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2.10 Average percentage of attendance of students 79

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I %	II %	III %	Pass %
B. A.	225	02	19	65	15	77.82
B. Sc.	167	03	11	72	14	81.15
B. Com.	124	03	29	56	12	67.77
B. B. A.	73	18	48	23	11	83.58
B. C. C. A.	43	02	22	63	13	68.85
M. A.	172	02	08	62	28	51.26
M. Com.	125	00	08	69	23	51.15
M. Sc.	05	00	60	40	00	100.00

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

- IQAC members are also on various committees to promote better teaching-learning.
- IQAC identifies areas of improvement and makes recommendations in terms of infrastructure development, incorporation of technology, upgradation of services and teacher development
- IQAC has access to the teacher self-appraisal submissions which contribute to its overall assessment

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	02
Others	03

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	27	03	00	00
Technical Staff	27	04	00	00

Criterion 3 – Research, Consultancy and Extension

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

IQAC contributes to the work and planning of the Research Promotion Committee of the college. IQAC has also been represented on various undertakings and initiatives related to research promotion. IQAC helps individual faculty members to plan and prepare research proposals and coordinates with the Research Promotion Committee and the Principal in addressing the research needs and concerns of them.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	07	08
Non-Peer Review Journals	00	00	03
e-Journals	01	00	00
Conference proceedings	05	11	08

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	NA	00	00
Minor Projects	00	NA	00	00
Interdisciplinary Projects	00	NA	00	00
Industry sponsored	00	NA	00	00
Projects sponsored by the University/ College	00	NA	00	00
Students research projects	01	UGC	167000	167000
Any other(Specify)	00	NA	00	00
Total	01	UGC	167000	167000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	00	01	00	00	02
Sponsoring agencies	00	UGC	00	00	College

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	<input type="text" value="1,70,000"/>
From Management of University/College	<input type="text" value="50,000"/>
Total	<input type="text" value="2,20,000"/>

3.16 No. of patents received this year

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

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

Total	International	National	State	University	District	College
00	00	00	00	00	00	00

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

08	12	12
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3.19 No. of Ph.D. awarded by faculty from the Institution

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

JRF	0	SRF	0	Project Fellows	0	Any other	0
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3.21 No. of students Participated in NSS events:

University level	200	State level	18	National level	06	International level	00
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3.22 No. of students participated in NCC events:

University level	85	State level	11	National level	07	International level	0
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3.23 No. of Awards won in NSS:

University level	01	State level	0	National level	0	International level	0
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3.24 No. of Awards won in NCC:

University level	03	State level	01	National level	0	International level	0
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3.25 No. of Extension activities organized

University forum	02	College forum	28		
NCC	12	NSS	19	Any other	05

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

- Blood donation camps
- Adult literacy programmes
- Environmental awareness and nature conservation programmes
- Village development programmes under NSS
- Sports training and talent grooming programmes with schools
- Staff development support to local schools
- Educational aid to needy students of the institution

Criterion 4 – Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.31 acre	Nil	NA	5.31 acre
Class rooms	39	0	NA	39
Laboratories	14	0	NA	14
Seminar Halls	01	0	NA	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	11	0	NA	11
Value of the equipment purchased during the year (Rs. in Lakhs)	5945108	434075	Grants	6379183
Others				

4.2 Computerization of administration and library

<input type="checkbox"/> Student services computerized <input type="checkbox"/> Computerised single visit single window admission process for some programmes <input type="checkbox"/> Digitisation of library records <input type="checkbox"/> Computerisation of library transactions and student use <input type="checkbox"/> Interlinking of office databases and multiple service nodes for efficient interface <input type="checkbox"/> Process of digitisation of departmental records launched in some departments <input type="checkbox"/> Computerisation of records and transactions of the accounts section

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & other	51158	6751364	879	240300	52037	7004264
Reference Books	2266	(incl)	24	12600	2290	(incl)
e-Books	NA	NA	NA	NA	NA	NA
Journals	38	19360	04	2560	42	22920
e-Journals	2500	NA	NA	NA	2500	NA
Digital Database	03	NA	NA	NA	03	NA
CD & Video	34	9300	08	2100	42	11400
Others (specify) – Book bank	15453	38880	35	7600	15488	46480

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet Browsing Centres	Computer Centres	Office	Departments	Others
Existing	190	78	02	48	12	38	12
Added	08	02	00	02	01	01	02
Total	198	80	02	50	13	39	14

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

Guidance programme for students and staff of commerce department on online trading and e-commerce

4.6 Amount spent on maintenance :

i) ICT

62428

ii) Campus infrastructure and facilities

788855

iii) Equipments

72281

iv) Others

41731

Total

965295

Criterion 5 – Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- regular interaction and coordination with the administrative staff of the college to improve student support services
- discussions with students, office staff and the principal to monitor the support services and identify areas of improvement
- collection of feedback of students on student support services done by various departments, which is also taken into account in further planning

5.2 Efforts made by the institution for tracking the progression

- Gathering of information on career progression from alumni and from final year students
- some departments keeping internal records of student progression

5.3 (a) Total Number of students

Men	No.	%	Women	No.	%
	1159	39%		1813	61%

(b) No. of students outside the state

25

(c) No. of international students

00

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
361	472	100	1365	04	2302	398	503	112	1421	05	2439

Demand ratio 1:1.25

Dropout % 6%

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

- career and competitive examinations guidance and counselling seminars
- workshops by experienced faculty on various aspects of preparation
- augmenting library and reference collections useful for the preparation of competitive examinations
- personal guidance by various faculty members to students on preparations for different competitive examinations
- additional help on any topics from the prescribed syllabuses which may be helpful in preparing for competitive examinations

No. of students beneficiaries

800

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT IAS/IPS etc

State PSC UPSC Others

5.6 Details of student counselling and career guidance

- periodic seminars, guest lectures, workshops on career counselling and guidance
- regular interaction with potential employers and recruiters through the training and placement cell
- collaboration with alumni in internship, apprenticeship and career guidance
- separate departmental activities for career counselling and guidance in addition to the activities carried out by the training and placement cell

No. of students benefitted 900

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	345	44	52

5.8 Details of gender sensitization programmes

- Gender sensitization themes and materials included in some modules of PG programmes
- Student seminars and classroom discussions on gender sensitivity

5.9 Students Activities

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

State/ University level 96 National level 19 International level 02

No. of students participated in cultural events

State/ University level 24 National level 03 International level 00

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

Sports: State/ University level 06 National level 03 International level 00

Cultural: State/ University level 05 National level 02 International level 00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	120	60000
Financial support from government	1713	12038553
Financial support from other sources	31	74590
Number of students who received International/ National recognitions	13	NA

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibitions: State/ University level National level International

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: There were no major grievances from the students, though the college has mechanisms for students to raise their grievances and get them addressed effectively.

Criterion 6 – Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our mission is implicit in our logo, which includes the Sanskrit inscription “*Prajvalito Jnanamaya Pradipah*”, “Let us light the lamp of knowledge”. The logo symbolically expresses our mission to be the torchbearer of knowledge for the community, and to provide equitable access to education to all. We envision ourselves as playing the role of a humanistic, relevant and nation-building agent, with a specific objective of providing as much access to education as possible to the local community of as high a quality as possible.

6.2 Does the Institution has a management Information System

The college has a partially operative management information system. It mainly works through the inputs regularly provided to the Principal from various academic, technical and administrative wings of the college and partly through internally connected databases providing information and aiding monitoring by the Principal. The Principal acts as the intermediary between the college and the management trust and as a conduit for the management information system.

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

6.3.1 Curriculum Development

The curriculum is centrally designed and prescribed by the affiliating university. However, various faculty members of the college provide quality improvement inputs as members of curriculum committees and boards of studies. In addition the faculty uses adaptation strategies and supplementary materials/ activities to make the curriculum more relevant to the learners.

6.3.2 Teaching and Learning

The faculty members are frequently updated on the developments in teaching-learning theories and practices. In particular the faculty is encouraged to use ICT and other technological tools to enhance the effectiveness of teaching and learning. The facilities are actually provided to them and they are supported in their use of the same.

6.3.3 Examination and Evaluation

The final assessment is conducted by the university. But the college adds its own internal, regular and formative assessment through class and unit tests, field assignments, home assignment, student seminars, project work, etc. It also promotes the use of technology like OMR assessment and innovative online ways of assessing.

6.3.4 Research and Development

The college runs PhD programmes in botany and zoology in addition to promoting faculty and student research. The college has a separate research promotion committee, which offers help in research related issues. The staff are provided space for research work, help on equipment, duty leave for field work and attending conferences and technological facilities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library automation processes are augmented every year, besides improving its collections. There is regular updating and enhancement of ICT facilities made available to the offices, departments, students, staff and library. Physical infrastructure is centrally monitored, while its maintenance is carried out by professional agencies. Instrumentation is updated and maintained by respective departments with full support of the administration.

6.3.6 Human Resource Management

The college strives to have all the required human resources in place, though it is constrained by various state and university regulations and procedural requirements. It also understands the importance of quality assurance of human resources and hence works towards it through faculty development programmes, faculty support systems and schemes, providing conducive work environment, and encouraging skills and qualifications enhancement of the staff.

6.3.7 Faculty and Staff recruitment

The college has well qualified and committed staff, whose quality improvement is an important concern of the college, for which it takes various initiatives listed above. Recruitment is subject to state and university norms and regulations and requires various procedural clearances. However, the college strives to have all the required staff at any given time. The recruitment is done by the parent society in a transparent and merit-based manner, following prescribed norms.

6.3.8 Industry Interaction / Collaboration

The college has collaborations with various industries, companies and trade enterprises, which are used for mutual benefit. The college benefits in terms of job placements, internships and study visit opportunities, while it helps industries with consultancy and advice.

6.3.9 Admission of Students

The admission process is transparent, merit based and strictly within the norms of the university and state education department. However, students are supported in the admission process through counselling and other help, while the college tries to make the entire process as fast and easy as possible. A student can complete admission to some courses in a single visit to the college. The college plans to set up single-window single-visit admission procedures.

6.4 Welfare schemes for

Teaching	03	Non-teaching	05	Students	11
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6.5 Total corpus fund generated

372837

6.6 Whether annual financial audit has been done Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	College
Administrative	Yes	CA	Yes	College

6.8 Does the University/ Autonomous College declares results within 30 days? Not applicable

For UG Programmes Yes No

For PG Programmes Yes No

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

Not applicable

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

Not applicable

6.11 Activities and support from the Alumni Association

Alumni association offers financial help and scholarships to needy students. It also coordinates with the college to find part-time jobs and internship opportunities for its students. It advises the college on various quality improvement initiatives the college can undertake. It participates in academic and cultural events of the college and also supports the college in arranging many events and activities to increase the goodwill of the college.

6.12 Activities and support from the Parent – Teacher Association

The college does not have a formal parent teacher association. However, departments and individual teachers keep regular contacts with parents and involve them in the monitoring of their wards' education as well supporting college activities.

6.13 Development programmes for support staff

Regular programmes are organized for the support staff on skills development in their related domains, general awareness raising programmes, and programmes focused on the welfare and well-being of the staff. The college is also highly supportive of the support staff undertaking developmental activities on their own and helps them with paid leave and financial support wherever possible.

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

- Sustaining and enhancing the green cover on the campus
- Minimum wastage of resources and recycling wherever possible
- Use of sustainable and non-conventional energy options like solar energy
- Numerous awareness raising activities for the college students as well as for various sections of community round the year
- Directly impactful activities like tree plantation, campus cleanliness, reuse of all possible kinds of material and pollution prevention

Criterion 7 – Innovations and Best Practices

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

- Classrooms renovated and refurbished to create a more pleasant and supportive ambience
- Single switch electrification networks set up in classrooms and other places to effectively control wastage of electricity when rooms not in use
- Setting up solar powered street lights on the campus as a part of eco-friendly initiatives
- rain water harvesting set up to save water; used in chemistry and other laboratories thus reducing dependence on other sources of water
- RO unit upgraded to provide pure and safe drinking water to all on the campus
- Standby silent generators installed to ensure that teaching learning goes on undisturbed in case of breaks in the power supply
- Campus placement initiatives further strengthened
- In-house research journal 'Anveshan' launched to promote research and related dissemination and academic writing activities for the staff and students; an assured forum for students to share their small research studies

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

The proposed actions related to the following particular plans were completed during the year:

- Providing better and more drinking facilities to students
- Improving environment-friendly practices on the campus
- Improving parking places for students and staff
- Adding more ICT facilities for departments and offices
- Upgradation of the library and more automation
- More efficient and faster office processes for students
- Encouraging more departments to prepare and work towards research proposals
- Various faculty development programmes on different themes
- Improving the girls common room facilities

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

1. Launch of in-house research journal 'Anveshan'
2. Rainwater harvesting

See Annexure III for details

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

7.4 Contribution to environmental awareness / protection

- Sustaining and enhancing the green cover on the campus
- Minimum wastage of resources and recycling wherever possible
- Use of sustainable and non-conventional energy options like solar energy
- Scores of environment awareness programmes inside the college for students and staff and outside with local community
- Rainwater harvesting and recycling of water
- Close monitoring and control of use of resources and energy

7.5 Whether environmental audit was conducted? Yes No

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

The strengths of the college is its good image, modern infrastructure, qualified staff, effective leadership and liberal management. The weaknesses may include the lack of control over syllabuses and curriculums, bureaucratic hurdles in trying out innovative ideas, procedural and norm restrictions in fast filling of staff vacancies and too few sources of fund generation beyond the state and UGC grants. But the college recognises the opportunities in terms of introducing locally relevant and contextually appropriate programmes, tapping into the support from alumni and building on its image of a good institute.

8. Plans of institution for next year

- Upgradation of laboratories
- Boosting campus security
- Installation of biometric monitoring of staff attendance
- Hold UGC sponsored seminar and conferences
- Expanding library automation
- Automation in student admission procedures
- Gender sensitisation programmes
- Personality development and communication skills programmes
- Augmenting access to electronic database services
- Promoting student research studies
- Enhancing maintenance and security services

Name: Dr. A. M. Padwad

Name: Dr. Vikas Dhomne, Principal



Signature of the Coordinator, IQAC
J. M. Patel Arts, Commerce
& Science College, Bhandara

Signature of the Chairperson, IQAC
Principal
J. M. Patel Arts, Commerce
& Science College, Bhandara

Academic Calendar for the Year 2012-13

- Commencement of the academic session 11-06-2012
- Commencement of Admission processes* 05-06-2012
- (*The detailed admissions schedules for different faculties and different courses displayed on the college noticeboard and on the departmental noticeboards)
- Final deadline for all admissions 06-08-2012
- Commencement of classes 02-07-2012
- Round 1 and 2 of the class and unit tests August third week to October first week
- Deadline for university winter exam forms 15-07-2012
- End of the first term 26-10-2012
- Winter vacation 27-10-2012 to 26-11-2012
- University Winter examinations* 10-10-2012
- (*Detailed schedules of various examinations will be announced by the university. They will be displayed on the examinations noticeboard when made available.)
- Commencement of the second term 27-11.2012
- College annual day and cultural events December last week
- Round 3 and 4 of the class and unit tests January-February 2013
- Deadline for university summer exam forms 01-12-2012
- College internal exams and practical exams March 2013
- University Summer examinations* 09-03-2013
- (*Detailed schedules of various examinations will be announced by the university. They will be displayed on the examinations noticeboard when made available.)
- End of the second term 30-04-2013
- Summer vacation 01-05-2013 to 15-06-2013

Summary of the Feedback from Various Stakeholders

The following are the key summary points of the feedback collected from the alumni and the students on various aspects of the campus life and the teaching-learning experience:

- There is overall satisfaction about the infrastructure and facilities available to the students of the college, including classrooms, laboratories, library and toilets. However, some girl students recommended more furniture in the girls' common room.
- Almost all students expressed satisfaction about their teachers and the teaching. Over 80% of the students felt that their teachers had done enough preparation for their classes and taught the courses in accessible ways.
- For most students the difficulty level of the curriculums for the subjects they had opted for was not clearly identifiable. About 60% of students felt that it was right, while many others could not respond on this issue.
- Students were also satisfied with the skills of explanation and communication of their teachers during classroom interactions. In some classes the students were positive about the ways their teachers involved them in discussions and activities.
- The overall feedback on the internal assessments conducted by the college was positive. Even if the scores of these assessments were not counted in the final assessment or the university scoring system, they felt that the internal assessments prepared them better for the final examinations.
- The students showed satisfaction about the regularity and punctuality of teachers, their handling of the syllabus and the course material and their subject knowledge. Some students wanted that the teachers gave them more detailed feedback on their performance. Concerned teachers have been asked to work on this issue accordingly.
- The alumni suggested that the library collections should include separate stocks of books which could help the students prepare for various competitive examinations. The suggestion was taken into account by the library committee and they have now arranged more books of this kind to be added to the collection.
- There were some suggestions from the alumni about campus facilities in terms of the location of some drinking water points, increasing parking space for girl students and making the alumni scholarship scheme more wide based. Their suggestions have been taken into account and accordingly action will be taken from the next session.

Presentation of the Best Practices - 1**1. Title of the Practice**

Launching an in-house research journal “Anveshan”

2. Goal

The college actively supports research activities and helps the faculty as well as students engage in research. Several small but significant studies are undertaken by students and faculty which need a forum for dissemination. The goal of the journal was to provide such forum where students and faculty could share their research work and also to offer opportunities to students to develop their academic writing and research presentation skills.

3. The Context

In the past few years various faculty members have undertaken research studies. Some of them could share the outcomes of their research in external journals or at conferences, but many of these studies remain unshared. Since the last two years the college has also seen students engaging in research under the BSR scheme, as a part of their course requirement or in course of their Ph. D. It was thought useful to have an in-house research journal which will serve a variety of aims – providing forum of dissemination to researchers, encourage sharing of research, develop research presentation and academic writing skills, provide motivation to students and so on.

4. The Practice

The college launched an in-house multilingual and multidisciplinary journal under the title “Anveshan” which was free and open to all staff members and students of the college. An elaborate editorial-cum-advisory team was formed, consisting of senior faculty members with research experience.

5. Evidence of Success

The journal attracted research reports from various subjects and in different languages from the staff and the students. The contributors unanimously welcomed the opportunity provided by the journal. Copies of the journal were given to a few external academics too for their feedback. They commended the initiative and remarked that the journal was a valuable undertaking and that the research reports published in it had potential.

6. Problems Encountered and Resources Required

One key problem was to provide editorial assistance to the contributors, especially first time and student contributors. The entire process of vetting, preparing and publishing the journal was time taking and added a lot of load to the existing work of the persons involved.

7. Notes (Optional)

The journal attracted the attention of faculty and students of some other colleges also and there have been queries if they could contribute to the journal.

Presentation of the Best Practices - 2

1. Title of the Practice

Promoting environment conservation through rainwater harvesting

2. Goal

The college wanted to include various eco-friendly initiatives to promote environment conservation and to also use resources sustainably. The college also wanted to put available resources to optimum use through recycling and reuse. The purpose of the practice was to conserve water and to minimise the wastage of water.

3. The Context

The college has a large built-up area and is located in a region known for heavy rains. Thus it has abundant supply of natural water which is usually drained away. On the other hand the college has regular and considerable requirement of water for various purposes. Putting the two together the college decided to harness naturally available water through rain water harvesting.

4. The Practice

The college has set up rainwater harvesting system through which it gathers water falling on the surfaces suitable for harvesting. The water is then passed through soak pits and used to recharge ground water. A part of the water is now being used by the Chemistry laboratories and some services of the college.

5. Evidence of Success

The college has got a steady supply of water in addition to what it gets from wells and council connections. It manages to save a lot of water consumption from the latter sources. The chemistry laboratory has successfully used the water without detriment to its equipment or procedures. There is also noticeable ground water recharge as displayed by the raised levels of water in wells.

6. Problems Encountered and Resources Required

The initial challenge was to align the slopes of surfaces and the run-down pipes, and then locate the landing point at a convenient spot. However, with the technical support from experts in the field the issues were resolved.

7. Notes (Optional)

This practice can be implemented in any institution which has potential to collect rain water. It is extremely beneficial in terms of water saving, ground water recharge and additional source of water for internal use.