

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

**Annual Quality Assurance Report (AQAR) for 2013-14**

**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	<a href="mailto:principaljmpc@rediffmail.com">principaljmpc@rediffmail.com</a>
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	<a href="mailto:iqacjmpc@gmail.com">iqacjmpc@gmail.com</a>

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](http://www.jmpatelcollege.com)

Web-link of the AQAR:

<https://jmpatelcollege.com/wp-content/uploads/2017/06/AQAR-2013-14.pdf>

1.6 Accreditation Details

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

i. AQAR\_2012-13\_submitted to NAAC on 22-06-17 \_\_\_\_\_ (DD/MM/YYYY)

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="01"/>	Students	<input type="text" value="00"/>				
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 checked="" type="checkbox"/>	No	<input type="checkbox"/>					
If yes, mention the amount	<input type="text" value="300000"/>								
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="Development of new skills, faculty upgrading"/>								

2.14 Significant Activities and contributions made by IQAC

- Contribution to the planning of improving academic infrastructure
- Participation in the planning of improving campus facilities
- Identifying items for campus beautification and enrichment
- Revision and modification of some add-on courses
- Preparing some policy related draft provisions
- Participation in planning and organising seminars and conferences

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
<b>Total</b>	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
54	17	36	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
17	11	36	NA	01	04	00	00	54	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

36	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	04	21	11
Presented papers	02	15	08
Resource Persons	02	08	07

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

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

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

223
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Question Banks Practice test series for final exams College internal Assessment Project and seminar based assessment
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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 

78
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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.	85	00	02	23	16	48.24
B. Sc.	105	04	15	38	10	63.81
B. Com.	86	02	29	15	02	55.18
B. B. A.	61	02	24	12	04	70.49
B. C. C. A.	28	00	09	07	04	71.43
M. A.	61	00	08	21	05	55.74
M. Com.	36	00	04	09	06	52.78
M. Sc.	20	04	08	04	00	80.00
M. B. A.	43	04	21	13	00	88.37

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

- Through its members who are on various committees to promote better teaching-learning.
- By making recommendations in terms of infrastructure development, incorporation of technology, upgradation of services and teacher development
- Accessing the teacher self-appraisal submissions as well as the feedback that is collected from various stakeholders



### 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	02
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	02
Others	04

### 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	24	05	00	00
Technical Staff	23	07	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	09	01	00	00
Outlay in Rs. Lakhs	60000	110000	NA	NA

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	08	06
Non-Peer Review Journals	00	00	03
e-Journals	01	00	00
Conference proceedings	02	12	02

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	02	UGC	110000	88000
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	09	UGC	60000	60000
Any other(Specify)	00	NA	00	00
Total	11	UGC	170000	170000

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	02	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
----	----

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

12
----

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

JRF	<table border="1"><tr><td>0</td></tr></table>	0	SRF	<table border="1"><tr><td>0</td></tr></table>	0	Project Fellows	<table border="1"><tr><td>0</td></tr></table>	0	Any other	<table border="1"><tr><td>0</td></tr></table>	0
0											
0											
0											
0											

3.21 No. of students Participated in NSS events:

University level	<table border="1"><tr><td>150</td></tr></table>	150	State level	<table border="1"><tr><td>12</td></tr></table>	12	National level	<table border="1"><tr><td>03</td></tr></table>	03	International level	<table border="1"><tr><td>00</td></tr></table>	00
150											
12											
03											
00											

3.22 No. of students participated in NCC events:

University level	<table border="1"><tr><td>85</td></tr></table>	85	State level	<table border="1"><tr><td>09</td></tr></table>	09	National level	<table border="1"><tr><td>03</td></tr></table>	03	International level	<table border="1"><tr><td>0</td></tr></table>	0
85											
09											
03											
0											

3.23 No. of Awards won in NSS:

University level	<table border="1"><tr><td>02</td></tr></table>	02	State level	<table border="1"><tr><td>0</td></tr></table>	0	National level	<table border="1"><tr><td>0</td></tr></table>	0	International level	<table border="1"><tr><td>0</td></tr></table>	0
02											
0											
0											
0											

3.24 No. of Awards won in NCC:

University level	<table border="1"><tr><td>03</td></tr></table>	03	State level	<table border="1"><tr><td>01</td></tr></table>	01	National level	<table border="1"><tr><td>0</td></tr></table>	0	International level	<table border="1"><tr><td>0</td></tr></table>	0
03											
01											
0											
0											

3.25 No. of Extension activities organized

University forum	<table border="1"><tr><td>02</td></tr></table>	02	College forum	<table border="1"><tr><td>13</td></tr></table>	13			
02								
13								
NCC	<table border="1"><tr><td>10</td></tr></table>	10	NSS	<table border="1"><tr><td>13</td></tr></table>	13	Any other	<table border="1"><tr><td>05</td></tr></table>	05
10								
13								
05								

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

- Community Outreach activities with schools and offices
- 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)	6379183	292000	Grants	6671183
Others				

### 4.2 Computerization of administration and library

<input type="checkbox"/> Upgradation of computer terminals and machines <input type="checkbox"/> Further computerization of the admission process <input type="checkbox"/> Digitisation of library records continued with new additions <input type="checkbox"/> Upgradation of the software of library transactions and student use <input type="checkbox"/> Interlinking of office databases and multiple service nodes for efficient interface <input type="checkbox"/> Digitisation of departmental records continued with more departments <input type="checkbox"/> Computerisation of records and transactions of the accounts section extended
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### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & other	52037	7004264	770	203972	52807	7208236
Reference Books	2290	(incl)	20	(incl)	2310	(incl)
e-Books	NA	NA	NA	NA	NA	NA
Journals	42	22920	02	4147	44	27067
e-Journals	2500	NA	NA	NA	2500	NA
Digital Database	03	NA	NA	NA	03	NA
CD & Video	42	11400	06	1400	48	12800
Others (specify) – Book bank	15488	46480	28	3100	15516	49580

#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet Browsing Centres	Computer Centres	Office	Departments	Others
Existing	198	80	02	50	13	39	14
Added	08	02	00	02	00	03	01
Total	206	82	02	52	13	42	15

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

- Workshop on computerised accounting system
- Guidance programme by commerce department on e-commerce
- Administrative staff training to handle new software and upgraded versions of existing software

#### 4.6 Amount spent on maintenance :

i) ICT

105157

ii) Campus infrastructure and facilities

586451

iii) Equipments

28660

iv) Others

46400

**Total**

766668

## 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.	%
	1147	39%		1772	61%

(b) No. of students outside the state

51

(c) No. of international students

00

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
398	503	112	1421	05	2439	433	488	112	1552	05	2919

Demand ratio – 1:1.90

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 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

### 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

### 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
08	553	101	105

### 5.8 Details of gender sensitization programmes

- Short term orientations on gender sensitization and equal opportunities
- 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  National level  International level

No. of students participated in cultural events



State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	141	72550
Financial support from government	1946	9651069
Financial support from other sources	42	76980
Number of students who received International/ National recognitions	Nil	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

227971

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

- Protection and maintenance of available green cover
- Conservation of resources and reusing/ recycling wherever possible
- Optimum use of sustainable and non-conventional energy options like solar energy
- Awareness raising activities in environmental awareness and eco-friendly practices for various stakeholders 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.

- Solar power generator to complement the conventional electricity supply
- Management of waste, especially used water, from various laboratories
- Consolidation of wi-fi facilities on the campus; extensive and high speed internet connectivity introduced
- Membership of the national INFLIBNET network, providing the students and staff with free access to huge electronic resources
- On screen identity card facility introduced for easy and efficient admission process
- Consolidation of technological tools for better evaluation, e.g. OMR facilities
- Comprehensive biometric recording and monitoring system introduced for the staff
- Further library automation through automated issue of books
- Introduction of specially revised and re-structured add-on courses for student development
- Campus placement initiatives further strengthened
- Numerous enrichment courses and workshops on themes like gender equality, gender sensitivity, positive discrimination, etc
- Introduction of a multilingual multidisciplinary peer-reviewed research journal 'Sakshep' with ISSN registration to promote and disseminate research; also a forum for students and staff to develop their research and presentation capacity
- Student research projects, in collaboration with and guidance by faculty members, on locally relevant issues and topics
- Expansion of the CCTV network across the campus for better security

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:

- 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

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

1. Access to global electronic resources through INFLIBNET
  2. Promoting student research capacity building through small projects
- 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 college has been consistently extending and expanding access to educational opportunities in consonance with its mission. It has always had a predominantly high proportion of underprivileged sections of society represented in its student population. It also has a consistently high ratio of girls among its students. This gives the college a unique opportunity to strongly support and give back to the local community and to work as the agent of development. This scenario also has some limitations like lower entry level abilities of students and low parental awareness or interest in education. However, the college has strived to deal with these challenges and yet provide advanced academic exposure to students.

## 8. Plans of institution for next year

- Upgradation of classrooms, laboratories and teaching-learning facilities
- Augmentation of solar power generation
- Initiating process to launch vocational education programmes at the undergraduate level
- Exploring sources of internal revenue generation
- Enhancing staff monitoring systems
- Improving office automation and information management through integration of various administrative databases
- Improving student support services
- Introducing new and strengthening existing eco-friendly practices on the college campus
- Addition of measures to make teaching, learning and evaluation more effective and impactful

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Name: Dr. Vikas Dhomne, Principal

  
Coordinator, IQAC

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



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

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**Academic Calendar for the Year 2013-14**

- Commencement of the academic session      17-06-2013
- Commencement of Admission processes\*      10-06-2012

(\*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      05-08-2013
- Commencement of classes      04-07-2013
- Round 1 and 2 of the class and unit tests      August – September 2013
- Deadline for university winter exam forms      15-07-2013
- End of the first term      31-10-2013
- Winter vacation      01-11-2013 to 01-12-2013
- University Winter examinations\*      10-10-2013

(\*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      02-12-2013
- College annual day and cultural events      December last week
- Round 3 and 4 of the class and unit tests      January-February 2014
- Deadline for university summer exam forms      01-12-2013
- College internal exams and practical exams      February 2014
- University Summer examinations\*      05-03-2014

(\*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      30-04-2014
- Summer vacation      01-05-2014 to 16-06-2014

**Summary of the Feedback from Various Stakeholders**

Given below is an overview of the feedback collected from various stakeholders on various aspects of the campus life and the teaching-learning experience:

- The feedback of students on the infrastructure and facilities available on the college campus has been overall satisfactory. Students and staff have positive opinion of various facilities including classrooms, laboratories, library and toilets.
- The general feedback of students about their teachers, teaching and curriculum has also been satisfactory. Student feedback on the teaching approaches, styles, preparation and subject knowledge of their teachers is also positive.
- Students gave a mixed response in terms of their impressions of the curriculum difficulty level and relevance. Only a small proportion of the students felt that the curriculum was very difficult.
- 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 various kinds of internal assessments including class tests, unit tests and seminar presentations were appreciated by the students. Teachers also felt that the internal assessment gave them better idea of the student progress and the progress of their own teaching plans. Students felt that the internal assessments prepared them better for the final examinations.
- The regularity and punctuality of teachers, their handling of the syllabus and the course material and their classroom involvement was also reported to be satisfactory.
- Some parents visiting faculty members shared their informal feedback on the college infrastructure which was highly positive. They also wanted to know if the college could provide some more avenues of extra-curricular activities for the students.

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

Access to global electronic resources through INFLIBNET

**2. Goal**

The key purpose of this practice is to augment the support available to research as well as enriching teaching-learning practices in the college.

**3. The Context**

As a part of its research promotion agenda, the college actively supports research activities and helps the faculty as well as students engage in research. Both students and faculty undertake small or large research studies, for which various kinds of support is already in place. These include scope of dissemination of research through an academic journal, support to develop research presentation and academic writing skills, support in terms of duty leave, work space, technological tools, etc. A crucial kind of support is now being envisaged in the form of electronic resources of books, journals, project reports, dissertations and theses and others, which will be made available to the staff and students free of cost. These resources will also be useful for enriching teaching and learning.

**4. The Practice**

The college has secured membership of INFLIBNET which gives access to over 2500 international academic journals, 80,000 books and hundreds of other kinds of documents and reports. The faculty members have been given individual log in and free access to all these collections. The college has also set up special terminals in the college main library for students where they can access the resources free of cost.

**5. Evidence of Success**

A significant number of staff and students have started using the resources. Their initial responses suggest that it is a very valuable avenue for them to access materials which were inaccessible so far. Researchers and teachers were able to enrich their work and benefit from the practice.

**6. Problems Encountered and Resources Required**

There were some initial issues of login failures or difficulty of access for some individual staff members. These were sorted out by contacting the agency and making necessary modifications. For some people the search procedures looked complicated in the beginning, but now they have got used to them.

**7. Notes (Optional)**

This facility is unique in the sense that at the moment no other college in the area has offered this kind of access to huge academic resources.

## Presentation of the Best Practices - 2

### 1. Title of the Practice

Promoting student research interest and capacity building through small projects

### 2. Goal

In furtherance of its agenda for research promotion, the college tries to involve more students in research and promote research interest in them. The main objective of this practice is to promote research interest and developing some capacity in them by engaging them in small research studies.

### 3. The Context

The college got some support in the form of BSR grants to involve students in research. The college has used the opportunity to promote research interest and develop research capacity in the students. Research is a part of the curriculum for PG students to a small extent and PhD students to a very large extent. But UG students rarely get an opportunity to get any research experience or exposure. So the college tried to offer this by involving students in research studies.

### 4. The Practice

Various departments of the college helped a small number of interested students in conceptualising and carrying out small research studies which had some connection with their studies, but also had some local relevance. Senior faculty of the departments guided them through the process, while the college journal team helped them write and publish their reports.

### 5. Evidence of Success

The participating students found the experience very valuable and enriching. The experience of process enhanced their understanding of basics of research and increased their confidence in engaging in it. The published reports also added not only a sense of satisfaction, but also a concrete achievement to their fold.

### 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)

The overview of INFLIBNET users' data on its website suggests that it is still not a very popular or widespread service. In many cases it is limited only to the library and/or senior faculty of user institute. In this sense this college has tried to optimise the use of and gains from a valuable service like e-resources portal.