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

Annual Quality Assurance Report (AQAR) for 2014-15

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 (new 11230)

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/2017/11/AQAR-2014-15.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	82.65	2004	5 years
2	2nd Cycle	A	3.11	2012	5 years
3	3rd Cycle	NA	NA	NA	NA
4	4th 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)*   2014-15

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

   i. AQAR _2012-13_submitted to NAAC on 22-06-2017 _____ (DD/MM/YYYY)

   ii. AQAR _2013-14_ submitted to NAAC on 30-06-2017_____ (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 | 07

2.2 No. of Administrative/ Technical Staff | 00

2.3 No. of Students | 00

2.4 No. of Management Representatives | 01

2.5 No. of Alumni | 00

2.6 No. of other stakeholder & community representative | 00

2.7 No. of Employers/ Industrialist | 01

2.8 No. of other External Experts | 00

2.9 Total no. of members | 09

2.10 No. of IQAC meetings held | 03

2.11 No. of meetings with various stakeholders:

Faculty | 02 | Non-teaching staff | 01 | Students | 00

Alumni | 01 | Others | 00

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

If yes, mention the amount | 300000 | *(5-year grant allotted during previous year)*

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 0 | International | 0 | National | 0 | State | 0 | Institution Level | 2

(ii) Themes | Stress management, research and academic writing

2.14 Significant Activities and contributions made by IQAC

☐ Support to improvements in feedback collection and analysis
☐ Contribution to the planning of improving academic instrastructure
☐ Participation in the planning of improving campus facilities
☐ Contribution to reforms in evaluation
☐ 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, The draft was also shared with the committee of HoDs and the Principal. The draft was finalised after incorporating their suggestions.

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
Adv. Diploma	01	00	01	01
Diploma	02	00	02	00
Certificate	07	00	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.

> With the introduction of semester pattern and CBS in many courses, the affiliating university has revised many syllabuses accordingly.

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
50	17	32	01	--

2.2 No. of permanent faculty with Ph.D.

32

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	32	NA	01	04	00	00	50	15

2.4 No. of Guest and Visiting faculty and Temporary faculty

41	00	00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	06	11	03
Presented papers	05	09	01
Resource Persons	03	11	07

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

☐ Interactive and collaborative learning
☐ Providing supplementary study materials
☐ Use of adaptative teaching-learning aids
☐ Use of ICT in teaching and learning
☐ Promotion of self-directed learning
☐ Student-centred initiatives like project based learning, student seminars, field work, study tours, group assignments
☐ Use of online resources and online communication tools

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

198

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

> OMR based tests
> Question Banks
> Peer and self evaluation
> Practice test series for final exams
> 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

2.10 Average percentage of attendance of students

76

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.	121	00	04	31	26	50.41
B. Sc.	148	20	33	30	12	64.19
B. Com.	131	04	38	22	09	55.72
B. B. A.	65	05	29	16	04	83.08
B. C. C. A.	35	01	05	12	04	62.86
M. A.	69	03	14	18	04	56.52
M. Com.	31	00	05	10	02	54.83
M. Sc.	25	03	07	04	00	56.00
M. B. A.	42	05	24	10	00	92.86

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

□ Regular interaction with teaching faculty and students

□ Through the members of IQAC responsible for monitoring and supporting 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

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	00
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.	00
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 is represented on various programmes and activities related to research promotion. IQAC contributes to the work and planning of the Research Promotion Committee of the college. 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. IQAC is also scrutinises research proposals and make suggestions for their improvement.

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	00	00	NA	NA

3.4   Details on research publications

	International	National	Others
Peer Review Journals	05	15	05
Non-Peer Review Journals	00	06	03
e-Journals	04	00	00
Conference proceedings	00	08	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	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	00	NA	00	00
Any other(Specify)	00	NA	00	00
Total	00	NA	00	00

3.7 No. of books published   i) With ISBN No. ☐ 06   Chapters in Edited Books ☐ 10

ii) Without ISBN No. ☐ 00

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   NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	00	02	01	02	06
Sponsoring agencies	00	UGC/ College	College	College	College

3.12 No. of faculty served as experts, chairpersons or resource persons   13

3.13 No. of collaborations   International 04   National 03   Any other 05

3.14 No. of linkages created during this year   0

3.15 Total budget for research for current year in lakhs :

From Funding agency   Nil

From Management of University/College   50,000

Total   50,000

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

12	14

3.19 No. of Ph.D. awarded by faculty from the Institution   04

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

JRF 0   SRF 0   Project Fellows 0   Any other 0

3.21 No. of students Participated in NSS events:

University level 126   State level 02   National level 02   International level 00

3.22 No. of students participated in NCC events:

University level 42   State level 0   National level 02   International level 0

3.23 No. of Awards won in NSS:

University level 0   State level 0   National level 0   International level 0

3.24 No. of Awards won in NCC:

University level 0   State level 0   National level 0   International level 0

3.25 No. of Extension activities organized

University forum 02   College forum 11

NCC 42   NSS 18   Any other 08

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

- ☐ Teacher development support to local schools
- ☐ Teaching of English workshops for school teachers
- ☐ Environmental awareness and nature conservation programmes
- ☐ Sports training and talent grooming programmes with schools
- ☐ Adult literacy programmes
- ☐ Village development programmes under NSS
- ☐ 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 (≥ 1-0 lakh) during the current year.	11	0	NA	11
Value of the equipment purchased during the year (Rs. in Lakhs)	6671183	194300	Grants	6865483
Others				

4.2 Computerization of administration and library

> ☐ Digitisation of departmental records continued
> ☐ Admission process mostly computerised
> ☐ Instant issue of student ID cards and library cards
> ☐ Interlinking of library records and student database in admissions section
> ☐ Upgradation of administrative work in the central store
> ☐ Computerisation of the accounting programmes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & other	52807	7208236	1562	447321	54369	7655557
Reference Books	2310	(incl)	26	(incl)	2336	(incl)
e-Books	NA	NA	NA	NA	NA	NA
Journals	44	27067	00	00	44	27067
e-Journals	2500	NA	300	NA	2800	NA
Digital Database	03	NA	03	NA	03	NA
CD & Video	48	12800	09	3100	57	15900
Others (specify) – Book bank	15516	49580	24	1300	15540	50880

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	206	82	02	52	13	42	15
Added	10	04	01	01	01	02	01
Total	216	84	03	53	14	44	16

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

- Training of office staff on handling new software and systems
- Enhanced internet access through VPN connections
- Additional computers for students in the library and computer centres
- Internal networking of some key sections of the office and of some departments

4.6 Amount spent on maintenance :

i) ICT

70989

ii) Campus infrastructure and facilities

556409

iii) Equipments

78500

iv) Others

27324

Total 733222

Criterion 5 – Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

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.	%
	1107	35%		2046	65%

(b) No. of students outside the state 47

(c) No. of international students 00

	Last Year						This Year					
Gen.	SC	ST	OBC	Phys. Chal.	Total	Gen.	SC	ST	OBC	Phys. Chal.	Total	
433	488	112	1552	05	2919	469	508	403	1767	06	3153	

Demand ratio – 1:1.90   Dropout % – 7%

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

- guidance and counselling seminars by experienced faculty on various aspects of preparation
- support of library and reference collections useful for competitive examinations
- study room facility for students preparing 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 1170

5.5 No. of students qualified in these examinations

NET 3   SET/SLET 4   GATE 0   CAT 0   IAS/IPS etc 0

State PSC 06   UPSC 0   Others 65

5.6 Details of student counselling and career guidance

> - seminars and lectures by leading experts and industry representatives on career opportunities and competitive examinations
> - 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   1400

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
07	460	48	112

5.8 Details of gender sensitization programmes

> - gender sensitization and equal opportunities programmes by Women's Study Centre and some departments
> - Gender sensitization integrated into the regular teaching work through the relevant units in the UG and PG syllabuses
> - 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 128   National level 19   International level 00

No. of students participated in cultural events

State/ University level 19   National level 02   International level 00

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

Sports: State/ University level 09   National level 03   International level 00

Cultural: State/ University level 03   National level 00   International level 00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	156	138000
Financial support from government	2335	16256220
Financial support from other sources	94	344077
Number of students who received International/ National recognitions	Nil	NA

5.11 Student organised / initiatives

Fairs: State/ University level 00   National level 00   International level 00

Exhibitions: State/ University level 00   National level 00   International 00

5.12 No. of social initiatives undertaken by the students 19

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

6.5 Total corpus fund generated

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 + govt. agency	Yes	College

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

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

- Use of alternative sources of energy like solar power
- Reusing/ recycling of water in college premises
- Installation of energy efficient gadgets and fixtures for minimizing consumption
- 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.

- Introduction of vocational stream in the undergraduate degree programmes with the launch of the B. Voc. programme with two trades, namely retail management and software development

- Upgradation of the language laboratory with the addition of more terminals, augmenting the e-resources available for teaching and addition of free online resources

- Generation or college internal revenue through the letting of the seminar hall and various computer centres for educational and governmental agencies

- Launch of face biometric to maintain electronic attendance record of the teaching and non-teaching staff. It replaces the earlier thumb impression recognition system.

- Integration of the student database held in the office with the database in the library for smooth transition of the student data; enabling the ID card itself to double up as the library card and facilitating easier tracking of transactions and student records

- Introduction of the direct credit of various payments like the refund of fees, or scholarship dues or college payments directly to the bank accounts of the beneficiary students

- Periodic programmes like yoga and healthcare open for the participation of the local community under the institute-community relationship initiatives

- Extension of the drip irrigation facilities to the entire campus green areas for the optimum use of water and maintenance of greenery

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 mostly completed during the 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

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

> 1. Students support students – Alumni Support Schemes
> 2. Single window digitised admission process
> **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

☐ Setting up research centres and staring Ph. D. programmes in some departments with due recognition of the university

☐ Upgradation of the botanical garden, augmentation of the collection of medicinal plants, upgradation of the campus green signage and markers

☐ Upgradation of communication systems used by the college for staff and students; integrating efficient communication channels like sms and online networks

☐ Continuation of various environment friendly initiatives; further implementation of no tobacco campus, better waste management

☐ Upgradation of campus infrastructure including consolidation of flooring, parapet walls, access corridors and classroom fixtures

☐ Installing more solar power generation capacity; transferring bulk of main consumption onto solar energy

☐ More student support and community outreach activities; expanding the range and engagements in these initiatives

☐ Upgradation of libraries and laboratories

☐ More facilities for disabled people

☐ Encouraging faculty development, especially research and publication

☐ Augmentation of ICT facilities, promoting more use of ICT in academic and administrative work

☐ Augmentation of library facilities and resources

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<div align="right"><u>**Annexure I**</u></div>

<u>**Academic Calendar for the Year 2014-15**</u>

☐ Commencement of the academic session   17-06-2014

☐ Commencement of Admission processes*   11-06-2014

(*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   04-08-2014

☐ Commencement of classes   01-07-2014

☐ Round 1 and 2 of the class and unit tests   August – September 2014

☐ Deadline for university winter exam forms   15-07-2014

☐ End of the first term   20-10-2014

☐ Winter vacation   21-10-2014 to 20-11-2014

☐ University Winter examinations*   15-10-2014

(*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   21-11-2014

☐ College internal exams and practical exams*   February 2015

(For some subjects the practical exams will be held after theory exams as per the university directions.)

☐ University Summer examinations*   05-03-2015

(*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   30-04-2015

☐ Summer vacation   01-05-2015 to 14-06-2014

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Annexure II

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Summary of the Feedback from Various Stakeholders

Feedback was collected formally from students on their academic courses, on the college facilities and about their teachers. It was also collected from parents, alumni and other stakeholders. A gist of the feedback is given below:

☐ There is an overall sense of satisfaction about the infrastructure and facilities available on the college campus. A range of facilities including classrooms, laboratories, library, common rooms and toilets have met with general approval.

☐ Students are in general satisfied about their teachers, the modes of teaching and curriculum. Some teachers informally reported that they found the curriculum wanting in some aspects, but felt helpless to change it since the university has complete control of curriculum design. Their efforts are related to supplementing an complementing the prescribed curriculum wherever possible. Student response about the difficulty level and relevance of the curriculum was mixed, with some students finding them acceptable, and some others finding them difficult.

☐ Feedback on teachers' preparation, classroom behaviour, teaching approaches and communication with students was also positive. Teachers' efforts to involve students in discussions and activities in some classes were appreciated. 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. Similarly, various kinds of internal assessments conducted by the college and individual departments were found useful for the students. Students considered such activities like class tests, unit tests and seminar presentations helpful in their studies. For teachers the internal assessments were an important source of information about student progress and the progress of their own teaching plans.

☐ Some departments collect feedback from visiting parents, which was largely positive.

☐ Among the teaching staff, including the non-permanent teachers, there was a general sense of satisfaction about the facilities and work conditions on the college campus. They were satisfied about the administrative support and academic resources available to them in the college.

☐ The alumni association events and meetings provide opportunities for the direct involvement of alumni in the betterment of the college. Visiting alumni expressed happiness over the regular progress the college has been making. They suggested various initiatives to be taken for student support and actually launched some of them in collaboration with the college.

Annexure III

Presentation of the Best Practices - 1

1. **Title of the Practice**
   Students support students – Alumni Support Schemes

2. **Goal**
   This practice aims at creating and maintaining ways of supporting the current students of the college with the help of the past students..

3. **The Context**
   The student population of the college predominantly consists of students from economically weak and socially underprivileged sections. It has about 65% girls, and about 85% backward class population overall. Many students face various kinds of hardships in their education. Though various government scholarships and financial assistance are available to them, not everyone can benefit from the assistance, partly because not all can fit into the eligibility norms and partly also because the items for which they need help are not covered by the government schemes. Hence the Alumni Association and the college collectively decided to create ways of supporting the students.

4. **The Practice**
   Individual members of The Alumni Association had on some occasions come forward to help a few needy students, but this was a random and individual initiative by them. Now the members of the Alumni Association have started creating an annual corpus fund and also developed a mechanism to use for supporting the students. Accordingly, students are invited to apply for support, mention their needs, and are interviewed by a joint committee of the college and the Alumni Association to decide the quantum and nature of the assistance.

5. **Evidence of Success**
   A large number of students applied for the support and got some kind of assistance from the Alumni Association funds. The support ranged from textbooks, study material and educational aids to cycles, bus passes and dresses. Thus, students were able to meet some of their immediate and relevant needs which were not covered by any other support scheme.

6. **Problems Encountered and Resources Required**
   Management of large number of student applications and interview process was a challenge. Also the logistics of getting the needed material and distributing it was also a challenge. However, the policy of not giving away cash, but actually supplying the required material was found to be more effective and impactful.

7. **Notes (Optional)**
   Many more alumni are now inspired to come forward with their personal contributions. Also, a lot of unplanned help came up from the alumni in course of the interviews when they found that more assistance was needed.

Presentation of the Best Practices - 2

1. Title of the Practice
Single window digitised admission process

2. Goal
The main purpose of this initiative was to make admission formalities as quick and efficient as possible and help students complete formalities with minimum hassle.

3. The Context
The college caters to a large number of students in different streams. Each faculty and course has its own admission procedure, through which students are given counselling, their eligibility is verified and appropriate admissions are offered to them. Once this part is over the students with admission offers are required to go to the office counters to submit their documents, complete all formalities and get their student ID issued to them. In the past these formalities took two to seven days and a student would have to come 2-3 times to compete different stages of the process. Hence, an efficient, computer-aided and single-window admission process was introduced.

4. The Practice
After going through the counselling from admission counsellors and getting admission offers, students now approach designated counters according to their programmes. At the counter they submit their documents; their data is immediately entered in the database; their photos are taken by specially installed cameras and their IDs with bar-coding and photos are immediately generated through special computerised machines. In this way, in a single visit and at a single window the student can complete all formalities of admission and go away with a final student ID.

5. Evidence of Success
Students are extremely happy about this hassle-free process. The office staff is also happy that they no longer have to deal with large crowds and long queues. Moreover, they also don't need to make multiple entries in different records. The data entered into the main portal is automatically shared by ID making process and other office wings.

6. Problems Encountered and Resources Required
There were some initial glitches with the software and the camera placements, especially since there was a large variation in the heights of students. The handling staff also needed some time to get used to the new mechanism. So the process was a bit slow in the initial days, but very quickly it gathered speed and now functions smoothly.

7. Notes (Optional)
Many visiting principals and faculty members of other colleges make it a point to visit the counter and see the demonstration of the process. It has increased the efficiency of the office staff and lessened the burden on them as well as students.