



**J. M. PATEL ARTS, COMMERCE & SCIENCE COLLEGE,
Bhandara 441904 (Mah)**

Annual Quality Assurance Report (AQAR) -- 2015-16

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/2017/12/AQAR-2015-16.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	82.65	2004	Up to May 2009
2	2 nd Cycle	A	3.11	2012	Up to Sept. 2017

1.7 Date of Establishment of IQAC :

20/07/2005

1.8 AQAR for the year

2015-16

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 for 2012-13 submitted to NAAC on 22-06-2017
- ii. AQAR for 2013-14 submitted to NAAC on 30-06-2017
- iii. AQAR for 2014-15 submitted to NAAC on 29-11-2017

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 ☐

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*)

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

2.2 No. of Administrative/ Technical Staff

2.3 No. of Students

2.4 No. of Management Representatives

2.5 No. of Alumni 2.6 No. of other stakeholder & community representative 2.7 No. of Employers/ Industrialist 2.8 No. of other External Experts 2.9 Total no. of members 2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

Faculty Non-teaching staff Students Alumni Others 2.12 Has IQAC received any funding from UGC during the year? Yes ☒ No ☐If yes, mention the amount (5-year grant allotted for XII plan period)

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level (ii) Themes

2.14 Significant Activities and contributions made by IQAC

- ☐ Preparation of the proposal and undertaking formalities for setting up research centres in some departments
- ☐ Contribution to upgradation plans of the academic infrastructure
- ☐ Identifying and helping in the implementation of various items of campus upgradation, enhancement and maintenance
- ☐ Preparing some policy related draft provisions for the college stakeholders
- ☐ Participation in planning and organising various academic and professional development events
- ☐ Contribution to the planning and implementation of the augmentation plans for academic and physical resources in the college
- ☐ Contribution to betterment of teaching, learning 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
As detailed in S. 2.14 above, action plans were made by the IQAC.	Details of completion and achievement of various action points are mentioned below in different 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

HoDs of various department, conveners of various committees in the college and the Principal of the college were consulted in preparing and finalising the draft of the report. Their comments and suggestions were taken into account.

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	06	00	02	00
PG Diploma	02	00	02	00
Adv. Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	07	00	07	07
Others	02	00	02	02
Total	30	00	26	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	21
Trimester	00
Annual	09

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.

Several new programmes have moved to the semester pattern and CBCS mode. Accordingly, syllabuses have been updated 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
45	20	24	01	--

31

2.2 No. of permanent faculty with Ph.D.

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
20	08	24	NA	01	04	00	00	45	12

2.4 No. of Guest and Visiting faculty and Temporary faculty

47	00	00
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International	National	State
Attended Seminars/ Workshops	06	26	03
Presented papers	05	14	02
Resource Persons	02	08	02

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

- ☐ Interactive and collaborative learning
- ☐ Use of supplementary study materials
- ☐ Use of adaptive 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

201

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

04	0	04
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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.	162	00	12	53	21	53.09
B. Sc.	170	16	71	53	9	87.65
B. Com.	107	03	28	18	04	51.40
B. B. A.	79	02	27	09	04	53.17
M. A.	83	02	15	20	08	54.21
M. Com.	45	01	24	03	03	68.89
M. Sc.	13	00	00	00	00	00
M. B. A.	36	01	22	04	00	75.00

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

- ☐ Inputs from the teaching staff
- ☐ Inputs coming from the stakeholder feedback
- ☐ Involvement in planning of infrastructure development, improvement of services, integration of technology in teaching-learning process
- ☐ Monitoring from teacher appraisals, student feedback, alumni feedback and other kinds of inputs

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	01
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	00
Others	05

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	25	04	00	00
Technical Staff	24	06	00	00

Criterion 3 – Research, Consultancy and Extension

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

New initiatives were suggested and implemented by the IQAC in terms of research promotion. IQAC helped the Research Promotion Committee in preparing and completing the proposal for setting up research centres in some departments of the college. IQAC also helps faculty members in preparing research proposals and managing help for their research. An important roles is also played by the IQAC in the scrutiny and revisions of research proposals.

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	16	03
Non-Peer Review Journals	00	04	03
e-Journals	04	00	00
Conference proceedings	00	08	03

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	02	British Council	407000	407000
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	02	British Council	407000	407000

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	00	00	01	00
Sponsoring agencies	00	NA	NA	College	NA

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 From Management of University/College Total

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	01	00	00	00	00

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

21	18
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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 SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level National level International level

3.22 No. of students participated in NCC events:

University level State level National level International level

3.23 No. of Awards won in NSS:

University level State level National level International level

3.24 No. of Awards won in NCC:

University level State level National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- ☐ Health care and management programmes
- ☐ Cleanliness, sanitation and environment conservation programmes
- ☐ Teacher development support to local schools
- ☐ Familiarisation with higher education for students from local schools
- ☐ Education policy discussion with community stakeholders
- ☐ Sports training and talent grooming programmes with schools
- ☐ Adult literacy programmes
- ☐ Village development programmes under NSS
- ☐ Help like 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	11	0	NA	11
Value of the equipment purchased	6865483	243073	Grants	7108556
Others				

4.2 Computerization of administration and library

<input type="checkbox"/> Computerisation of library accession and classification records continued
<input type="checkbox"/> Departmental data and records computerisation extended further
<input type="checkbox"/> Upgradation of administrative work in offices and at the student service counters
<input type="checkbox"/> Computerisation of the accounting programmes continued
<input type="checkbox"/> Upgradation of the computing facilities available in the library and various computer centres

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & other	54369	7655557	1571	326531	55940	7982088
Reference Books	2336	(incl)	15	(incl)	2351	(incl)
e-Books*	NA	NA	NA	NA	25+ lakh	NA
Journals	44	42250	02	16754	46	59004
e-Journals*	6000	NA	500	NA	6500	NA
Digital Database*	03	NA	02	NA	05	NA
CD & Video	57	15900	04	1200	61	17100
Others (specify) – Book bank	15540	50880	16	1100	15556	51980

[*available through the NLIST network to staff and students]

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	216	84	03	53	14	44	16
Added	06	04	00	01	01	00	00
Total	222	88	03	54	15	44	16

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

- Upgradation of wi-fi and internet connectivity on the campus
- Training of office staff on handling new software and systems
- Additional computers for labs, office points and computer centres
- Further networking within office sections

4.6 Amount spent on maintenance :

i) ICT	95834
ii) Campus infrastructure and facilities	271472
iii) Equipments	121840
iv) Others	29136
Total	518282

Criterion 5 – Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- working with various departments and office sections of the college to improve student support services
- encouraging periodic display of information and dissemination of developments in terms of student support services
- helping faculty members, office staff and the principal to monitor the support services and identify areas of improvement
- contributing to the efforts of the Alumni Association for student support

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.	%
	1199	37%		2033	63%

(b) No. of students outside the state

49

(c) No. of international students

00

Last Year						This Year					
Gen.	SC	ST	OBC	Phys. Chal.	Total	Gen.	SC	ST	OBC	Phys. Chal.	Total
469	508	403	1767	06	3153	473	485	411	1863	06	3232

Demand ratio – 1:1.8 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

1125

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

- 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

1350

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
05	359	48	109

5.8 Details of gender sensitization programmes

- guest lectures and talks on issues related to gender sensitization
- 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 157 National level 20 International level 00

No. of students participated in cultural events

State/ University level 17 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 10 National level 03 International level 00

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	146	139500
Financial support from government	1615	10175580
Financial support from other sources	94	543400
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

21

5.13 Major grievances of students (if any) redressed: No major grievances received from the students during the year. The college has mechanisms in place 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

In addition to the existing PhD programmes in botany and zoology, the college has initiated process to launch more PhD programmes. The research promotion committee works towards encouraging and supporting research by students and staff of the college. 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

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 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

5,70,000

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? 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

- Further augmentation of alternative sources of energy like solar power
- More initiatives in improving waste management including reusing/ recycling
- 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
- Supporting activities like tree plantation, campus cleanliness, recycle and reuse 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.

- Augmentation of solar power generation; installation of more solar power capacity and shifting of consumption to solar power
- Improved communication with students through mass sms facilities and periodic reminders and updates
- Improvement of amenities to make the campus more disabled-friendly
- Community outreach activities by various departments, in addition to those by NSS, NCC, physical education department and adult education wing
- Collaboration and joint activities with local schools, offices and citizen groups for various community oriented purposes
- Use of ICT in teaching-learning; use of online resources and multimedia activities to promote student engagement and autonomous learning
- Promotion of research by staff and students, including support for publication of research studies
- Collaborative teaching, with inter-departmental sharing of teaching
- Upgradation of common spaces for students, especially girl students, on the campus
- Improvement in student service counters and upgradation of service processes
- Faculty enrichment activities including staff training and orientations
- Campus beautification work in order to continue giving a conducive and supportive campus experience
- Eco-friendly practices and sustainable ways of using resources on the campus
- Digitisation and computerization of processes and practices for more efficient and transparent operations

7.2 Provide the Action Taken Report (ATR) based on the plan of action of the year

During the year the following things were planned and undertaken:

- ☐ Proposal submitted and initial scrutiny completed for setting up Ph. D. research centres; university recognition awaited
- ☐ Upgradation of the botanical garden; augmentation of the collection of medicinal plants
- ☐ Upgradation of communication systems; sms and e-communication system set up
- ☐ Continuation of various environment friendly initiatives;
- ☐ 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

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

1. Better communication for student support
2. Sustainability through use of alternative energy

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

- Environment awareness programmes and initiatives internally as well as with the local community
- Green and clean campus with environment-friendly practices to sustain it
- Optimum usage and minimum wastage of resources; reuse and recycling wherever possible
- Increasing shift towards non-conventional energy options like solar energy, supplemented by high-efficiency low-consumption gadgets, fixtures and equipment

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 high proportion of girls and significantly large share of students from socially underprivileged sections is both a challenge and opportunity for the college. It is a challenge in terms of student entry level competence, financial and social background, constraints of resources and need to offer relevant education. It is an opportunity in the sense that through access to education the college has a real chance of making significant contribution to the community and to the empowerment of the youth. Availability of range of programmes, good infrastructure, qualified staff and modern amenities count among the strength of the college, while constraints of working in a prescriptive system, limited autonomy and inadequate financial resources are some weaknesses of the college.

8. Plans of institution for next year

- ☐ Launch of new Ph. D. programmes in some subjects
- ☐ Awareness about locally valuable flora through medical plants exhibition
- ☐ Continuation of various environment friendly initiatives
- ☐ Improving campus amenities and facilities, including infrastructural upgradation and improvement
- ☐ Increasing library facilities and resources, augmenting e-resources, online services and access to research literature
- ☐ Student support and community outreach activities
- ☐ Upgradation of laboratories, computer centres, campus connectivity and ICT facilities
- ☐ Faculty development programmes, skills enhancement programmes for the staff, support for research and publication
- ☐ Augmentation of ICT facilities for teaching-learning, promoting more use of ICT in academic and administrative work
- ☐ Enhancing security and maintenance facilities; upgradation of surveillance network and systems
- ☐ Relaunch of the campus canteen for the benefit of students
- ☐ Restructuring of various college committees to streamline the decentralized ways of management and administration
- ☐ More interaction and collaboration with alumni, consolidating alumni-college relationship
- ☐ Focused activities to strengthen collaboration with local schools and to promote interest in science education among school children

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Sig **Principal**
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Annexure I**Academic Calendar – 2015-16**

- ☐ Commencement of the academic session 15-06-2015
- ☐ Commencement of Admission processes* 17-06-2015

(*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 03-08-2015
- ☐ Commencement of classes 01-07-2015
- ☐ Round 1 and 2 of the class and unit tests August – September 2015
- ☐ Deadline for university winter exam forms 15-07-2015
- ☐ End of the first term 07-11-2015
- ☐ Winter vacation 09-11-2015 to 09-12-2015
- ☐ University Winter examinations* 19-10-2015

(*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 09-12-2015
- ☐ College annual day and cultural events December last week
- ☐ Round 3 and 4 of the class and unit tests January-February 2016
- ☐ Deadline for university summer exam forms 01-12-2015
- ☐ College internal exams and practical exams* February-March 2016

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

- ☐ University Summer examinations* 05-03-2016

(*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 30-04-2016
- ☐ Summer vacation 01-05-2016 to 15-06-2016

Annexure II**Summary of the Feedback from Various Stakeholders**

The college collects feedback in formal and informal ways from various stakeholders including students, teachers, parents, alumni and management. The summary below primarily refers to the key observations and comments from the feedback of the main stakeholders i.e. students, teachers and alumni:

- ☐ The overall feedback about the courses and curriculums is satisfactory. Students and teachers find that the courses and curriculums are generally useful, though in some cases teachers point out that more practical and application oriented approach would have been more effective.
- ☐ There is an overall sense of satisfaction about the preparedness, pedagogic approaches, classroom transactions and teaching methodologies of teachers while transacting their courses. Students are in general satisfied that teachers are able to involve them and use interactive ways of teaching in the classroom.
- ☐ Most students are satisfied about the study notes, supportive material and classroom discussions aimed at helping students study well. They are also satisfied about the quantum of teaching time and course coverage during the year.
- ☐ The overall feedback on the infrastructure and facilities on the campus was highly positive. As pointed out by several students in informal discussions, there is a need to re-start the campus canteen which has been acknowledged and the college has decided to work towards it.
- ☐ Internal assessments conducted by the college and individual departments are found useful by the students in preparing for final exams and in consolidating their own study. Teachers also find the internal assessment useful to keep track of student progress and their own teaching.
- ☐ The informal feedback collected by some departments from visiting parents was largely positive and appreciative of the support and facilities offered by the college.
- ☐ At their various meetings the members of the alumni association shared their satisfaction about the progress of the college. They suggested further initiatives or student support, pledged their continued involvement and contribution to the same and suggested ideas for new initiatives.

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

Better communication for student support

2. Goal

The goal of this practice was to create fast, cheap and effective means of regular communication with students.

3. The Context

The college needs to regularly communicate with its students for a variety of purposes – to pass on information from various agencies, to inform about formalities and procedures, to share data and announcements from the university, departments and teachers, etc. So far the common means to do so have been the notices circulated in classrooms and displayed on notice boards, electronic displays, phone calls and letters. But it was found that in many cases these means were not fast and efficient enough both for the sender and the receiver. Hence the college wanted to introduce new ways of communication.

4. The Practice

The college has installed mass sms facilities with some key sections of the office which enable the concerned section to send bulk sms to various groups of students at one time. Student databases of different programmes and courses have been integrated with the system. Thus messages can be sent to particular or all groups in one go.

5. Evidence of Success

The new communication system has come in handy in view of frequent changes and updates in university procedures announced with a short notice. The college was able to communicate these changes to students in time and also enable them to meet the deadlines effectively. The college was also able to send regular alerts and reminders to students regarding events, tests, visits, assignments, etc.

6. Problems Encountered and Resources Required

There were some initial hiccups in integrating databases and denoting groups as receivers. However, with the help of the provider the college was able to overcome these problems.

7. Notes (Optional)

Initially this was meant for office and administrative purposes, but now many departments have started using this facility for their own communication as well, especially for internal assessment purposes.

Presentation of the Best Practices - 2

1. Title of the Practice

Sustainability through use of alternative energy

2. Goal

The main purpose of this initiative was to augment the use of alternative kinds of energy in order to reduce the consumption of non-renewable resources and to support environment conservation and sustainability.

3. The Context

The main source of energy for the various kinds of uses on the college campus has been the electricity supplied by the state electricity distribution company. This is primarily coal-based energy production which contributes to stress on the environment, besides making the college spend a large amount of its revenue on energy bills. The college has already started using solar energy for a variety of small purposes like street lighting on the campus. But it later experimented with small solar power generators and found them to be very useful and gainful. It thus decided to expand its use of non-conventional energy – in this case the solar energy – on large scale.

4. The Practice

The college set up large-capacity roof-top solar power generators on its main building and shifted the consumption of energy to this solar source. Now during the day-time all wings of the main building function almost exclusively on solar energy.

5. Evidence of Success

The energy consumption from the state electricity company has significantly gone down as indicated by the meter readings and electricity bills. The college has thus managed to save substantially on its energy expenditure. Moreover, it is also saved from the frequent power cuts in the state system. It is also required to use stand by diesel generators much less, thus reducing the use of fossil fuel and contribution to pollution.

6. Problems Encountered and Resources Required

Since the generators were set up by professionally competent agencies and the existing network of fixtures was compatible, there were very few problems in introducing the shift to solar energy.

7. Notes (Optional)

The college now would like to go for more solar power generation in future and possibly shift to exclusively solar energy consumption.