



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

**Annual Quality Assurance Report (AQAR) for the session 2016-17**

**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](mailto: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

[igacjmpc@gmail.com](mailto:igacjmpc@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](http://www.jmpatelcollege.com)

Web-link of the AQAR:

<https://jmpatelcollege.com/wp-content/uploads/2017/12/AQAR-2016-17.pdf>

### 1.6 Accreditation Details

S. N.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	82.65	2004	Up to May 2009
2	2 <sup>nd</sup> 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 2016-17

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
- iv. AQAR for 2015-16 submitted to NAAC on 04-12-2017

### 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*)

Rashtrasant Tukadoji 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-COP Programmes ☐  
 UGC-Special Assistance Programme ☐ DST-FIST ☐  
 UGC-Innovative PG programmes ☐ Any other (*Specify*)

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="07"/>
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="01"/>
2.6 No. of other stakeholder & community representative	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialist	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="00"/>
2.9 Total no. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

## 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

- ☐ Planning and organising various academic and professional development events
- ☐ Identifying and planning upgradation and improvement in the infrastructure, campus facilities and student amenities
- ☐ Contribution to the planning of environment-friendly initiatives
- ☐ Participation in the preparation of policies, programme proposals and other plans
- ☐ Contribution to the planning and implementation of enrichment initiatives in teaching, learning and evaluation
- ☐ Contribution to the preparation and monitoring of outcome-based plans and work of various teaching departments
- ☐ Support to the strengthening of community outreach activities
- ☐ Support to various departments and administrative wings in documentation, record keeping 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
Some action plan points have been listed above, while a more detailed action plan has been appended to the previous year's AQAR.	Details of completion and achievement of various action points are mentioned below in different sections. In addition, a summary of achievements is also given in column 7.2 below.

\* 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 draft AQAR was share with the faculty and heads of various departments, as well as conveners of different committees and the Principal of the college. Comments and suggestions from these people were taken into consideration while preparing and finalising the draft of the report.

## 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 add-on / Career Oriented programmes
PhD	02	04	06	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
<b>Total</b>	30	04	30	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	25
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.

The affiliating university has introduced revised and updated syllabuses for several courses in view of the recent shift to CBCS system.

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

Yes, Ph. D. research centres in English, Geography, Commerce and Management.

### **Criterion 2 – Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	20	24	01	--

2.2 No. of permanent faculty with Ph.D.

31

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

46	00	00
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International	National	State
Attended Seminars/ Workshops	07	27	03
Presented papers	05	16	02
Resource Persons	02	05	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
- ☐ Project based learning, student seminars, field work, study tours, etc
- ☐ Use of online resources and online communication tools

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

202

## 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

05      0      06

## 2.10 Average percentage of attendance of students

78

## 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.	135	00	11	44	14	51.10
B. Sc.	211	07	54	67	00	60.66
B. Com.	145	07	31	32	18	60.70
B. B. A.	79	00	29	27	00	70.89
B. Voc.	57	02	10	18	08	66.67
M. A.	83	02	13	28	12	66.27
M. Com.	40	00	03	16	02	52.50
M. Sc.	18	00	02	01	00	16.67
M. B. A.	41	28	00	00	00	68.30

## 2.12 How does IQAC Contribute/ Monitor/ Evaluate the Teaching &amp; 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	02
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	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

The IQAC actively helped the Research Promotion Committee in preparing and completing the proposal for setting up research centres in some departments of the college. The IQAC is also involved in launching new Ph D programmes, besides helping faculty members in preparing research proposals, articles for publication and getting them published.

## 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	01	01	00
Outlay in Rs. Lakhs	NA	407000	370000	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	22	03
Non-Peer Review Journals	00	06	03
e-Journals	04	00	00
Conference proceedings	01	08	06

## 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 outlay	Grant Received
Major projects	02	Hornby Trust	370000	130000
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.

04

## Chapters in Edited Books

05

## 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	01	00	00	02
Sponsoring agencies	00	NAAC	NA	NA	College

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

07

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

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	00	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	<input type="text" value="1"/>	SRF	<input type="text" value="0"/>	Project Fellows	<input type="text" value="0"/>	Any other	<input type="text" value="0"/>
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3.21 No. of students Participated in NSS events:

University level	<input type="text" value="156"/>	State level	<input type="text" value="29"/>	National level	<input type="text" value="01"/>	International level	<input type="text" value="00"/>
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3.22 No. of students participated in NCC events:

University level	<input type="text" value="53"/>	State level	<input type="text" value="0"/>	National level	<input type="text" value="01"/>	International level	<input type="text" value="0"/>
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3.23 No. of Awards won in NSS:

University level	<input type="text" value="1"/>	State level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
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3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
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3.25 No. of Extension activities organized

University forum	<input type="text" value="00"/>	College forum	<input type="text" value="18"/>
NCC	<input type="text" value="46"/>	NSS	<input type="text" value="17"/>
		Any other	<input type="text" value="11"/>

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	7108556	502891	Grants	7611447
Others				

**4.2 Computerization of administration and library**

- ☐ Computerisation of the year's library accession and classification records
- ☐ Computerisation of departmental data and records on an ongoing basis
- ☐ Administrative work in offices and at the service counters computerised
- ☐ Accounting, transactions, financial records mostly computerised
- ☐ Library services including search and location, issue and return and tracking of usage mostly computerised

**4.3 Library services:**

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & other	55940	7982088	1147	332423	57087	8314511
Reference Books	2351	(incl)	14	(incl)	2366	(incl)
e-Books*	25+ lakh	NA	NA	NA	25+ lakh	NA
Journals	46	59004	02	5029	48	47279
e-Journals*	6500	NA	NA	NA	6500	NA
Digital Database*	05	NA	NA	NA	05	NA
CD & Video	61	17100	00	00	61	17100
Others (specify) – Book bank	15556	51980	00	00	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	Departments	Others
Existing	216	84	03	53	16	44	16
Added	22	14	00	04	03	00	01
Total	238	98	03	57	19	44	17

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

- More computers added to labs, office points and computer centres
- Talks for setting up new service provider for advanced wi-fi and internet services on the campus
- Addition of software and tools for administrative and academic purposes
- Further LAN and internal networking of various computer nodes

## 4.6 Amount spent on maintenance :

i) ICT

253591

ii) Campus infrastructure and facilities

830620

iii) Equipments

171084

iv) Others

28271

**Total**

1283566

**Criterion 5 – Student Support and Progression**

## 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ☐ Coordinating with departments, library and office sections in order to enhance quality of student support services
- ☐ Working with various committees and wings like NCC, NSS and sports department to encourage better student engagement
- ☐ Dissemination of information about various support services and periodic monitoring of these services with the concerned responsible sections
- ☐ Encouraging inputs from student feedback and informal interactions to inform further improvements in student support services

## 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.	%
	1196	35%		2190	65%

(b) No. of students outside the state

53

(c) No. of international students

00

Last Year						This Year					
Gen.	SC	ST	OBC	Phys. Chal.	Total	Gen.	SC	ST	OBC	Phys. Chal.	Total
473	485	411	1863	06	3232	421	513	429	2023	06	3386

Demand ratio – 1:1.9    Dropout % – 7%

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

- ☐ collection of books and notes for competitive examinations
- ☐ 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

1150

## 5.5 No. of students qualified in these examinations

NET 2    SET/SLET 2    GATE 0    CAT 0    IAS/IPS etc 0

State PSC 02    UPSC 0    Others 49

## 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
03	169	37	98

## 5.8 Details of gender sensitization programmes

- ☐ workshop on gender sensitisation
- ☐ 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 178 National level 18 International level 00

No. of students participated in cultural events

State/ University level 14 National level 00 International level 00

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

Sports: State/ University level 11 National level 02 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	170	123500
Financial support from government	2303	Funds awaited
Financial support from other sources	82	243000
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: 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

The Sanskrit inscription “*Prajvalito Jnanamaya Pradipah*”, “Let us light the lamp of knowledge” in the college logo is the statement of our mission. 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 college does not have autonomy in designing or revising curriculums, which are prepared and prescribed by the affiliating university. The college contributes to curriculum development indirectly through various faculty members working as members of curriculum committees and boards of studies. Several faculty adopt various means to make the curriculum more relevant to the learners. In that sense, they try to adapt the prescribed curriculum to the needs and interests of students to the extent possible.

#### 6.3.2 Teaching and Learning

Faculty members are encouraged and supported to undertake innovative teaching learning approaches. They are also supported to update themselves through training programmes, online courses, workshops, seminars and so on. Faculty members are particularly encouraged and supported to use ICT, multimedia, e-resources and other technological tools to enhance the effectiveness of teaching and learning.

#### 6.3.3 Examination and Evaluation

Examination and evaluation is primarily within the jurisdiction of the affiliating university which plans, designs and conducts them for assess student performance on programmes and courses. A small part of this comes to the college share in the form of internal assessment, the norms of which are decided by the university. However, the college conducts its own assessment and regular evaluation through class and unit tests, student seminars, project work, field assignments and class work, etc, not only to help students prepare better for the university assessment, but also for the teachers to keep track of the progress and performance of the students and their own teaching.

#### 6.3.4 Research and Development

The college runs PhD programmes in botany and zoology, with the recent addition of English, geography, commerce and management. Besides these specific research programmes, the college also encourages research by staff and students. In view of the stoppage of research grants by the UGC, the college encourages its faculty to look out for alternative funding from NGOs, government agencies and industry. The college has a research promotion committee, which supports activities in research and publication.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The library is regularly updated and upgraded both in terms of its holdings and in terms of computerization of processes and offering of services. Thanks to computerization it is now faster and more efficient to search for items, to issue and return books and to access online and e-resources. The college has several computer centres for staff and students, besides independent computers and peripherals for each department. There are ample facilities to use ICT in the classroom. The infrastructure is modern, well-maintained and adequate. The campus amenities and physical facilities are of high quality and properly maintained.

## 6.3.6 Human Resource Management

The college has adequate human resources to take care of various kinds of work and responsibilities. The college strives to keep the human resources updated and efficient. The college ensures that the human resources are well-qualified and follow ethical and eco-friendly ways of working on the campus. It also tries to make optimum use of these resources by engaging them in multiple roles, providing a conducive environment and supportive work culture and by allowing them scope to participate in planning, decision making and administration.

## 6.3.7 Faculty and Staff recruitment

There are some vacancies in teaching and non-teaching positions. However, since recruitment is in the hands of the government, the college is awaiting for the government to clear its proposal and fill the vacant positions. The college, through its parent management trust, has already initiated recruitment process. Meanwhile, the college has taken help of guest and ad hoc faculty to take care of the workload, so that teaching-learning and students do not suffer.

## 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

## 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

- ☐ Attempts at improving waste management including reusing/ recycling
- ☐ Expanding the use of alternative sources of energy like solar power
- ☐ 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
- ☐ Maintaining green and clean campus, tobacco-free campus
- ☐ Optimum use of water and other resources

### **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.

- ☐ Computerized processes and practices for more efficient and transparent operations
- ☐ Community outreach activities by various departments, in addition to those by NSS, NCC, physical education department and adult education wing
- ☐ Use of non-conventional energy like solar power; reducing dependence on conventional fossil-fuel based energy sources
- ☐ Recycling of the RO excess water for other purposes
- ☐ Improvement of amenities to make the campus more disabled-friendly
- ☐ Subsidised good quality snacks and refreshments for students through re-launched campus canteen
- ☐ Awareness raising about local flora and topically relevant natural wealth through a live exhibition of medicinal plants
- ☐ Inter-departmental collaboration in academic and extra-curricular activities including collaborative teaching
- ☐ Use of ICT in teaching-learning; use of online resources and multimedia activities to promote student engagement and autonomous learning
- ☐ Science popularisation and awareness-cum-interest enhancement about higher education through college-school collaborations under the Rashtriya Avishkar Abhiyan
- ☐ Collaboration and joint activities with local schools, offices and citizen groups for various community oriented purposes
- ☐ 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

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

As per the plan of action prepared for the year, the following actions were taken and points successfully implemented during the year:

- ☐ Ph. D. programmes have been introduced in English, Geography, Commerce and Management with the sanction of the affiliating university
- ☐ A live exhibition of locally found medicinal plants has been set up
- ☐ Various campus amenities and facilities have been improved and upgraded
- ☐ Several resources and e-resources have been added to the main library; some departmental libraries have augmented their facilities with online and e-resources
- ☐ Several student support and community outreach activities were carried out
- ☐ Some laboratories and computer centres were further upgraded
- ☐ Preliminary work on setting up advanced internet connectivity carried out
- ☐ Faculty development programmes, skills enhancement programmes for the staff, support for research and publication continued
- ☐ Addition of more ICT facilities for teaching-learning, promoting more use of ICT in academic and administrative work
- ☐ The campus canteen re-launched for the benefit of students
- ☐ Various college committees were restructured to streamline management and administration
- ☐ Orientation programmes for school teachers, open day visits for school children and workshops for school children organised under the Rashtriya Avishkar Abhiyan to promote science education and to familiarise school kids with higher education institutions

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

1. Chalo JMPC
  2. Wealth of our nature – Medicinal plants
- See Annexure III for details**

## 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)

In keeping with its mission and the primary aim of offering access to education in an socio-economically backward area, the college strives to bring more educational opportunities to the local community. It has now six undergraduate and twelve postgraduate degree programmes on offer, which include job or career oriented programmes like B. Voc. and MBA. For those wishing to go higher it now offers Ph. D. programmes in eight domains across arts, commerce and science. Though it has to work within the prescriptions of the affiliating university, it has been constantly striving to bring more access to education and to raise the quality of the educational services on the offer. It is therefore not surprising that it is a popular choice among students and has seen steady increase in admissions. It continues to update and modernize itself and attempts to keep pace with time and technology.

### 8. Plans of institution for next year

- ☐ Continuation of various environment friendly initiatives
- ☐ Continuation of upgradation of and improvement in campus amenities and infrastructure
- ☐ Augmentation of academic facilities like libraries, laboratories and computer centres; augmentation of resources, including online and e-resources
- ☐ Student support and community outreach activities
- ☐ 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
- ☐ Exploring ways of further and more extended collaboration with alumni, consolidating alumni-college relationship
- ☐ Strengthening collaboration with local schools and trying to extend the range of collaborative activities
- ☐ Promoting linkages with industry, corporate houses and other educational institutions
- ☐ Promoting collaborations with national and international institutions and agencies

Name: Dr. A. M. Padwad

Name: Dr. Vikas Dhomne, Principal

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

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

**Annexure I****Academic Calendar for the session 2016-17**

☐ Commencement of the academic session 16-06-2016

☐ Commencement of Admission processes\* 17-06-2016

(\*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 01-08-2016

☐ Commencement of classes 01-07-2016

☐ Round 1 and 2 of the class and unit tests August – September 2016

☐ Deadline for university winter exam forms 15-07-2016

☐ End of the first term 27-10-2016

☐ Winter vacation 28-10-2016 to 27-11-2016

☐ University Winter examinations\* 19-10-2016

(\*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 28-11-2016

☐ College annual day and cultural events February 2017

☐ Round 3 and 4 of the class and unit tests January-February 2017

☐ Deadline for university summer exam forms 01-12-2016

☐ College internal exams and practical exams\* February-March 2017

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

☐ University Summer examinations\* 05-03-2017

(\*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 30-04-2017

☐ Summer vacation 01-05-2017 to 15-06-2017

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

A list of some key points of the feedback is given below. The list contains a summary of the observations and comments made by students, teachers and alumni through feedback forms and informal interactions.

- ☐ The students' feedback on courses is satisfactory. They report that the courses and syllabuses are manageable for them and the semester system is making it easier to study in two different phases. In some cases, where the syllabuses have been revised for the shift to the semester system, students do not seem to indicate any challenges or concerns about the shift.
- ☐ Students' comments on the preparedness, methodology, classroom teaching methodologies and use of materials by teachers are also positive. Students are in general satisfied with the teachers' attempts to involve them in the classroom.
- ☐ The campus facilities and infrastructure are highly appreciated. There is an overwhelmingly positive note in the student feedback on them. Some suggestions regarding issue of library books, providing more furniture in the reading rooms and providing canteen facilities have already been implemented.
- ☐ Teachers are also satisfied with the student response. They are appreciative of the sms communication system installed by the college. On their suggestion a separate reading space has been provided for teachers on the ground floor.
- ☐ Students have reported that the study notes and supplementary material has been useful. They are also happy about the online resources teachers regularly share with them or inform them about.
- ☐ Both teachers and students find internal assessments conducted by the college useful. For students it is a good help in preparing for final exams, while for teachers it is useful to keep track of student progress and their own teaching.
- ☐ The informal feedback of a few parents collected by individual faculty members and some departments is largely positive. Parents seem satisfied with the facilities and quality of teaching-learning in the college.
- ☐ Several alumni too have shared their satisfaction about the facilities and the work of the college. They seem to value their collaboration with the college and are happy to join initiatives for student support. They made some suggestions about campus facilities which are being considered for the next year.

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

Chalo JMPC

**2. Goal**

Through this practice the college aims at promoting interest in further science education among school children and showcasing itself as a good place for it.

**3. The Context**

The college has collaborative relationships with several local schools and jointly organises staff development, community service and talent grooming activities. However, under the Rashtriya Avishkar Abhiyan (RAA) it got a specific chance to collaborate with more schools in promoting interest in science education. The college decided to use the opportunity to start building productive relationship with schools and school children. It is noteworthy that the college is the only institution offering mainstream science courses in the town.

**4. The Practice**

Under this initiative the college approached several primary and secondary schools in the area and invited its teachers and students for visits to its campus. It also organised orientation workshop for school teachers under RAA and familiarised them with the facilities and opportunities in science education available in the college. Students from several schools came in groups to visit the college, where they were taken around the campus, shown laboratories, library and computer centers, allowed to interact with faculty members and spend a gainful day at the college. This was followed up by more interaction with them about their curiosities, interests and plans for education.

**5. Evidence of Success**

Without exception all the student and teacher groups showed tremendous excitement at the exposure they got by visiting the college. For them it was a very enriching experience to get to see latest equipments, modern computer centres, college laboratories and the overall academic environment. Most students said during the interactions that they would certainly like to pursue science education in future.

**6. Problems Encountered and Resources Required**

Though this was not exactly a problem, many students and teachers reported that the time for their visits was short. They would have liked to spend more time and get more information about various things. They were informed that they were welcome to visit any time in future on their own too and that the college would be happy to repeat the experience.

**7. Notes (Optional)**

The visits were initially planned for an hour for a group, but they always stretched to several hours. Even primary children from village schools had very pertinent queries and tried to make the best of the opportunity.

## Presentation of the Best Practices - 2

### 1. Title of the Practice

Wealth of our nature – Medicinal plants

### 2. Goal

This practice is aimed primarily at awareness raising of common public about the natural wealth in terms of medicinal plants found in the environmentally rich and diverse surroundings of the district. It is also aimed at promoting academic research interest in medicinal plants among the students of botany.

### 3. The Context

Bhandara district where the college is located is well-known for its immense biodiversity and rich natural wealth. It boasts of a huge forest cover, two national wild life parks and scores of bird sanctuaries. It is also home to a great range of medicinal plants, which formed part of the traditional healthcare and medical treatment. However, in course of time people are seen to lose touch with the natural treasure. There is an alarming lack of awareness, especially among young people, about medicinal plants found in and around Bhandara. The department of botany engages in the study of some medicinal plants as a part of their curriculum. It decided to extend its work to awareness raising among common people on the one hand and promoting research interest among its own students on the other.

### 4. The Practice

A 'live exhibition' of medicinal plants has been set up by the department of botany with scores of common and rare medicinal plants available to see 'live' in the botanical garden. It is supplemented by basic and useful information about each plant. Visitors can not only see how various plants look and work, they can also get information about the value and use of each plant.

### 5. Evidence of Success

Visitors to the exhibition have appreciated the initiative and shared the experience with others. Students of botany have a live plant collection at hand to connect with the study points in their curriculum. There is a potential to extend the initial curriculum-based study into later research work.

### 6. Problems Encountered and Resources Required

Having adequate space to expand the collection is a problem that is likely come up in a year. Spreading the word about the exhibition and attracting large number of visitors from the local community is also a challenge.

### 7. Notes (Optional)

The exhibition has started with a small collection at the moment, but it has all potential to grow into a large collection. The department plans not only to expand the collection, but also to explore ways in which local traditional knowledge about medicinal plants can be documented and displayed alongside the live plants.