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

Annual Quality Assurance Report (AQAR) for the session 2017-18

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. Kathik Panicker
Mobile	9850239948
IQAC email address	iqacjmpc@gmail.com
1.3 NAAC Track ID	MHCOGN 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:

http://jmpatelcollege.com/wp-content/uploads/2017/01/AQAR-2017-18.pdf

1.6 Accreditation Details

S. N.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	82.65	2004	Up to May 2009
2	2nd Cycle	A	3.11	2012	Up to 14.09.2017
3	3rd Cycle	B	2.46	2018	Up to 01.11.2023

1.7 Date of Establishment of IQAC :   20/07/2005

1.8 AQAR for the year   2017-18

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 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

  v. AQAR for 2016-17 submitted to NAAC on 05-12-2017

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 ☑

2

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, Nagpur

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 | 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 | 01 |

2.6 No. of other stakeholder & community Representative | 01 |

2.7 No. of Employers/ Industrialist | 01 |

2.8 No. of other External Experts | 01 |

2.9 Total no. of members | 13 |

2.10 No. of IQAC meetings held | 05 | 2.11 No. of meetings with various stakeholders:

Faculty | 04 | Non-teaching staff | 01 | Students | 02 |

Alumni | 02 | Others | 00 |

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No ☑

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 | 1 | State | 0 | Institution Level | 1 |

(ii) Themes

> 1. NAAC Sponsored One-day National Seminar on Quality assurance Trends in Teaching, Learning and Evaluation
> 2. One Day FDP on "TEACHING, LEARNING AND EVALUATION: CHANGING PARADIGMS" organised under CPE

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
- 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 shared 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	06	00	06	00
PG	12	00	12	00
UG	08	00	03	00
PG Diploma	02	00	02	00
Adv. Diploma	01	00	01	01
Diploma	01	00	01	01
Certificate	03	00	03	03
Others	00	00	00	00
Total	33	00	33	05
Interdisciplinary	00	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	26
Trimester	00
Annual	00

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.

No

Criterion 2 – Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
42	16	25	01	--

2.2 No. of permanent faculty with Ph.D. :

30

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	12	0	NA	00	04	00	00	00	16

2.4 No. of Guest and Visiting faculty and Temporary faculty

46	00	00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International	National	State
Attended Seminars/ Workshops	03	09	00
Presented papers	01	05	00
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
- 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

204

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	05

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.	154	-	1.30	27.30	14.90	43.50
B. Sc.	339	3.50	31.90	29.20	5.60	71.70
B. Com.	163	-	1.20	46.00	16.60	63.80
B. B. A.	72	-	58.33	22.22	-	80.55
B.C.C.A	0	0	0	0	0	00.00
B. Voc.(SD)	26	46.20	46.20	-	-	92.40
B. Voc. (RM)	19	1.00	47.40	15.80	-	68.40
M. A.	85	18.91	37.38	10.73	-	52.85
M. Com.(Prof)	36	-	5.60	5.60	-	11.20
M. Sc.	14	-	-	-	-	0.00
M. B. A.	37	89.19	-	-	-	89.19

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

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	23	12	00	00
Technical Staff	21	15	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 strengthening the research centres in the college. The IQAC is also helping faculty members in preparing research proposals, articles for publication and encouraging them to get the articles published in UGC approved Journals.

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	01	00	00
Outlay in Rs. Lakhs	00	255000	NA	NA

3.4 Details on research publications

	International	National	Others
Peer Review Journals	07	0	00
Non-Peer Review Journals	00	00	00
e-Journals	13	00	00
Conference proceedings	03	09	00

3.5 Details on Impact factor of publications:

Range ☐ Average ☐ 3 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	01	Hornby Trust	382000	160000
Minor Projects	01	UGC	330000	255000
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 ☐ 01

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   [5000]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	00	03	00	00	02
Sponsoring agencies	00	NAAC & UGC	NA	NA	College

3.12 No. of faculty served as experts, chairpersons or resource persons   [03]

3.13 No. of collaborations   International [00]   National [00]   Any other [00]

3.14 No. of linkages created during this year   [00]

3.15 Total budget for research for current year in lakhs:

From Funding agency   [400000]

From Management of University/College   [50000]

Total   [450000]

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

[11 | 06]

3.19 No. of Ph.D. awarded by faculty from the Institution | 03 |

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 | 180 | State level | 35 | National level | 00 | International level | 00 |

3.22 No. of students participated in NCC events:

University level | 00 | State level | 0 | National level | 03 | International level | 0 |

3.23 No. of Awards won in NSS:

University level | 1 | 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 | 00 | College forum | 00 |

NCC | 06 | NSS | 27 | Any other | 00 |

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	1	NA	15
Seminar Halls	01	0	NA	01
No. of important equipments purchased	11	14	Grants	25
Value of the equipment purchased	7611447	1524947	Grants	9136394
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	38573	6464037	754	206718	39327	6670755
Reference Books	2366	831451	00	00	2366	831451
e-Books*	3135809 (N-LIST)	NA	00	00	3135809	NA
Journals	48	47279	03	13135	51	60432
e-Journals*	6327 (N-LIST)	5750	00	00	6237	5750
Digital Database*	05	NA	00	00	61	NA
CD & Video	61	17100	00	00	17100	17100
Others (specify) – Book bank	16148	1019023	270	38540	16418	1057563

[*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	238	98	03	57	19	44	17
Added	75	14	02	13	02	03	41
Total	313	112	05	70	21	47	58

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   205141

ii) Campus infrastructure and facilities   1780026

iii) Equipments   133777

iv) Others   352485

Total 2471429

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.	%
	1273	36%		2353	64%

(b) No. of students outside the state   03

(c) No. of international students   00

	Last Year						This Year					
Gen.	SC	ST	OBC	Phys. Chal.	Total	Gen.	SC	ST	OBC	Phys. Chal.	Total
421	513	429	2023	06	3386	405	481	183	2547	10	3626

Demand ratio – 1:1.5   Dropout % – 7%

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

- Collection of books and Reference material for competitive examinations
- Guidance programmes/workshops and counselling seminars by experienced faculty on various aspects of preparation
- Extended Library hours for students preparing for competitive examinations
- Personal guidance by various faculty members to students on preparations for different competitive examinations

No. of students beneficiaries   80

5.5 No. of students qualified in these examinations

NET [0]   SET/SLET [3]   GATE [0]   CAT [0]   IAS/IPS etc [0]

State PSC [00]   UPSC [0]   Others [06]

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   [250]

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
06	233	24	03

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
- Certificate Course in Women's Studies
- student seminars and classroom discussions on gender sensitivity
- National Seminar on Women's empowerment organised

5.9 Students Activities

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

State/ University level [13]   National level [01]   International level [00]

No. of students participated in cultural events

State/ University level [06]   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 [08]   National level [01]   International level [00]

Cultural: State/ University level [00]   National level [00]   International level [00]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	138	93000
Financial support from government	822	5954244
Financial support from other sources	54	21800
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 [18]

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. The Reservation Policy as laid down by the Govt. of Maharashtra is strictly adhered to.

6.4 Welfare schemes for

Teaching	03	Non-teaching	03	Students	04

6.5 Total corpus fund generated

155939

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	IQAC
Administrative	No	NA	Yes	IQAC

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

- Attempts at improving waste management including reusing/ recycling of resources
- Reducing the use of conventional energy sources and increasing the use of alternative sources of energy like solar power
- Conducting Environmental Awareness activities and and promoting eco-friendly practices round the year
- Regular cleaning of campus.
- Maintaining green and clean campus, Polythene-free campus. Planting more trees.
- 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.

- College enhanced the Solar power generation by 10KW by installing Solar power panel on Science building.
- Campus surveillance system introduced at more places in the campus
- QR code labelling introduced for all trees in the Campus and the Botanical Garden.
- ICT facilities added
- Innovative project in Hindi named ' Digital Hindi Adhyapan' in which some pieces were made into Audiovisual form for the benefit of the students.
- Computerized processes and practices for more efficient and transparent operations
- ICT facilitiy was extended to various departments
- The College office communicates notices to HODs and teaching staff through E-mails, thus taking one more step towards being a paperless institution.

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:

- A live exhibition of locally found medicinal plants was organised for creating awareness among the Staff and students.
- Various campus amenities and facilities have been improved and upgraded such as girls common room renovation, office renovation, increasing parking space.
- Several resources and e-resources have been added to the main library; some departmental libraries have augmented their facilities with online and e-resources
- Laboratories and computer centres further upgraded
- Setting up advanced internet connectivity in the Campus carried out by Reliance Jio.
- A Students Welfare Fund has been set up with contribution from the Teaching Faculty
- 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
- Various college committees were restructured to streamline management and Administration.
- Library software upgraded and M-Opac App launched
- Faculty enrichment activities including health awareness programmes, health check up camp and 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 strengthened

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

Presentation of the Best Practices – 1

1. Title of the Practice

Strengthening student support system

2. Goal

Our institution is situated in one of the most backward districts of Maharashtra. Student base is mostly comprised of economically under privileged sections of society. Apart from government fee concessions scholarships, these students need additional financial support for their academic endeavour. Various stake holders of the institution such as the Alumni Association is constantly engaged in such support activities. Staff members in their informal discussion decided to augment this activity and initiated this practice.

3. The Context

A. student's welfare fund has been set up in which the staff of the college contribute voluntarily. This practice was initiated by Dr. J. B. Chawla, Head - Department of Microbiology, by pledging the seed money of Rs 30,000/-.

4. Practice

A committee of the teachers under the chairmanship of the Principal of the college has been set up to scrutinize and decide on the applications for the financial support to the students.

5. Evidence of Success

This activity was supported well by other staff members. Also there have been no complaints from the students regarding the Internal Assessment Marks.

Presentation of the Best Practices – 2

1. Title of the Practice

Establishing Rational Internal Assessment System.

2. Goal

Under semester pattern each staff member is expected to allot internal assessment marks for the concerned theory paper. Instead of making this assessment purely arbitrary, on the suggestion of IQAC the departments have devised a very rational Internal Assessment System based on certain criterions such attendance, unit test, snap test, home assignment and project. This makes students to undertake regular study and maintain punctuality in class. The students are appreciated of this.

3. Practice

The above practice involves regular class tests. Performance of each student is maintained. Some department students may be give freedom to submit a creative writing assignments on human values, world peace and environmental issues related to the items prescribed in the syllabus.

4. Evidence of Success

This mechanism has been received well by the students and there have been no complaints of partiality against the teachers.

5. Problems Encountered

Initially students were not serious about this system but when this system was meticulously executed, students started appreciating it.

7.4 Contribution to environmental awareness / protection

- 'Wall Painting Competition on the theme 'Environment Awareness' was organized for students which received an overwhelming response.
- Green and clean campus with environment-friendly practices to sustain it
- Optimum usage and minimum wastage of resources; encouraging reuse and recycling wherever possible
- Increasing the shift towards non-conventional energy options like solar energy, supplemented by high-efficiency low power-consumption gadgets, fixtures and equipments

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. In addition to the undergraduate and postgraduate degree programmes, the instituition offers job or career oriented programmes like B. Voc(Software Development) and B.Voc(Retail Managaement). The Ph. D. programmes in six domains across arts, commerce and science faculties provides opportunities for Research to the students of the region. 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**

- Plan to upgrade and improve campus amenities and infrastructure.
- College will continue to undertake various environment friendly initiatives in coming year
- Augmentation of facilities in library and laboratories
- Faculty Development Programmes will be arranged for staff to improve their skills
- Introduction of more Add-on courses for the benefit of the students
- To strengthen the Alumni and college relationship by involving Alumni in more projects.
- To establish more linkages with local industries
- To enhance collaboration with national and international institutions and agencies.
- To encourage students to take advantage of MOOCs

Dr. Karthik Panicker   Dr. Vikas P. Dhomne, Principal
Co-ordinator, IQAC   Chairperson, IQAC

Annexure I

ACADEMIC CALENDAR FOR THE SESSION 2017-18

ACADEMIC CALENDAR FOR THE COURSES CONDUCTED AS PER ANNUAL PATTERN AND SEMESTER PATTERN

1. TERMS AND VACATION

First Term	: 15.06.2017 to 15.10.2017
Winter Vacation	: 16.10.2017 to 14.11.2017
Second Term	: 15.11.2017 to 30.04.2018
Summer Vacation	: 01.05.2018 to 14.06.2018

2. EXAMINATION

(As per R.T.M. Nagpur University Academic Calendar dated, 15 April 2017.)

Annual Pattern

Commencement of Summer Exams.   : 20.02.2018

Semester Pattern

a) Winter Examinations

Commencement Odd Semester Exams   : 24.10.2017

b) Summer Examinations

Commencement of Even Semester Exams   : 13.03.2018

3. Induction Programme   : First / Second Week of July 2017

4. UNIT TEST SCHEDULE

A) Unit Test –I :

a) First Year Undergraduates   : Last Week of August 2017
b) Second Year Undergraduates   : Last Week of August 2017
c) Final Year Undergraduates   : Last Week of August 2017

B) **Unit Test –II**

a) First Year Undergraduates   : Second Week of September 2017
b) Second Year Undergraduates   : Second Week of September 2017
c) Final Year Undergraduates   : Second Week of September 2017

C) **Unit Test –III**

a) First Year Undergraduates   : Third Week of February 2018
b) Second Year Undergraduates   : Third Week of February 2018
c) Final Year Undergraduates   : Third Week of February 2018

5. Annual Day Celebrations   : Second/Third Week of February 2018

Important Dates :

- **National Sports Day**   **-- 28.08.2017**
- **N.S.S. Foundation Day**   **- 24.09.2017**
- **Vachan Prerana Diwas**   **– 14.10.2017**
- **Dr. B.R.Ambedkar Mahaparinirvan Diwas**   **– 06.12.2017**
- **Hindi Diwas**   **-- 14.09.2017**
- **Late Shri N. J. Patel Birth Anniversary** **-- 22.12.2017**
- **National Voters Day**   **- 25.01.2018**
- **Late Shri Manoharbhai Patel Birth Anniversary - 09.02.2018**
- **National Science Day**   **- 28.02.2018**
- **International Women's Day**   **- 08.03.2018**

Annexure II

Summary of the Feedback from Various Stakeholders

Some key points of the feedback from various stakeholders 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. The students feel that the semester system, though it makes it easier for them to study in two different phases, doesn't give them much time for extra-curricular activities.

- The Students' feedback on the preparedness, methodology, classroom teaching methodologies and use of materials by teachers is also positive. The Students seem to be generally satisfied with the teachers' attempts to involve them in the different classroom activities.

- The stakeholders seem very happy about the campus facilities and infrastructure and the regular upgradation of the same.

- There were some suggestions regarding issue of library books, providing more furniture in the reading rooms and providing canteen facilities. These have already been implemented.

- The students are appreciative of their involvement in different aspects of the College administration.

- Students have expressed their happiness about the online resources being shared by the teachers.

- The students find the periodic tests and internal assessments conducted by the college useful. The students find it helpful in preparing them for the final exams. The teachers consider it useful in keeping track of students' progress and assessing their teaching.

- The informal feedback collected from the parents by individual faculty members and some departments is largely positive. Parents are encouraged to come and see the teachers at regular intervals. They seem satisfied with the facilities and quality of teaching-learning in the college.

- The alumni too seem satisfied about the facilities and the progress of the college. They value their collaboration with the college and are happy to join initiatives for the good of the students and the institution.