Saibaba Loksewa Sanstha's, Nagpur

PRIN. ARUNRAO KALODE MAHAVIDYALAYA

Accredited by NAAC

Affiliated to R.T.M. Nagpur University, Nagpur

Behind Onkar Nagar, Manewada Ring Road, Nagpur - 440 027

Tel. 0712-2040234, Email : prinakalode@gmail.com

No: PAKM/AQAR/492/2016-17   Date: 17th March 2017

From,
Principal,
Prin.Arunrao Kalode Mahavidyalaya,
Behind OmkarNagar , Nagpur

To,
The Director,
National Assessment and Accreditation Council,
2/4, Dr.Raj Kumar Road, P.O. Box No. 1075, Rajajinagar
Bangalore -560010, India

Sub: Submission of Annual Quality Assurance Report (AQAR) for the session 2016-17

Sir,

As per your instruction, I have the honour to submit herewith the Annual Quality Assurance

Report (AQAR) of Prin. Arunrao Kalode Mahavidyalaya, for the period 2016-17.

This is for your kind information and necessary action.

Yours faithfully,

Dr.D.R.Satpute
Principal,
Prin.Arunrao Kalode Mahavidyalaya,
Behind OmkarNagar , Nagpur

Prin.Arunrao Kalode Mahavidyalaya,Behind Onkar Nagar, Nagpur 440027

The Annual Quality Assurance Report (AQAR)
Academic Year 2016-17

Part – A

1. Details of the Institution

1.1 Name of the Institution   PRIN. ARUNRAO KALODE MAHAVIDYALAYA

1.2 Address Line 1   BEHIND ONKAR NAGAR

Address Line 2   MANEWADA, RING ROAD

City/Town   NAGPUR

State   MAHARASHTRA

Pin Code   440027

Institution e-mail address   prinakalode@gmail.com

Contact Nos.   0712-2040234

Name of the Head of the Institution: Dr. D. R. Satpute

Tel. No. with STD Code: 0712-2040234

Mobile: 09028215820

Name of the IQAC Co-ordinator: Dr. Renu R. Dalela

Mobile: 09422115680

IQAC e-mail address: prinakalode@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | - |

1.4 **NAAC Executive Committee No. & Date:** | EC/58/A&A/11 dated 10-3-2012 |
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

1.5 Website address: | www.pakm.in |

Web-link of the AQAR: | http://www.pakm.in/aqar2016-17.pdf |

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C	1.84	2012	5years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 16.02.2012 |

1.8 **AQAR for the year** *(for example 2010-11)* | 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 2010-11submitted to NAAC on 12-10-2011)*

   i.   AQAR 2012-13 submitted to NAAC on 16-12-2013

   ii.   AQAR 2013-14 submitted to NAAC on 21-02-2015

   iii.   AQAR 2014-15 submitted to NAAC on 25-02-2016

   iv.   AQAR 2015-16 submitted to NAAC on 26-08-2016

   v.   AQAR 2016-17 submitted to NAAC

1.10 Institutional Status
   University   State [√] Central [ ] Deemed [ ] Private [ ]

   Affiliated College   Yes [√]   No [ ]

   Constituent College   Yes [ ]   No [√]

   Autonomous college of UGC   Yes [ ]   No [√]

   Regulatory Agency approved Institution   Yes [ ]   No [√]
   (eg. AICTE, BCI, MCI, PCI, NCI)

   Type of Institution   Co-education [√]   Men [ ]   Women [ ]

Urban [√]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√]   Science [ ]   Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)
- Short term Course in Accountancy
- Short term Course in Marathi

1.12 Name of the Affiliating University *(for the Colleges)* | RTM 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-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   [05]

2.2 No. of Administrative/Technical staff   [01]

2.3 No. of students   [02]

2.4 No. of Management representatives   [01]

2.5 No. of Alumni   [02]

2. 6 No. of any other stakeholder and
     community representatives   [-]

2.7 No. of Employers/ Industrialists   [ ]

2.8 No. of other External Experts   [02]

2.9 Total No. of members [13]

2.10 No. of IQAC meetings held [02]

2.11 No. of meetings with various stakeholders: No. [03] Faculty [03]

Non-Teaching Staff [02] Students Alumni [01] Others [01]

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

If yes, mention the amount [Nil] [ ] [×]

2.13 Seminars and Conferences (only quality related)

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

Total No. [3] International [0] National [0] State [0] Institution Level [3]

(ii) Themes

- Goal setting & motivation program
- Vision Next: Job- Skill- Career
- Gender discrimination.

2.14 Significant Activities and contributions made by IQAC

- Internal Quality Assurance Cell always tries to improve the quality by encouraging the teaching & non-teaching staff with the guidance, cooperation & coordination of the Principal & other authorities of the college.

- It helped to prepare S.S.R. for cycle II$_{nd}$ by giving important data and played important role in the decision making for the NAAC Preparation.

- Orientation sessions were conducted for the faculty and periodical meetings/discussions with department faculty representatives were conducted to collate the data pertaining to various activities of the departments. The writing process was carried out by the different committees.

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
The Academic Calendar has been prepared in the beginning of the academic year 2016-17.	Various programmes have been conducted as mentioned in Academic Calendar of 2016-17.
To collect the Data and Information of the teacher and College.	It helps to prepare various reports.
To initiate the process of starting short cum course programme i.e. Accountancy.	The programme structure for course Accountancy is created.
To initiate the process of starting short cum course programme i.e. Marathi	The programme structure for course Marathi is created.
MoU with various academic and social societies.	MoU was signed :- i. Life Line Blood Bank, Nagpur ii. Jawahar Vidyarathi Grah (NGO) iii. Archery Association,Nagpur
To obtain overall feed- back from students.	The feedback is collected and annalysed for future development.
Industrial visits	Varous industrial visits are planned and executed.
Research Publication	Faculty were motivated to present and publish the research articles in National/International seminars and journals respectively.
To make awareness regarding sport and games.	i. Through various curricular & co- curricular activities
	ii. Alumini students organized Cricket for local basti .
	iii. PAKM made awareness to tribal group of people in games.
Implementation for semester system for first year of BA and B.Com	Semester pattern was introduced at first year replacing annual pattern of RTMNU,Nagpur.
Recruitment of teaching and non-teaching staff.	CHB were appointed along with administrative staff as per the requirement.
Composting of organic waste.	Proper system of disposal of organic waste was undertaken.
Examination reforms	To avoid mistakes in the hall ticket the online examination forms filled by student are checked by the faculty before submission.
Gender sensitization	Constituted a Gender Cell with two student members and one nodal teacher. 3 activities conducted.

*** Attach the Academic Calendar of the year as Annexure I**

2.15 Whether the AQAR was placed in statutory body   Yes | √ | No | |

    Management: Local Managing Committee, IQAC

    Any other body : Heads of Departments and staff of the college

Provide the details of the action taken

- Data for AQAR was collected from different sources such as academic departments, office, library, sports and other in-house committees.
- Members of IQAC worked together to analyse and rearrange the data.
- AQAR was written after a series of discussions by the committee members with the authorities of the college.
- AQAR was presented to Management representatives, heads of the Department and staff of the college.
- Suggestions received in the statutory body and by all stakeholders were incorporated.
- AQAR was submitted through E-mail.

Part – B

Criterion – I

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
Ph. D	-	-	-	-
PG	-	-	-	-
UG	02	00	00	00
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	02	01	03	03
Others	-	-		-
Total	**04**	**01**	**03**	**03**

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	NA
Annual	06

1.3 Feedback from stakeholders*   Alumni [√] Parents [√] Employers [√] Students [√]
   (On all aspects)
      Mode of feedback   :   Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]

* Attach the Analysis of the feedback in the Annexure II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> Every three years, University and the Board of Studies revise and modify the syllabus. Syllabi have been kept up to date to meet the challenges of the modern world.

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

> **NO**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	04	09	00	00

2.2 No. of permanent faculty with Ph.D   10

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
02	01	00	00	00	00	00	00	02	01

2.4 No. of Guest and Visiting faculty and Temporary faculty   02   06   08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02+	06+	00
Presented papers	01+	03+	00
Resource Persons	00	00	00

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

> Teaching with power point presentation, computer assisted teaching, teaching supported by video films, CDs, department of Marathi and Political science conducted interdisciplinary programmes, use of language laboratory to enhance listening skill.

2.7 Total No. of actual teaching days during this academic year   185

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

> Examination evaluation reforms initiated by affiliating university as per decided by examination Committee & BOS of the university.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop   01 00 00

2.10 Average percentage of attendance of students   77%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
T.Y. B. Com	30	-	3.33	46.66	3.33	53.33
T.Y. B. A	24	-	-	29.16	8.33	37.49

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

1. IQAC meetings are conducted at college as well as departmental level to plan the academic activities in the college.
2. Teachers' Performance Based Appraisal System (PBAS) forms are evaluated by IQAC.
3. Teacher Diary is maintained and monitored. Authorities keep a vigil on daily teaching schedule.
4. Feedback system is implemented effectively to monitor and evaluate the teaching learning process.
5. Subject-wise result analysis is done regularly and corrective measures are taken for improvement.
6. IQAC members share their experiences with the newly appointed teachers
7. Guest lecturers in various fields were invited to deliver speeches regarding their subjects.
8. New methods of teaching and learning are explored through internet sources.
9. Teachers are encouraged to attend seminars and workshops on their relevant topics as well as teaching-learning methods.
10. The record is maintained in the form of Academic Diary which is verified by the principal at the end of every month.

2.13 Initiatives undertaken towards faculty development

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

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	08	01	00	00
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

1. Under IQAC Research Committee has been formed, which conducts Research related activities like Talks, conference.

2. The IQAC formally and informally motivate faculty member to prepare Major and Minor & other Research Projects and register their names for Ph. D. degree.

3. College releases funds for MRP

4. Access to Digital Data Base

5. The faculty members are given Duty leave to attend conference and seminars

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	00	06	00
Non-Peer Review Journals	02	09	00
e-Journals	00	00	00
Conference proceedings	00	05	00

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	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. [--]   Chapters in Edited Books [10]

ii) Without ISBN No. [-]

3.8 No. of University Departments receiving funds from: NO

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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   [02]

3.13 No. of collaborations   International [-]   National [-]   Any other [02]

3.14 No. of linkages created during this year: [-]

3.15 Total budget for research for current year in lakhs : Nil

From Funding agency [ ]   From Management of University/College [ ]

Total [ ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year: **No**

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides [05]
and students registered under them [13]

3.19 No. of Ph.D. awarded by faculty from the Institution   [02]

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

JRF [-]   SRF [-]   Project Fellows [-]   Any other [-]

3.21 No. of students Participated in NSS events:

University level | - | State level | 50 |

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 | 03 | College forum | 03 |

NCC | - | NSS | 04 | Any other | 06 |

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

- NSS Annual camp.
- Blood Donation Camp
- Awareness Programme on:
  i. Right to vote
  ii. Save animal
  iii. Tree plantation & save plant
  iv. Save petrol
- Awareness programme on women's rights.
- Campaign, College Campus beautification
- Women health and social awareness programme
- Sensitizing students to ecological and environmental issues
- Creating more avenues for students to engage in community services
- Shramdaan
- Cleanliness drive
- Fitness awareness -Exercise, Yoga, Suryanamaskaar, Swimming, Slow/Fast walking, Running
- Adult Education
- Eye check-up camp
- Debate, Singing, Essay, Poster Competition

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities: **No**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.75 acres	-	-	2.75acres
Class rooms	12	-	-	12
Laboratories	2	-	-	2
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

> 1. Administrative office is totally computerized. Regular Maintenance and replacement is done.
>
> 2. The library is partially computerized. Internet facility is provided to students.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2877	79221.5	224	57260	3101	136481.5
Reference Books	664	415414.1	13	2545	677	417959.1
e-Books	-	-	-	-	-	-
Journals	32	5285	-	-	32	5285
e-Journals	250	5000		-	250	5000
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	20	15753.1	-	-	20	1520

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Depart -ments	Others
Existing	29	01	2	-	-	01	11	-
Added	02		-	-	-	-	-	-
Total	31	01	02	-	-	01	11	-

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

> Broadband internet facility is made available to the students and teachers.

4.6 Amount spent on maintenance in lakhs :

I.   ICT   1.16

II.   Campus Infrastructure and facilities   .25

III. Equipments   --

IV.   Others   4.25

                        Total :   5.66

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The institution has an institutional arrangement for disseminating information about different student support services. Following are the details:

Committees have been created and their working is being supervised by the authorities of the institution has proper arrangement for disseminating information about different student support services. The details are as follows:

- Information through Website of the College
- Annual Academic Brochure
- Circulation of College Magazine *Arunoday* giving reports of such activities.
- Notices are displayed on display boards and notice boards.
- Circulation of notices among the classrooms.
- SMS Service and social media are used to inform different activities for academic and extra-curricular activities.
- Student Representatives are elected. They are used as a communication channel.
- Different Committees are formed to support all these services and their functioning is being supervised by the authorities of the college.
- Academic audit by Principal & Students.

5.2 Efforts made by the institution for tracking the progression

- Committees for Result Analysis, Student Progression in cultural, sports and other extracurricular activities conduct a variety of activities throughout the year.
- Committee heads apprise the authorities about their goals, objectives. Reporting about the activities.
- Annual Reports of all committees and departments are collected.
- For academic progression Remedial Coaching is being conducted.
- Extra classes, bridge courses and lectures on the lines of foundation course are being conducted.
- Skill mapping is being done.
- Feedback from students helps the authorities to improve the performance and to march towards progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
321			

(b) No. of students outside the state ☐ -

(c) No. of international students ☐ Nil

Men | No | % | Women | No | % |

Last Year (2015-16)						This Year(2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
14	138	34	161	-	347	16(SBC 15+VJ NT-26	115	20	129	-	321

Demand ratio - 1:1   Dropout 10%

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

1. Decent classrooms, reading room with different reference books and periodicals as well as interview hall for group discussion are provided.
2. Library facilities are available for students.
3. Computer with internet facilities is provided.
4. Guest lectures are arranged.

No. of students beneficiaries   All Final Yr. Students

5.5 No. of students qualified in these examinations: Nil

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career

Guidance regarding the placement and Advertisement
Psychological counselling
Premarital counselling
Career guidance cell organizes programs.
Life Skills workshops

No. of students benefitted   All FY Student

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
-	-	-	10

5.8 Details of gender sensitization programmes

- Awareness programs like female foeticide, gender equlity and self – defence.

- At college level, following completions were organised with purpose of gender awareness with Physical Education dept. NSS Unit and Political Sc. dept. The event aimed at preserving the traditions and creating awareness about the status of women in society. Campaign Competitions – 1) Essay competitions 2) Elocution competitions 3) Poetry reading competitions 4) Rangoli drawing 5) Poster exhibition.

- Health Camps were organised for students to create awareness about women's health and sanitary system.

- Organisation of Cycle rally for women empowerment and to create awareness about 'Save baby girl' campaign.

- Guest lectures were organised on the topics like Law for women, customer awareness etc. and defence training was given to students. The students helped the needy students against eve teasing.

5.9 Students Activities

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

State/ University level [02]   National level [ ]   International level [ ]

No. of students participated in cultural events

State/ University level [10]   National level [-]   International level [-]

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

Sports : State/ University level [02]   National level [ ]   International level [ ]

Cultural: State/ University level [03]   National level [ ]   International level [ ]

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution		
Financial support from government	In Process	
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives No

Fairs   : State/ University level [ ]   National level [ ]   International level [ ]

Exhibition: State/ University level [ ]   National level [ ]   International level [ ]

5.12 No. of social initiatives undertaken by the students [ ]

5.13 Major grievances of students (if any) redressed: _____

Sr. No.	Type of grievances	Name of Students	Class	Date	Redressed
1.	Dress code regarding college students.	Ku.Manisha Pal & group	B.A.+ B.Com	02.07.2016	Strictly implemented from 15 Aug.2016
2.	To keep college premises clean & green	Ku.Chaitali Gore	B.A.II	02.08.2016	Action taken & implemented
3.	Wi-fi Facility	Harshal Mahajan	B.ComI	16.08.2016	Continuous Efforts are being made for Broad band. Dongle is available in the library for students.
4.	Molestation & sending irrelevant sms	Anonymous	BA I	17.01.2017	Problem solved after counseling of both girl & boy parents.
5.	To start -up morning warm-up exercise & Yoga	students	B.Com & B.A.	27.01.2017	Implemented with immediate effect.
6.	Stolen things like mobile, money	Student	B.Com & B.A	03.12. 2017	Complaint lodged & necessary action taken.
7.	Cleanliness of washrooms	Ku.Mayuri Pimple Ku.Diksha Chahande	B.Com II BA II	08.09.2015 25.09.2015	Action has been taken and concern staff were informed.

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:	To impart qualitative & valuable service in the field of education.
Mission:	To provide opportunities to face all the challenges of the competitive world, without utmost utilization of the potential in academic, sports, social & other activities.

6.2 Does the Institution has a management Information System

Yes, Administrative Procedures including finance for admission process, fee structure, student records enrolment, exam forms and scholarship.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

As our institution in affiliated to RTMNU, Nagpur University no curriculum is developed independently. Few faculty members who are on the different Board of Studies contribute to the change. University curriculum is strictly followed. Different methods are followed to teach the syllabus effectively.

6.3.2 Teaching and Learning

Teachers update their knowledge by participating in conferences, seminar, workshops & various courses; taking research activities & publishing the research paper & books. Teachers use computers / Laptop while Teaching.

6.3.3 Examination and Evaluation

Examinations are held as per university norms. In 2016-17 University has pioneered semester system for examinations of U.G. For under graduate students Assignments and Viva are scheduled for 20marks. Classroom evaluation is done as per Unit Tests, Prelims, are conducted for each class. Teachers play an important role in university exams as paper setters, evaluator, Examination Incharge and as co-officers for other centres. Nearly all faculty members are involved in university examination work and evaluation process.

6.3.4 Research and Development

The College always motivates and encourages faculty members of all departments to write quality research papers. The teaching staff is encouraged to take research projects. The staff members are permitted to attend and participate in Natioanl and International Conference, Seminar and Workshop. The Academic Committee of the College comprising of all the Heads of Departments of all streams and Headed by the Principal are instrumental in creating a positive environment for research and academic growth.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Upgradation of Library, maintenance of ICT is regularly done. The whole process of admission has been computerized. The non-teaching staffs are also technically savvy. They are also sent for training programmes of different levels like university and govt agencies.

Library orientation for students is regularly held. Internet facilities in the library are also provided to students without any charges.

Journals, magazines, and other E-resources are also provided to the students.

6.3.6   Human Resource Management

- Trainings of teaching and non-teaching faculty members and students in the college as well as other centres of higher education and research
- Procurement and subsequent use of new software for training of administrative staff
- Ensuring of participation of all the stake holders in decision making.

6.3.7   Faculty and Staff recruitment

Qualified & knowledgeable staff is recruited through the selection committee constituted by the affiliating University as per the rules and regulations of Government of Maharashtra.

6.3.8 Industry Interaction / Collaboration

1. The college has a Placement Cell which organized various Academic-Industry Interaction/collaboration events and a successful campus placement drive.
2. Academic Co-operation Agreements were signed with industries and organisations
3. Industry-Connect was organised.
4. Industrial visits were organised.

6.3.9   Admission of Students

Admissions are open for all the students and is made as per govt. norms. The college caters to a large section of marginalized students. Therefore the admission process is kept simple and accessible to students of these communities. The institution is committed to give education to needy students form marginalized sections of society.

6.4 Welfare schemes

Teaching	4 (PF, Gratuity, Loan facility Gen. Ins)
Non teaching	2 (Loan facility, Gen. Ins)
Students	1 (Scholarship)

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	-	-		
Administrative	Yes	CA/Auditor General office/ Joint Director	Yes	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes   No √

For PG Programmes   Yes   No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Alumni Students provides support in sports coaching, cultural activities, and competitive examination coaching, cultural activities. We organise sports-cultural event of Students and Alumni every year. One of the ex students of this college is awarded. Some amount of rupees is awarded to appreciate the successful students on Republic Day and prize distribution ceremony.

6.12 Activities and support from the Parent – Teacher Association

The Parent Teacher Association is a nominal body because the parents are mostly temporary and daily wage workers. The institution takes up some welfare programmes in areas where large number of students reside.

Meetings are arranged of Parent-Teacher Association to discuss the issues related to Admission, Security, Result, Discipline and Facilities.

6.13 Development programmes for support staff

NA

6.14 Initiatives taken by the institution to make the campus eco-friendly

Minute observation is a key factor of the institute for the maintenance of eco friendly campus. Al ready the campus is green. Near about 50 plantations have been done by the N.S.S. department and Environment cell.

Criterion – VII

VII. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Highlights of major innovative activities that has created a positive impact on the functioning of the institution:-
- Innovative, Interactive and Collaborative Teaching Pedagogy.
- The University Examination system has been fully computerized with the in-house developed software for smooth conduct of Exams.
- Introduction of interdisciplinary courses to impart broad based learning.
- Faculty Exchange Programme.
- Vision Next Foundation Skill which enhances employability.
- Archery Training Centre.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Various programme were organised according to academic calendar. There is no formal ATR. The Principal of the college found various committees for various activities throughout the year. These committees implements decisions (action plan) taken in the meeting at the end of the year.

The Principal and Head of the departments & Heads of all committees take the revision of all these activities. The report is presented in the LMC and *Arunodaya*, at the end of every academic year.

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

- *Jagriti* : Students Awareness Programme
  (Vision Next Foundation Skill Training Centre)
- Constitution of Gender Sensitization Cell in the College

The details are enclosed in Annexure No.III

7.4 Contribution to environmental awareness / protection

- The wastage are not burnt but dumped into the pit
- Clean campus by NSS unit & Staff
- Tree plantation and water saving awareness.

7.5 Whether environmental audit was conducted?

Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

STRENGTHS:
- Supportive management and a keen interest in the development of the institution by Saibaba Lokseva Sanstha,Nagpur.
- Received very prestigious awards such as the Best College in NSS at University level.
- Qualified, Experienced and dedicated Faculty members.
- Co-curricular activities enriching student personality.
- Huge Playground with facilities of different sport events.
- Research &Publication of teachers is extensive.

WEAKNESS:
- Many students are first generation learners coming from very poor families.
- Classroom lacking of new modern ICT equipment.
- Many marginalized students have multiple attempts at XII class level and Economically weak Students are in large number.

OPPORTUNITIES:
- Scope for starting need based UG/PG programmes as well as short duration courses.
- Student adopts competitive examinations.
- Students are encouraged for Police training and recruitment.
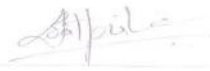
THREATS :
- Dropout.
- Irregularity of students in the classroom.
- Classrooms have to be newly constructed with some sources of ICT.
- Renovation of building is needed.

8. **Plans of institution for next year**

- Preparing systematic feedback form for parent and other stakeholders.
- Organizing Special Lectures on research and quality culture.
- Organizing Conference, Seminars and Workshops.
- Proposal submitted to University for PG programme like M.Com & M.A. Acceptance is awaited. May be introduced in a phase manner

Name : Dr.R.R.Datela
Signature of the Coordinator, IQAC

Name: Dr.D.R.Satpute
Signature of the Chairperson, IQAC

ACADEMIC CALENDER

2016-17

Government notification in this regard for the Academic year 2016-17 is as follows

First Term	:	16.06.2016 to 27.10.2016
Winter Vacation	:	28.10.2016 to 27.11.2016
Second Term	:	28.11.2016 to 30.04.2017
Summer Vacation	:	01.05.2017 to 15.06.2017

Month wise Calender :

June
- College Re-open on 16/06/2016
- Admission to B. A and B. Com. I, II, III (Arts and Commerce Faculty)
- Formation of various committee for Activities.
- Formation of Time table committee.
- Orientation program of FY degree classes.
- Introduction of F.Y. Students with teaching staff.
- Commencement of FY degree classes.
- Formation of various Examination/Sports committee.

July 2016
- Commencement of SY and TY degree classes
- Carrier Counseling and placement guidance.
- Commencement of Certificate course

August 2016
1. Commemorative function on Lokmanya Tilak (1st Aug.)
2. N.S.S. Tree plantation and Cleanness Drive.
3. Celebration of National Independence day on 15th August 2016.
4. Blood Donation camp under N.S.S.
5. Guest Lecture
6. Poster competition, debate, patriot's song.
7. Information given to the students for project of Environment Science and Adult Education.
8. Foundation Day (Late Shri Arunrao Kalode Death Anniversary)

September 2016
1. Celebration of Teacher day (5th Sep.)
2. Dept. Guest Lecture
3. Dept. Visit/Study tour

October 2016
1. N.S.S Foundation Day will be arranged (1st Oct.)
2. Celebration of Mahatma Gandhi Birth unniversar (2nd Oct.)
3. Conduction of 1st Unit Test.
4. Guest Lecture
5. Parents Meet.
6. Commencement of R.T.M. Nagpur University winter exam.

November 2016
1. Term II starts from 28th Nov.
2. Orginsing walking competation colobration with Jawahar Vidyarthi Gruh
3. RTMNU semester Exam.

December 2016
1. Commemorative Function Dr. Babasaheb Ambedkar organized on 6th Dec.
2. Guest Lecture
3. Dept. visit/Study Tours
4. N.S.S. Camp

January 2017
1. Library Book Fair Exhibition arrange library dept.
2. Republic day celebration on 26th Jan.
3. Cultural and Sport week
4. College Magzine (Arunoday)
5. Physical & Medical Test
6. Enviornment Theory Examination
7. 2nd Unit Test
8. Savitribai Fule Jayanti

February 2017
1. Commencement University Practical Exam
2. College Terminal Examination (2nd week)
3. Feed back forms filling / Allumini meet
4. Remmidal Classes / Extra Classes

March 2017
1. 15th March commencement of RTMNU Summer Exam 2017

April 2017
Term Ends

May 2017
1st May SUMMER VACATION

Student feedback analysis 2016-17

Analysis of feedback form is taken manually for the academic session 2016-17. Manual questionnaire is structured and feedback from students is taken at the end of the academic year. The analysis of the feedback based on the following points is graphically represented below. After analysis, the final outcome has been shared with Principal and IQAC members for further actions. Graphical representation of the data is shown below:

1. Percentage completion of syllabus, Innovative Teaching, Library facilities, Social Activities and Counseling and Career Guidance
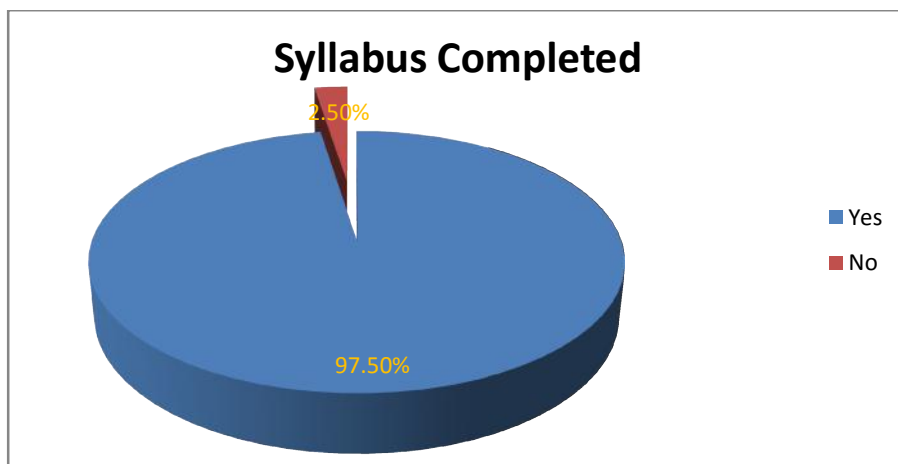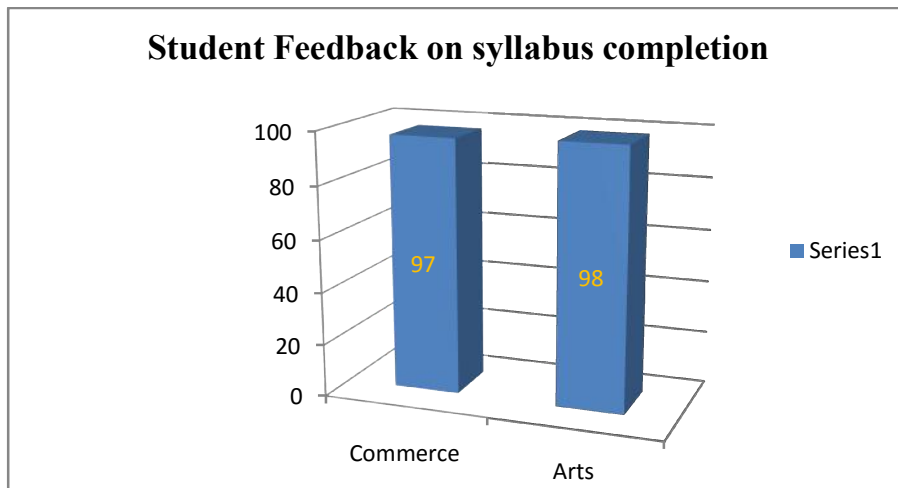
Student Feedback on Innovative Teaching
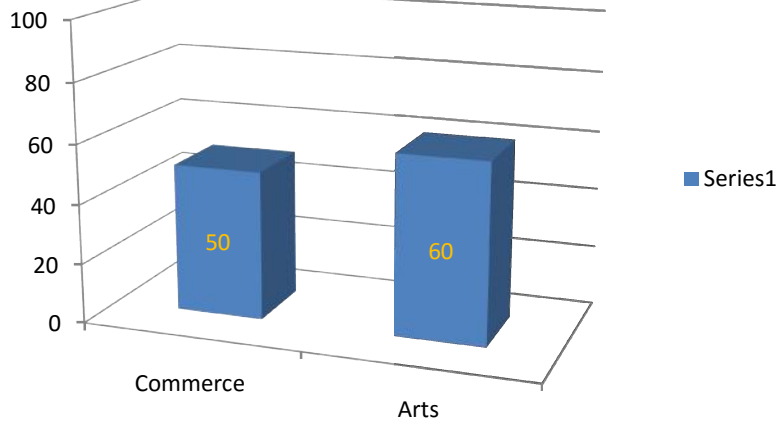
Innovative Teaching

Student Feedback on Library Facilities

Series1

100
80
60
40
20
0

Arts   Commerce

Library Facility

7.50%

92.50%

■ Yes
■ No

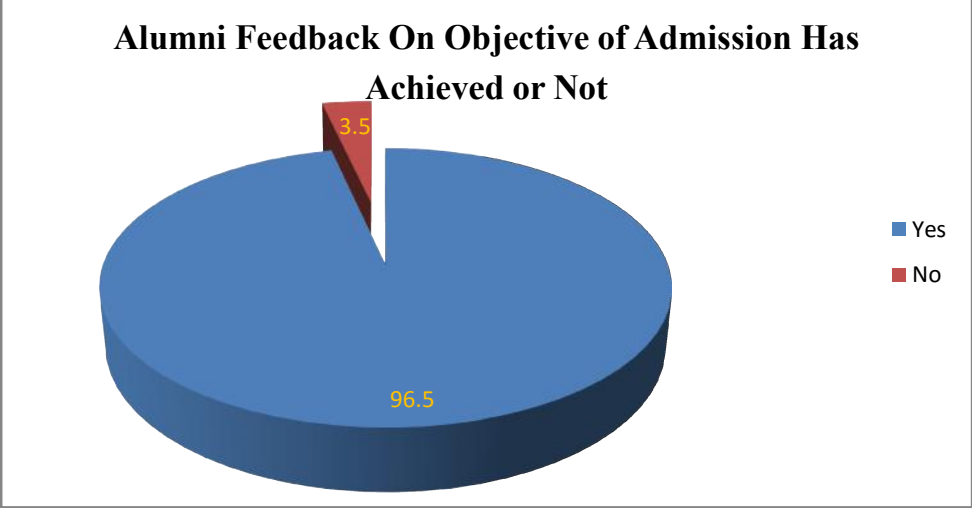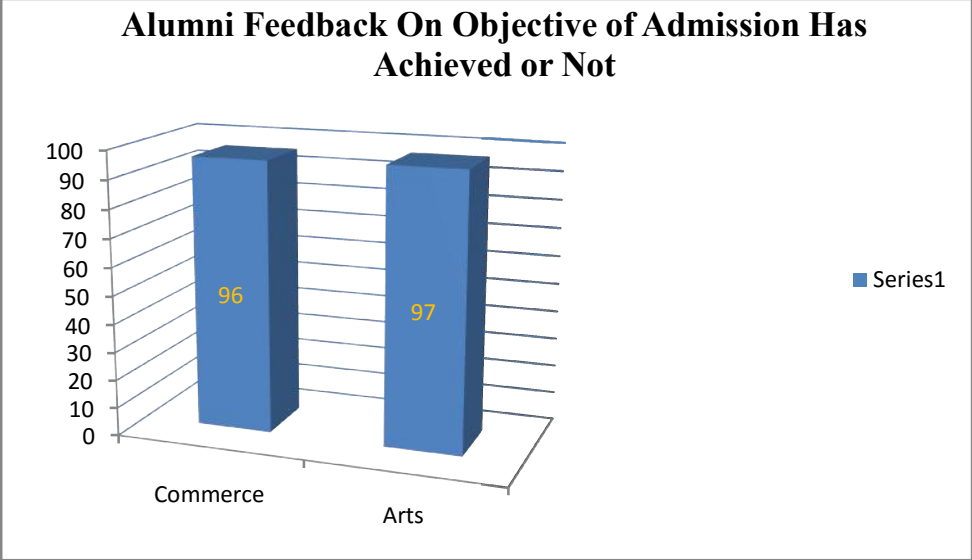## Student Feedback on Social Activities
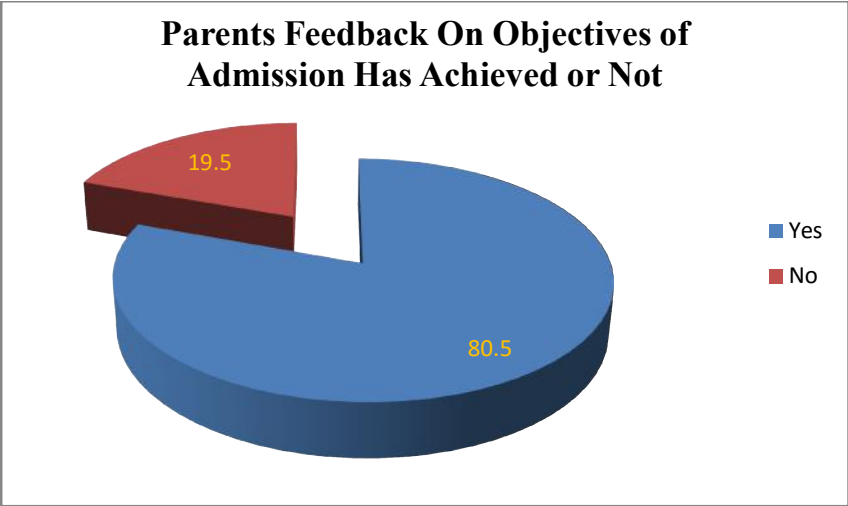

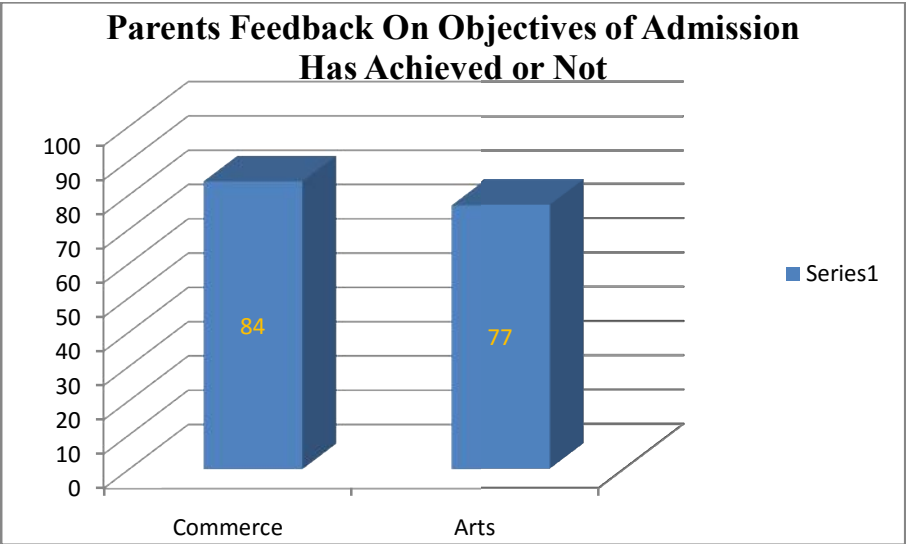## Social Activities
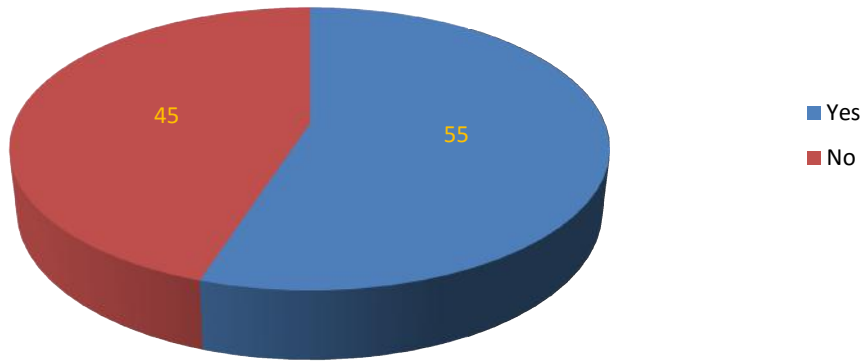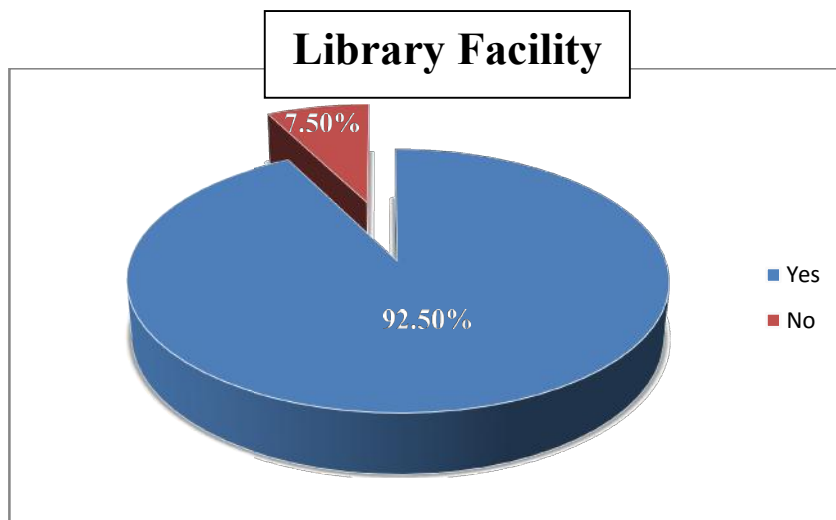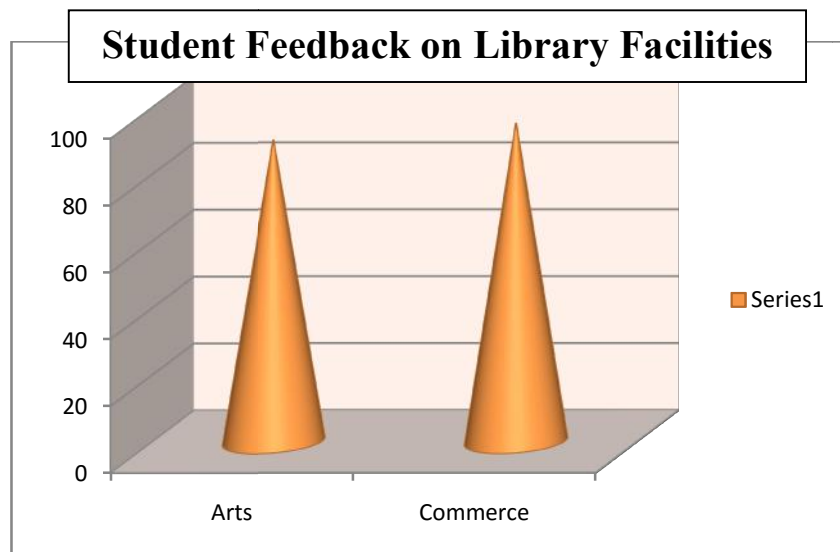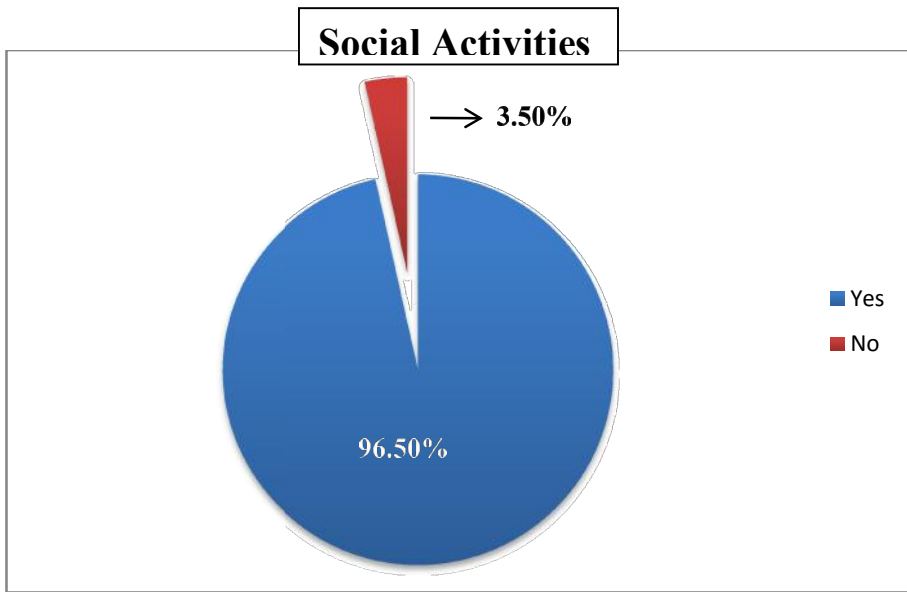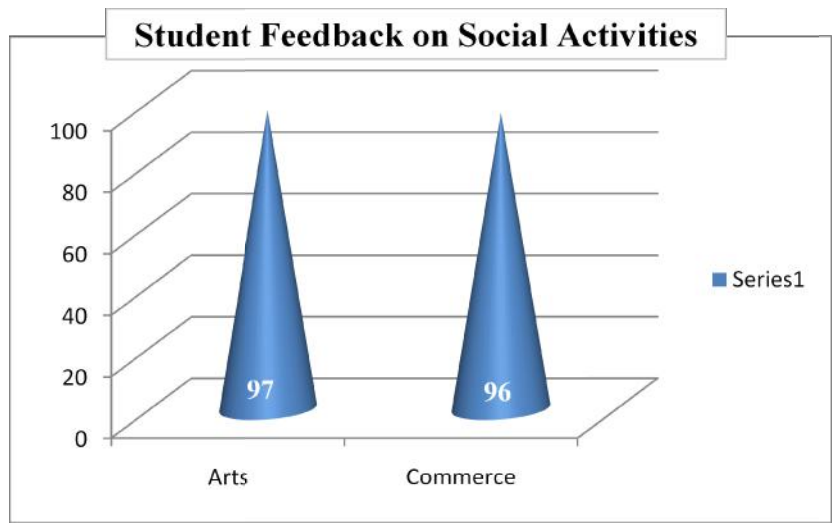
Student Feedback on Counceling & Career Guidence
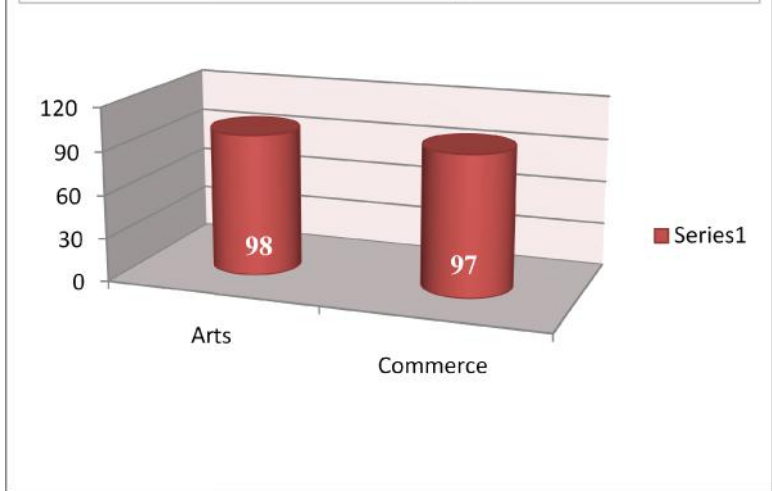
Councelling & Career Guidance
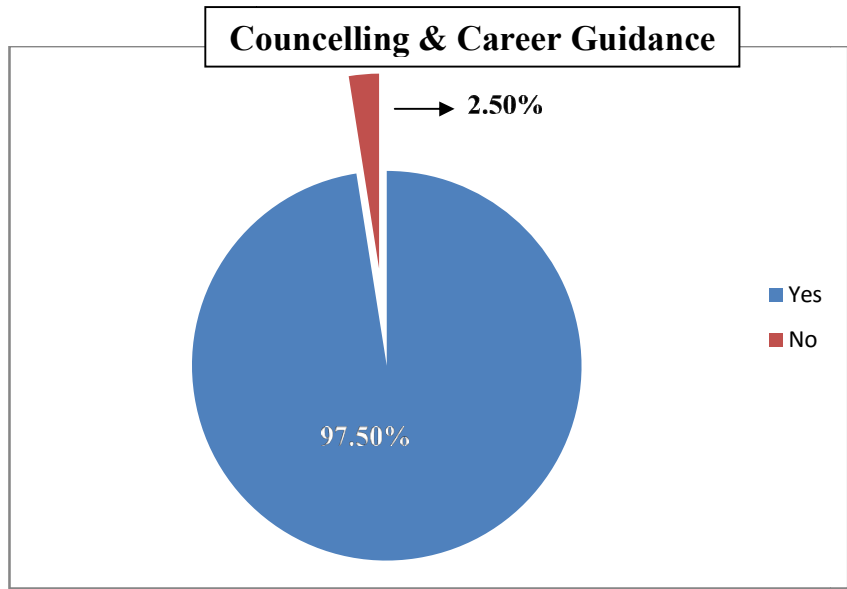
2. Whether the objectives of taking admission in PAKM has achieved or not.

Alumni Feedback On Objective of Admission Has Achieved or Not

Alumni Feedback On Objective of Admission Has Achieved or Not

3.   Whether the objective behind getting admitted of your ward in PAKM has achieved or not.

Parents Feedback On Objectives of Admission Has Achieved or Not

Commerce: 84
Arts: 77

Parents Feedback On Objectives of Admission Has Achieved or Not

Yes: 80.5
No: 19.5

1. Title of the Practice:

<u>Project- *Jagriti*</u>
 Vision Next Foundation Skill Training Centre

2. Goal :

Aims and Objectives

The management of PAKM has a long and rich experience of the quality of education in Nagpur.
It was experienced that positive attitude of the learner is prerequisite for his/her learning new knowledge and skills. We have joined hands with **Vision Next Foundation Skill Training Centre.**

The aim of ***Jagriti*** is to make the student, the learner, aware of himself/herself about his/her goals of life, his/her ***strengths, weaknesses, opportunities and challenges (SWOC)***, to plan how to maximize the strengths, to overcome the weaknesses, to avail himself/herself of the opportunities and finally, to convert the challenges into opportunities and achievements.

Before attending the regular course classes, he/she must be an open minded person, eager to learn and gain maximum achievements. First of all, each student should feel free to live, hence free to learn. He should be aware of his right to know, to ask questions, to gather knowledge uninterruptedly, to expand it, to acquire the life skills and to refine all these. In addition, he/she must have zeal to extend and upgrade his/her state of affairs to know the world and to change it vehemently for enhancement.

Thus PAKM has formulated the following aims and objectives of ***Jagriti*** —
(i) To make the student aware of the meaning of his/her own life.
(ii) To do the SWOC analysis by each and every student himself/herself.
(iii) To make the student prepare a strategy by himself/herself to transform the challenges into achievements.
(iv) To identify the weaknesses like: fear, hesitation,lack of confidence, ignorance of aims and the process of self development and of the society.
(v) To improve his/her self image, to make him/her aware of his/her inherent capacities and to develop confidence that ***he/she can do***.
(vi) To train the students by conducting special training programmes along with regular academic activities but the training programmes themselves must be student-centric, activity-based, creative, interactive, participative, evaluative and analytical.

3. The Context

Teaching and learning are not mechanical activities, but these are human actions and responses, purely psychological and physiological interactions. Thus a positive environment is a pre-requisite for any sort of learning. PAKM is affiliated to RTM Nagpur University is situated in the remote corner of south Nagpur constituency. We get students from nearby villages and suburban areas. Keeping in mind their problems of day-today working, the college has come up with this project of ***Jagriti***. Under this project we help the students in getting benefits of Govt. oriented programmes. This has been a great struggle with the students of very remote villages of Maharashtra but it has been the most required and effective practice in this college, and the most fertile area of learning also.

4. The Practice

PAKM knows that to work on the effective domain and to work on the attitudinal change, we require a good knowledge of Sociology, Economics, Political Science, History, Arts and commerce education and many other fields. It requires the knowledge of drama, dance, music, group discussion, group behaviour, activities generating confidence, sense of collectiveness, creativity and ingenuity, time management, positive attitude, participativeness, a sense of freedom, fearlessness, discipline, coordination, strong will to do and to have a strong faith in **'I Can'**. These sorts of deeper changes require, perseverance, strong faith in change, deep insights into evaluating the changing psyche of the trainee constant practice and varied activities. After a long experience, PAKM has designed this wide spectrum programme interweaving many activities:

1. **Personality Development** classes is held in the college campus. Each and every student who seeks admission to PAKM, for the first time, has to attend this class. In this class the trainers evolve many concepts in the students regarding the aim of life itself, and then the aim of learning. The SWOC analysis of each and every student proves like a sea change.

Open, participatory and transparent discussions are organized on the themes like freedom, democracy, the college, teachers, books, journals, friendship, the use of IT, the mobile, the time management, food, health, games, co-curricular and extra-curricular activities, self-discipline, relation with other gender, classroom behavior, the college uniform students' union elections etc. And a positive, creative, genuine, useful opinion is evolved through the participative approach, and not by preaching or coercing them. This orientation training is arranged in a group of 20 to 25 students, boys and girls, combined, sitting on the floor and chairs even for the teachers/trainers. The training is full of activities, open discussions, analysing the aims and outcomes of the activity by the participants themselves. Discussions are held with the help of videos, films, games and sports, yoga, aerobics, self written, self directed skits, dances, singing etc.

2. **Classroom Practices:** The teachers create an environment of fearlessness, encourages the students to ask questions, appreciate participation, arrange group discussions, quizzes, invite presentations by the students, ask the students for a brief address to the class and also give small awards for some activities. This extended behaviour of the teacher melts the students to learn and to live lively.

3. **Regular cultural events :** Various committees frequently arrange extra-curricular activities. Greater participation of the students in sports and cultural activities -very frequent participation in inter-college, inter-university, state and national level competitions of games, sports, cultural activities, NSS activities and provide ample opportunities to them to express their emotions and creativity.

4. **Employment:** It is a platform for students that offers easy access to opportunities for developing relevant skills to make themselves employment ready, get employed or generate employment. It offers simple options for short period courses like interview techniques; skill development; receptionist;banking; computer training; book-keeipin & accountancy etc. Resource persons are invited to teach such courses. Arrange interview with many companies for their placement. Students get recruitment with their appointment letter at their hand.

5. Evidence of Success

1. An atmosphere of self-discipline prevails in a co-educational college of 321 students. There were no incidences of violence, ragging and sexual harassment in PAKM's history other than some rare incidents of silly skirmishes.

2. A strong enthusiasm is found in most students. They are more confident of their roles and achievements.

3. The students become positive towards the college, colleagues, books, examinations, cocurricular and extra-curricular activities.

4. Gender equality awareness develops boys and girls as affectionate co-learners.

5. The students become open to raise their problems related to the teachers and other staff members. They become aware of the infrastructure problems and they ask for additional facilities regarding classes, books, games etc.

6. They devote more time to their studies. Peer and group learning has improved and the use of IT has enhanced.

7. A strong faith has evolved in the teachers, and in the management, to make the effective domain stronger, and it appears that a right direction and process have been searched out, and now, we have to improve our vigour and speed further, constantly, on this path.

8. Students are more enthusiastic to conduct research activities.

6. Problems Encountered and Resources Required

(i) Problems encountered and obstacles faced

- Serious and widespread doubts regarding the usefulness of the *Jagriti* programme has been evaporated.
- Initially it was difficult to find out the logical academic relationship between curricular and extra-curricular activities, not only by the students but by the teachers and management personnel also. But now much water has flowed down the river, and cocurricular, and extra-curricular activities are considered important.
- Strong resistance by the students was shown against participating in personality development classes.
- The time-table arrangement has been a regular obstacle and still it is a problem which requires proper attention all the time.

(ii) Resources Required

Financial input, student's participation, faculty advice and good management practices.

Best Practice –II

Constitution of Gender Sensitization Cell in the College

The Context
The gender sensitization the talks of the town and the issue are even more relevant in the changing scenario of the society. Whenever we refer to gender or sex it seems so simple, yet everybody knows that both these terms are only deceptively synonymous. There is a general practice to term every effort pro-women, if it is oriented towards women empowerment. Matter of the fact is that maximum communities and countries are patriarchal, matrilineal and patronymic as well. In the backdrop of its reality it becomes essentially important to upkeep the general environment of a college totally gender-sensitive. As such the Gender sensitization cell of PAKM was formed. At the start it was termed as women cell.

The Objective
1. Sensitize the students towards the domestic violence practiced against the fairer sex in the society.
2. College campus to be free from eve- teasing and Adam-ridiculing activities.
3. We also try to create a healthy atmosphere for friendly co-existence.
4. Interacting activities i.e. Common classes, competitions, Cultural-functions and sport events have become a normal practice.

The Practice

We organize guest lectures, debates, exhibition and various competitions to communicate with the students and the society as well. The gender cell and anti-ragging cell motivates those students who behave in conformity. Deviant- behavior is always checked and punished (if needed). We stand committed to implement the Vishakha guide lines in our campus for students as well as faculty too. We also spread the message through social media and net working among the students group.

Resources used

Financial input, student's participation, faculty advice and good management practices. Print media and social networking sites have been used to create consciousness among the students.

Future Plans

In the coming session we plan to organize atleast one interactive session with parents and guardian (to seek their co-operation in the gender sensitization) and the ultimate need to practice gender-equality.

Impact of the Practice

We are able to maintain the eve-tease free campus in the college through strict enforcement of the rules. Also through the seminars and workshops we could teach the male students to have a healthy relationship with lots of interaction and discussions.

Contact Details

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